

**Crosby Independent
School District**



**Substitute Handbook
2012-2013**

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INTRODUCTION

Substitute teachers fulfill a very important function in our school district. They are called upon with little or no notice to fill a vacancy by the absence of a professional staff member. Substitute teachers are thus given great responsibility and a degree of trust that is unique in the field of education.

The Crosby Independent School District is dedicated to maintaining a positive educational climate. To accomplish this requires that our substitute teachers maintain a degree of professionalism and decorum.

While this handbook cannot cover every situation and circumstance that will confront the substitute, it is intended to provide some general guidelines that may contribute to success.

Remember that the welfare of the students is the prime consideration. When in doubt, consult with a teacher or one of the office staff.

REQUIREMENTS FOR SUBSTITUTE TEACHING

The basic requirement for substitutes is teacher certification. Persons who have a degree and have completed a substitute teacher training course or have at least completed 30 semester hours of college work and have completed the training course may be placed on the substitute list.

Persons wanting to enroll in the substitute teacher training course offered by Region IV need to visit the following website:

<http://www.learningis4me.com/registration/detail.aspx?itmId=441116>

and follow the instructions for enrollment. If you were a substitute prior to the 95-96 school year and/or certified to teach, the training course is not required.

Upon the completion of the training course and the following forms, you will be added to the substitute list.

Completed application

Official college transcript(s) with seal

A valid Texas teaching certificate (if certified)

Substitute Teaching Workshop Certificate from Region IV

If you have a valid Teaching Certificate, you do not have to take the course. We will also accept a previous Certificate from Lee College (only if taken prior to applying).

A criminal history search consent form

An employment eligibility verification form (I-9)

W-4 Form

After completing all the information requested, and you have been approved by the office manager to be added to the list, you may visit each campus and introduce yourself to the principal and/or secretary who calls substitutes.

PROCEDURE FOR CALLING SUBSTITUTES

Each campus is responsible for contacting substitute teachers from the approved list.

The building principal or his/her designee will contact a substitute as soon as the need is determined. Unfortunately, this may occur in the early morning hours rather than a day ahead of time.

Substitutes on the degreed list will be contacted first. If none are available, then the 30 college hours and overall list will be utilized.

HOURS OF DUTY

The normal school hours for teachers are generally required of substitutes. The elementary schedule is generally 8:00 a.m. to 4:00 p.m. Secondary schedules are generally 7:00 a.m. to 3:00 p.m.

When you are contacted, any special duties that require a different time schedule will be shared with you, as soon as possible.

Substitutes may also be employed on a half-day basis. The following schedule proxies a **general** guideline for this.

ELEMENTARY

8:00 a.m. to 12:00 p.m.....1/2 day
12:00 p.m. to 4:00 p.m.....1/2 day

SECONDARY

7:00 a.m. to 11:00 p.m.....1/2 day
11:00 p.m. to 3:00 p.m.....1/2 day

REPORTING TO WORK

When you arrive at school, proceed directly to the office to sign in. The school secretary, assistant principal or principal will provide lesson plans, roll sheets, schedules and any other pertinent information about the assignment.

Arrangements will be made to unlock the classrooms(s) for you. A campus handbook providing the duty schedule, lunch schedule and fire drill procedures will be made available to you. If for some reason this is not shared with you on arrival, ask for it. This information could be critical in an emergency.

RELEASE FROM ASSIGNMENT

At the end of the school day, all books and classroom supplies should be put away, lights turned off, and windows and doors locked before checking out.

You should return to the office, sign out, and see the school secretary concerning the need for continuation in the assignment.

SUBSTITUTE TEACHER PAY

The following substitute rates will be effective as of the 2012 – 2013 school year:

Non-Degreed	\$80.00 daily
College Degree	\$90.00 daily
Certified Teacher	\$100.00 daily
Instructional and Clerical Aides	\$64.00 daily

The following rates will be effective after substituting for 20 consecutive days in the same teaching assignment:

30 Hours+	\$100 daily
Degreed	\$125 daily
Certified	\$150 daily

When filling a position for the remainder of the term, the substitute teacher will be paid the above rates from the first day.

Pay days are on the 15th and the last day of each month. 1-15th will pay on the last day of the month and 16-31st will pay on the 15th of the following month. Due to the Christmas Holidays, subs will not be paid for services December 1st-15th until January 15th paycheck with the exceptions of long term subs. Please allow for this lag time prior to calling to check on pay status. If there are discrepancies on your pay, please start by calling the campuses you worked at **first** to make sure all days were turned in correctly to payroll. If you do not receive a check within the above time, please contact the payroll office at 281-328-9200 Ext 1232.

TERMINATING EMPLOYMENT

Substitutes are on an “as-needed” basis, therefore there is no guarantee that services will be needed on a regular basis. Substitutes can request to be removed from the district substitute list at any time by contacting Viviana Cervantes at 281-328-9200 ext. 1233.

The district may also remove a substitute due to poor conduct, not following district policy and/or any complaint made against them by campus staff (refer to pgs. 8-10). The substitute will be notified by the campus administrator and will be issued a copy of an Inadequate Service Report, which will state the reason for requested removal from the district substitute list.

In the month of May, a Letter of Reasonable Assurance will be mailed out to each substitute on the district list. This letter must be signed and returned by the indicated date. If the substitute fails to do so, he/she will be removed from the substitute list for the upcoming school year.

RESPONSIBILITIES OF THE PRINCIPAL

- 1) Provide the substitute with a place to sign in and out.
- 2) Direct the substitute to the classroom and help locate lesson plans and supplies needed for the day.
- 3) Provide the substitute with a schedule for the school day.
- 4) Provide the substitute with directions for reporting absences and tardies, information about fire drill and other emergency procedures.
- 5) Advise or provide the substitute with the location of rest rooms, lunchrooms, etc. A campus map would be ideal.

RESPONSIBILITIES OF THE CLASSROOM TEACHER

- 1) Complete lesson plan instructions (include book titles and page numbers.
- 2) Location of materials, supplies and books.
- 3) Classroom conduct rules.
- 4) Schedule of the day with names of students for each class.
- 5) Names of reliable students for assistance, if needed.
- 6) The location of your campus handbook.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

- 1) Report directly to the office at the assigned time to sign in and receive specific instructions about assignment.
- 2) Perform any special duties assigned to the regular teacher (unless otherwise instructed).
- 3) Prevent students from leaving the classroom unless it is absolutely necessary.
- 4) Assume responsibility and care properly for your students, equipment and materials.
- 5) Follow the lesson plans provided by the teacher as closely as practical. Try to maintain the regular routine of the class.
- 6) If possible, leave a summary of work covered, etc. for the regular teacher.
- 7) Maintain good discipline in the classroom. Ask a neighboring teacher to watch the class or send a student if assistance is needed. **Do not leave the classroom unattended.**

Texas Educators' Code of Ethics

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage indeceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child

or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication

is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

PAY DATES 2012-2013

August 15, 2012	Wednesday
August 31, 2012	Friday
September 14, 2012	Friday
September 28, 2012	Friday
October 12, 2012	Friday
October 31, 2012	Wednesday
November 15, 2012	Thursday
November 30, 2012	Friday
December 12, 2012	Wednesday
December 21, 2012	Friday
January 15, 2012	Tuesday
January 31, 2012	Thursday
February 15, 2012	Friday
February 28, 2012	Thursday
March 8, 2012	Friday
March 28, 2012	Thursday
April 12, 2012	Friday
April 30, 2012	Tuesday
May 15, 2012	Wednesday
May 31, 2012	Friday
June 13, 2012	Thursday

NOTE: Checks will be mailed to mailing address that was provided on application.

CAMPUSES INFORMATION

Crosby High School 9th-12th

14703 FM 2100

Crosby, TX 77532

281-328-9237

Greg Bower-Principal

Hours: 7:15 a.m. - 2:45 p.m.

Crosby Middle School (behind CHS) 7th-8th

14705 FM 2100

Crosby, TX 77532

281-328-9264

Karen Grey-Principal

Hours: 7:15 a.m. - 2:45 p.m.

Drew Intermediate School 5th-6th

223 Red Oak

Crosby, TX 77532

281-328-9306

Walter Berringer-Principal

Hours: 8:15 a.m. - 3:35 p.m.

Newport Elementary School 3rd-4th

430 N. Diamondhead Blvd.

Crosby, TX 77532

281-328-9330

Christy CoVan-Principal

Hours: 8:15 a.m. - 3:35 p.m.

Crosby Elementary School 1st-5th

5910 Pecan St.

Crosby, TX 77532

281-328-9360

Paula Patterson-Principal

Hours: 8:05 a.m. - 3:25 p.m.

Barrett Primary School 1st-2nd

815 FM 1942

Crosby, TX 77532

281-328-9317

Karen Walthall-Principal

Hours: 8:15 a.m. - 3:35 p.m.

Crosby Kindergarten Center Pk-K

805 Runneburg

Crosby, TX 77532

281-328-9370

Ronnie Davenport-Principal

Hours: 8:15 a.m. - 3:20 p.m.



Crosby Independent School District 2012-2013 Academic Calendar www.crosbyisd.org



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

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

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

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

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

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

School Begins: August 27, 2012
School Ends: June 6, 2013

1st Semester	Days
Aug. 27 - Oct. 19	38
Oct. 22 - Dec. 21	40
Total	78

2nd Semester	Days
Jan. 8 - Mar. 22	47
Mar. 25 - Jun. 6	52
Total	99

Total Days 177

Holidays

Sep. 3	Labor Day
Nov. 19-23	Thanksgiving Break
Dec. 24 - Jan. 4	Christmas/Winter Break
Jan. 21	M L King Day
Mar. 11-15	Spring Break
Mar. 29	Good Friday
May 27	Memorial Day

Staff Development /Prep Days
(no school for students)

Aug. 17, 20-24
Oct. 8
Jan. 7
Feb. 18
Jun. 7

Bad Weather Make-Up Days

Feb. 18
Mar. 29

Early Release Days - K-6 ONLY

Oct. 24, 25

Testing Calendar
http://www.leva.state.tx.us/index3.aspx?id=3635&menu_id=793

School Board Meetings - 3rd Monday of Every Month

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

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

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

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

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

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

- Key:**
- Holiday
 - Early Release - All Grades
 - [] Grading Period Begins/Ends
 - Staff Development
 - Early Release - K-6 ONLY

Schools:	Hours	Phone #
Crosby Kindergarten Center	8:15-3:20	281-328-9370
Barrett Primary School	8:15-3:35	281-328-9317
Newport Elementary School	8:15-3:35	281-328-9330
Crosby Elementary School	8:05-3:25	281-328-9360
Drew Intermediate School	8:15-3:35	281-328-9306
Crosby Middle School	7:15-2:45	281-328-9264
Crosby High School	7:15-2:45	281-328-9237

Crosby Kindergarten Center
All Day Kindergarten 8:15-3:20
Morning Prekindergarten 8:15-10:55
Afternoon Prekindergarten 12:40-3:20

Crosby Middle & High School
Wednesdays - PLC days 9:00-2:45

Substitute Handbook Receipt

Name _____

School Year _____

I hereby acknowledge receipt of a copy of the Crosby ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. The electronic format may be accessed at www.crosbyisd.org under the Employment tab.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the substitute handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

- I choose to receive a hard copy of the substitute employee handbook.

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

I understand that I have an obligation to inform the Personnel Office of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting the Personnel Office if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to Viviana Cervantes in the Personnel Office.