

# **Substitute Teachers Guide 2018-2019**



**Ennis Independent School District**

**Ennis, Texas**



# **MISSION AND VISION STATEMENT**

## **Ennis Independent School District**

The Ennis Independent School District (ISD) shall be an educational institution that continuously challenges and stimulates its students. Ennis ISD shall provide the highest quality instructional staff and the appropriate facilities to insure that every student is equipped to his/her greatest academic potential.

Qualities of character to be taught, modeled, and upheld in Ennis ISD shall include honesty, integrity, and respect. The curriculum, programs, offerings, and opportunities provided by Ennis ISD shall be intended to produce a responsible people of high moral character, capable of personal and professional success, who shall have a positive impact on society.

### **Ennis ISD Board Of Education**

Bramlet Beard, President  
Julie Pierce, Vice-President  
Walter Beasley, Secretary  
Bill Chapman, Trustee  
John Erisman, Trustee  
Jennifer Haden, Trustee  
Kelly McManus, Trustee

### **Administration**

Lloyd Treadwell, Interim Superintendent of Schools  
Jason Gilstrap, Assistant Superintendent for Human Services  
Lisa Fincher, Chief Financial Officer  
Scott Short, Director of Technology

# **PHILOSOPHY OF THE ENNIS INDEPENDENT SCHOOL DISTRICT**

Education is the most worthwhile expression of our society and is the vital force for the continuation of our culture. The school should provide the leadership necessary for instilling those ideals, principles, and values which will maintain and enhance the democratic way of life.

The school and all community agencies should work together to provide a total educational program for the enrichment and development of each individual in the Ennis Independent School District (ISD).

Education in our schools must constantly be oriented to the individuality of the student, in the effort to promote the fullest development of each student's potential -- physically, mentally, socially, morally and emotionally -- for effective and creative living. We want education to select the best from innovation and the best from tradition. We believe that the methods of instruction should have a positive relationship to the nature of the individual learner. The school should provide educational experiences which cause individuals to pursue knowledge and truth.

Our school system should foster a relationship of respect, understanding, and open communication between administration and community, administration and teachers, teachers and students, and all other school personnel. We should keep mutual confidence and cooperation as our goal.

## **SUBSTITUTE INSTRUCTIONS**

Never leave the class unattended or allow the class to leave early for any reason at any time.

Follow teacher's notes exactly as they are written. If no written instructions are available, contact the principal.

Do not allow other students to visit students in the class.

Make sure students have a pass when needing to leave the room. Allow only one student to leave the class at a time.

Make sure students who come to the class late have a pass from the office. If they do not have a pass, leave their name for the teacher.

Do not allow food, drinks, card playing, cell phones, etc. in the class. If a student has any of these items, collect them and write a note to the teacher.

Do not bring a personal video for students to watch.

If you have a discipline problem, warn the student. If the discipline problem continues, then fill out a referral form, and send the student to their principal.

Remember this is a professional environment; do not use inappropriate language at any time while on campus.

Turn in attendance within the first 10 minutes of class.

Leave notes for the teacher, whether good or bad.

Coordinate with a campus administrator to determine if your services are needed for additional duty that would have been covered by the teacher you are substituting for that day. Note: You cannot work before or after the designated times listed.

You must scan in and out at the designated kiosk every day you are on campus, if you forget to scan in, please see the campus secretary for a time adjustment form. Please complete and return the form to the campus you forgot to scan in at.

You must arrive at the designated start time unless you have a ½ day PM position, then you must report at the time designated for that campus.

Do not use personal cell phones in class. *If you have an emergency send a student to notify the office so someone can be assigned to cover the class while you handle personal business.*

## APPLICATION PROCEDURE

Applicants for substitute teaching must file an application form with the Assistant Superintendent for Human Services. This form is provided by the Human Services department and completed in the applicant's own handwriting. A high school or college transcript, a copy of the applicant's Social Security Card, and Driver's License is to be filed with the application. The substitute teacher must fill out a W-4 withholding Tax form listing the applicant's Social Security Number to give to the Human Services Office.

## ELECTRONIC COMMUNICATION SYSTEM

As a substitute, you **do not** have access to the District's electronic communications system in the classroom or in the libraries.

*\*Long-term substitutes (maternity leave, major surgery, etc.) may have access to electronic communication system. With this opportunity comes responsibility. Inappropriate use will result in the loss of the privilege of using this educational tool.*

### ***Rules for Appropriate Use of Electronic Communication***

The account is to be used **only** for educational purposes.

You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### ***Inappropriate Use:***

Using the system for illegal purpose.

Borrowing someone's account without permission.

Downloading or using copyright information without permission from the copyright holder.

Posting messages or accessing materials that are abusive, obscene, sexually oriented, harassing, or illegal.

Gaining unauthorized access to restricted information or resources.

By agreeing to these procedures, a substitute must sign an Acceptable Use of the Electronic Communication System at Central Office.

## EMERGENCY SITUATIONS

You will need to become familiar with the appropriate response to any campus emergency situation (i.e. lockdown; lockout; evacuate; shelter.) that could affect your students. Take additional time to understand all of the procedures listed in the SRP guide located in each room. If you require additional information or clarification, contact your assigned campus administrator for specific details related to each potential emergency situation. If you need to vacate the classroom, you must **account for all of your students**. In order to do this, you will need to make certain you have your class roster with you as well.

## **REMOVAL OF A SUBSTITUTE**

A substitute may be removed from the district's substitute roster for poor performance or misconduct. In addition, a substitute may be removed from the substitute roster if:

- he/she repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- he/she do not accept at least 5 assignments per semester
- he/she do not timely return a letter of reasonable assurance

## **SEXUAL HARRASSMENT OF STUDENTS**

Sexual harassment of students include such activities as engaging in sexually oriented conversations for the purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefits. *20 U.S.C. 1681 (a): Franklin v. Gwinnett County Public Schools 112 S. Ct. 1028 (1992)* [See also SHC (LOCAL)]

## **RELEASE OF CHILDREN**

ANY PERSON unknown to the substitute teacher must be directed to the principal's office prior to gaining the release of a child. IN NO SITUATION is a child to be released to anyone with out expressed permission from the principal's office.

## **SUBSTITUTE DRESS CODE**

Substitutes shall dress in a professional manner that contributes to a businesslike atmosphere that models appropriate standards for students. Styles of clothing shall be modest and tasteful. Clothing shall be neat, clean, pressed, and present a positive image; comfort shall not be an excuse for sloppy dress.

Women shall wear professional dresses (knee length minimum), suits, skirts (knee length minimum), blouses, and slacks. Blouses must not be low cut nor be too revealing. Men shall wear professional slacks and collared shirts with sleeves; shirttails shall be tucked-in unless the garment is tailored to be worn outside. Men are encouraged to wear ties.

Physical Education personnel shall wear collared shirts and shorts that come to an appropriate length or athletic wear.

### **The following are inappropriate and shall not be worn:**

Shorts or garments that may be interpreted to be shorts  
Blue jeans except on spirit days designated by the principal  
T-shirts, tank tops, sweatshirts, sweatpants, exercise wear, or jogging suits  
Leggings or Lycra  
Sundresses or bare midriffs

Garments that are too revealing or immodest---for example, skirts too short or with slits that are too high (the top of the slit shall be considered to be the length of the garment; low neckline; etc.

Beach thongs, shower shoes, house shoes or athletic shoes

Exposed undergarments

Torn, ripped or faded clothing

Hats or caps in building

### **Grooming Standards:**

Hair shall be clean and neatly groomed. Unnatural hair color is prohibited and face makeup that may cause a disruption or interfere with normal school operations is inappropriate and is not to be used. Male employees shall not wear earrings. Other than earrings for females, no one shall wear any type of facial jewelry, visible body piercing or tattoos.

### **SUBSTITUTE PAY RATE**

\$60.00 per day (HS Diploma)

\$65.00 per day (36 College Hours)

\$70.00 per day (Bachelor's Degree)

\$80.00 per day (Certified)

Half Day assignment is paid at half of the subs Daily Rate.

**\*\*Long term is defined as: after working 10 consecutive days for the same teacher.**

Long term pay will be retro-active after 10 days.

**\*\*Pre-determined long term absences (maternity leave, major surgery, etc.)**

Will be paid at \$85.00 per day beginning the first day.

Please refer to the Cut-Off Dates sheet attached for paychecks issued on the 25<sup>th</sup> of each month. If you work the day after the cut-off period, you will not receive the pay until the following month.

### **PAYCHECK**

Direct Deposit is available and requires an EISD Direct Deposit Authorization Form with a voided check or a Direct Deposit Request Form from your bank; or

A prepaid card is acceptable for Direct Deposit. An EISD Direct Deposit Authorization Form and a Direct Deposit Request Form from the card provider are required, check with your card provider for this form.

NOTE: Sub pay for aides or non-professional employees will be paid at the subs daily rate per day regardless of the length of the assignment.

Any discrepancies in pay received must be reported to the Payroll Department no later than two working days following the regular pay day.



## **SUBSTITUTE DUTY HOURS**

Duty hours for substitute teachers vary in the Ennis Independent School District, depending on the grade level assignment. If employed for a full day, the substitute teacher is expected to remain on duty for the entire day and follow the time schedule as the regular teacher unless advised otherwise by the building principal.

<b>LEVEL ASSIGNMENT</b>	<b>ARRIVAL TIME</b>	<b>DEPARTURE TIME</b>
Early Childhood School	7:30 AM	4:00 PM
Elementary School	7:30 AM	4:00 PM
Intermediate School	7:30 AM	4:00 PM
Junior High School	8:00 AM	4:30 PM
Ennis High School	8:00 AM	4:30 PM
* Half day	<b>Please check with campus principal on time</b>	

# CAMPUS DIRECTORY

**DAVID S. CROCKETT****Dee Dee Gryder**

Pre-K, Kindergarten and PPCD  
1701 West Lampasas Street  
972-872-7131

**G.W. CARVER****Susan Jones**

Pre-K, Kindergarten and Head Start  
600 E. Martin Luther King  
972-872-3730 / HS 972-872-3743

**STEPHEN F. AUSTIN ELEMENTARY****Bobby White**

First thru Third Grades  
1500 Austin Drive  
972-872-7190

**JAMES BOWIE ELEMENTARY****John Peterson**

First thru Third Grades  
501 Jeter Drive  
972-872-7234

**SAM HOUSTON ELEMENTARY****Lori Redning**

First thru Third Grades  
1707 South Hall Street  
972-872-7285

**WILLIAM B. TRAVIS ELEMENTARY****Philip Black**

First thru Third Grades  
200 North Shawnee Street  
972-872-7455

**JACK LUMMUS INTERMEDIATE****Rodney McNeill**

Fourth, Fifth, and Sixth Grades  
501 N. Clay Street  
972-872-7060

**DORIE MILLER INTERMEDIATE****Lindsay Wood**

Fourth, Fifth, and Sixth Grades  
2200 West Lampasas Street  
972-872-3775

**ENNIS JUNIOR HIGH****Sheila Thomas**

Seventh and Eighth Grades  
3101 Ensign Road  
972-872-3850

**ENNIS HIGH SCHOOL****Wade Bishop**

Ninth and Tenth Grades  
1405 Lake Bardwell Drive  
Eleventh and Twelfth Grades  
2301 Ensign Road  
972-872-3500

**ALAMO EDUCATION CENTER**

501 North Gaines  
972-872-7332/ 972-872-7333

**ENNIS ISD ADMINISTRATION**

303 West Knox  
P. O. Box 1420  
Ennis, TX 75120  
972-872-7000