



# Substitute Teacher Handbook

**TO:** McAllen ISD Substitute Teachers

**FROM:** John J. Cavazos and Stan Crouse,  
Directors for Human Resources

**SUBJECT:** Substitute Teacher Handbook

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

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

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

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

District policies can be accessed on line at [McAllen ISD Policy On Line](#).

## Vision Statement

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

## Mission

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

## Critical Success Factors

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

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## **Administration**

Dr. Jose A. Gonzalez, Superintendent  
Dr. Silvia Ibarra, Asst. Superintendent for Instructional Services  
Todd N. Miller, Asst. Superintendent for Human Resources  
Arely Benavides, Asst. Superintendent for District Operations  
Cynthia Richards, Asst. Superintendent for Business Operations  
Bridgette Vieh, Assoc. Superintendent for Instructional Leadership

## **School Calendar**

[McAllen ISD 2019-2020 School Calendar](#)

## **Helpful Contacts**

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Department of Human Resources 618-6005

## **Directories**

[McAllen ISD Campus Directory](#)

[McAllen ISD Administration Directory](#)

[McAllen ISD Department / Services Directory](#)

# Employment

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## Equal Employment Opportunity

*Policies [DAA](#), [DIA](#)*

McAllen ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above, including sexual harassment should contact Mr. John J. Cavazos, the district Title IX coordinator.

**Repeated cancellations and/or non-acceptance of assignments will result in discontinuation of service as a substitute. Substitutes with 9 or less work days in a school year may not be considered for letters of reasonable assurance for the following school year.**

# Employee Conduct and Welfare

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## Standards of Conduct

Policy [DH](#)

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

### **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 in deceptive 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.

**Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

### **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 or minor.

**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.

## **Discrimination, Harassment, and Retaliation**

*Policies [DH](#), [DIA](#)*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

### [McAllen ISD Policy On Line](#)

#### **INFORMATION**

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

#### **ARRIVAL**

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

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

may be asked to substitute during the conference period. Departure time depends on the Teacher/Aide schedule for that day.

### **UNIVERSAL PRECAUTIONS**

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

### **TERMINATION OF EMPLOYMENT**

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

After separation of employment for whatever reason, individuals must re-apply for the position of interested in returning to service. Applying for a substitute position does not guarantee employment.

Any substitute who has not generated payroll for six months may be discontinued from employment without notification from McAllen Independent School District.

### **Harassment of Students**

*Policies [DE](#), [DH](#), [FFG](#), [FFH](#)*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

[\*McAllen ISD Policy Online\*](#)

### **Reporting Suspected Child Abuse**

*Policies [DE](#), [DG](#), [DH](#), [FFG](#), [GRA](#)*

All employees are required by state law to report any suspected child abuse or neglect 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. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material

impairment in the student's or minor's development, learning, or psychological functioning;

- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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). Suspected child abuse occurring on school district property shall also be reported to the McAllen ISD Police Department at 632-8768. 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.

## **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children. Suspected sexual abuse and other maltreatment shall be reported to the McAllen ISD Police Department at 632-8768. As an employee, it is important for you to be aware of warning signs that

could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

*Policy [DG](#)*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Technology Resources**

*Policy [CQ](#)*

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Department of Technology at 632-3238.

## **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

websites (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 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.

An employee who uses electronic media for personal purposes shall observe the following:

Each employee shall comply with the District's requirements for records retention and destruction to those requirements apply to electronic media. [See [CPC](#)]

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy [FL](#)]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy [DH \(EXHIBIT\)](#)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy [GBA](#)]
  - Copyright law [See Policy [CY](#)]

- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy [DH\(EXHIBIT\)](#)]

## **Use with Students**

In accordance with the administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

## **Criminal History Background Checks**

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

*Policy [DH](#)*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty

- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

### **ASSIGNMENT EXTENSION**

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

### **SUGGESTIONS FOR WHEN LESSON PLANS ARE NOT AVAILABLE**

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

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

### **LOCK DOWNS**

Check with the office as to the procedure and code.

### **FIRE DRILLS/BOMB THREATS**

Check with the office as to exit routes and procedures.

# Student Issues

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## Equal Educational Opportunities

Policies [FB](#), [FFH](#)

McAllen ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to John Wilde, Director of Student Services.

## Student Records

Policy [FL](#)

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the Campus Principal for assistance.

## Parent and Student Complaints

Policy [FNG](#)

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## **Administering Medication to Students**

*Policy [FFAC](#)*

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<sup>®</sup>), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies [DH](#), [FFAC](#)*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Psychotropic Drugs**

*Policy [FFAC](#)*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

## **SPECIFIC DUTIES**

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

## **CONFERENCE/LUNCH PERIODS**

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

## **PROCEDURE TO REGISTER AS A SUBSTITUTE TEACHER**

1. **APPLICATION:** Complete substitute teacher application on-line. (Note: An application does not constitute employment by the District. Applicants must still be reviewed by the District for verification of eligibility. Position availability is also a determining factor for employment.)
2. **CERTIFICATION:** It is required that substitutes possess either a valid teaching certificate or a "Substitute Teacher Certification" certificate. No one can substitute without a valid Teaching Certificate or a Substitute Teaching Certificate.
3. **COMPLETE FILE:** In order for your file to be considered complete, it is also necessary for you to provide the following materials:
  - A. If applicable, college teaching credentials and/or letters of evaluation regarding past teaching or substitute teaching experience
  - B. Original college transcripts
  - C. Copy of "Substitute Teacher Certification"
  - D. Substitute Teacher Profile Form
  - E. Reasonable Assurance Letter
  - F. Fingerprinting as per Senate Bill 9
  - G. Reference Forms (3)
4. **PAYROLL FORMS:** All new hires must complete the necessary payroll/personnel forms, including W4 forms, to indicate exemptions and status so that the correct amount of federal and Medicare taxes can be withheld. A copy of your Social Security Card and Driver's License is also required.

## SUBSTITUTE ASSIGNMENTS

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

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

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

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

This is how SFE works:

1. A teacher or principal calls SFE via the public telephone system.
2. An absence is reported and receives a job number.
3. SFE searches its listings and finds the appropriate substitute for the assignment.
4. During the morning or evening call-out period, SFE places a call to the substitute teacher.
5. The substitute teacher enters his/her telephone number and Personal Identification Number on the key pad of a tone generating phone. A narrator gives the details of the assignment.
6. The substitute accepts or declines the assignment. If accepted, the substitute receives the job number to use when reporting for the assignment.
7. On any day, after 12:30 p.m., the substitute teacher may call the SFE system in order to hear and to accept or decline any available jobs. If calling prior to 12:30 p.m., you will hear open jobs for that day only (if open jobs exist).

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

### **Preferred Substitute List**

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

## **General Substitute Pool**

Individuals are selected randomly by the system to fill a position. The system goes to the pool of substitutes when it does not have a substitute identified by name or telephone number. No assurance can be given regarding the regularity or length of assignments. All requests for substitutes must be made through the SFE system.

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

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

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

**EARLY DISMISSAL:** Whenever the schools are dismissed early, substitutes must check with the campus Principal or Assistant Principal prior to being excused. Substitutes will be paid for their assignment as originally scheduled.

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

### **TEACHER RETIREMENT SYSTEM:**

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

**Repeated cancellations and/or non-acceptance of assignments will result in discontinuation of service as a substitute. Substitutes with 9 or less work days in a school year may not be considered for letters of reasonable assurance for the following school year.**

# McAllen Independent School District

## Substitute Quick Reference Card

System Phone Number: 632-8480

Helpdesk Phone Number: 632-8490

ID Number \_\_\_\_\_

PIN Number \_\_\_\_\_

### System Calling Times

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

### Decline/Cancellation Reasons

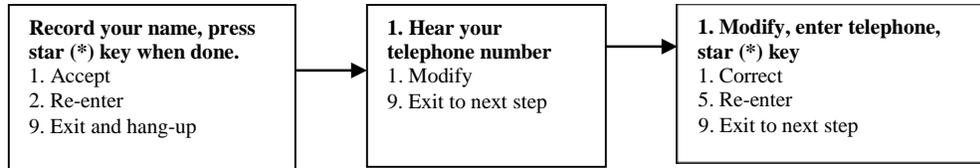
Number	Description
1.	Accepted another job
2.	Medical
3.	Out of town
4.	Personal
5.	Jury Duty

### Substitute Call-in Registration

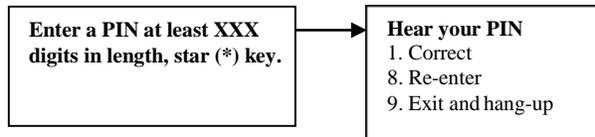
Enter your Access ID, followed by star (\*) key.

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

#### Name does not exist



#### PIN is not valid

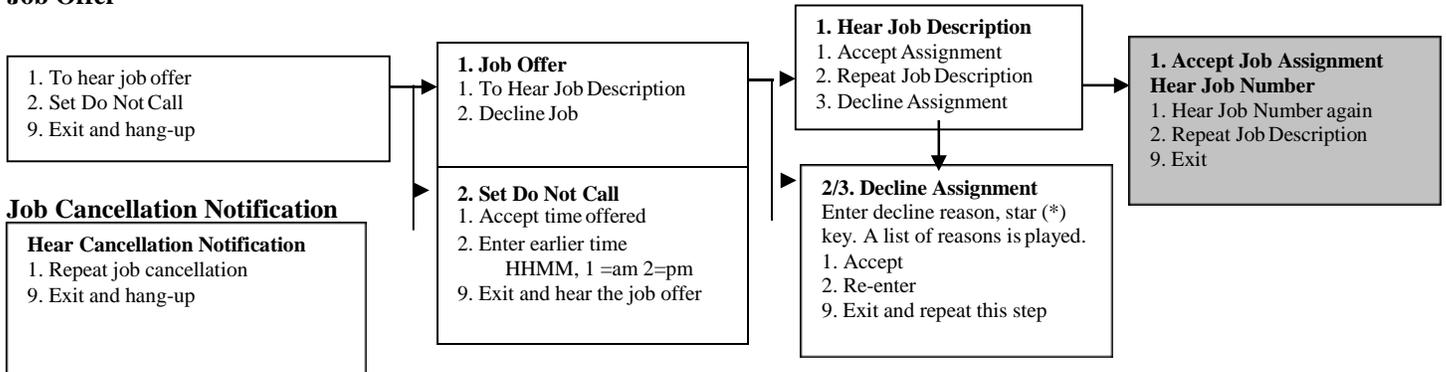


### System Call-Out (for Job Offers and Cancellation Notifications)

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

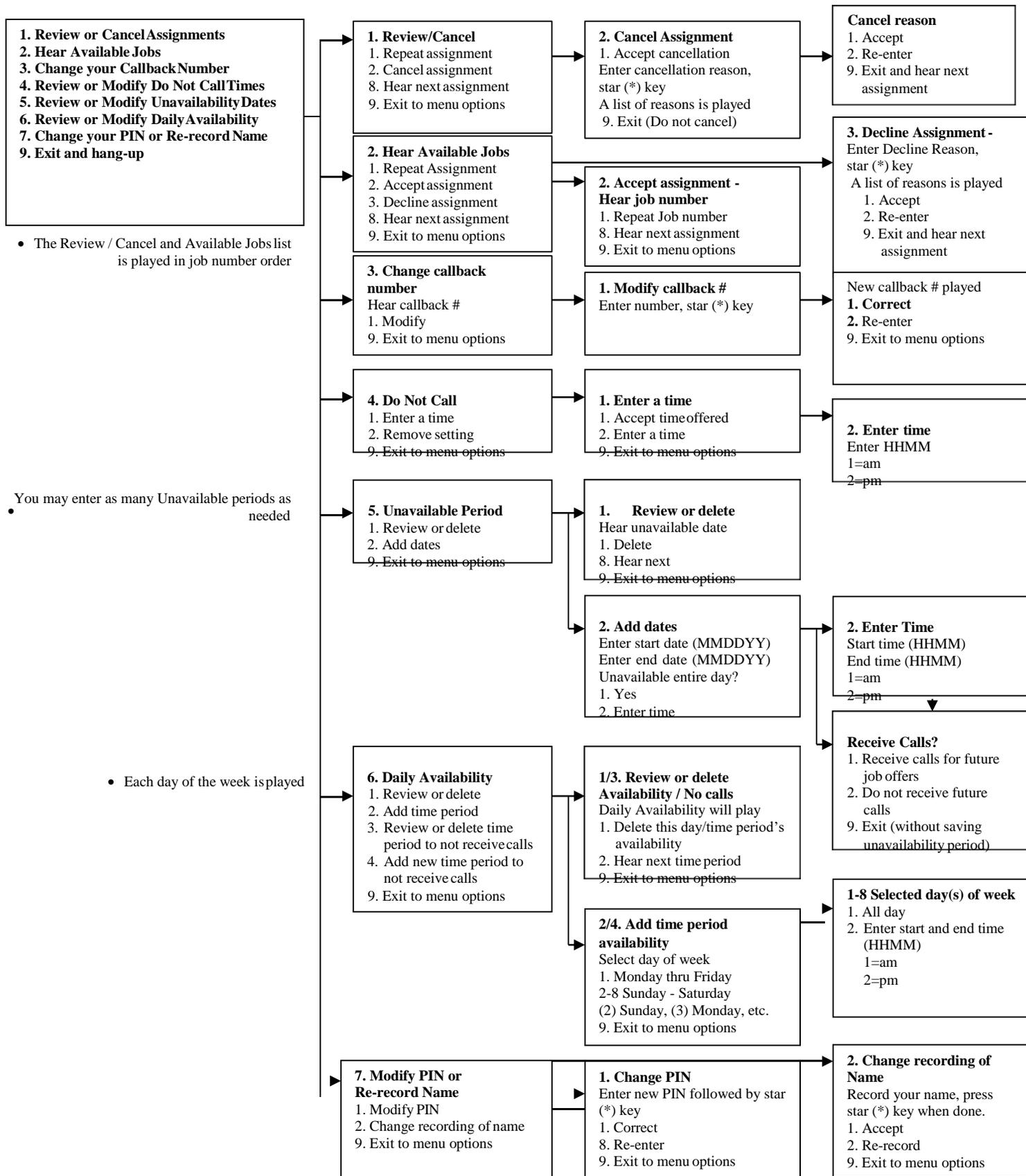
Enter the star (\*) key to make the system wait for 2 minutes to enter your Access ID. After 2 minutes, the system will hang-up.

#### Job Offer



## Substitute Call-in:

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



# McALLEN INDEPENDENT SCHOOL DISTRICT

## Substitute Browser Access Instructions

Web Browser URL [mcallenisd.eschoolsolutions.com](http://mcallenisd.eschoolsolutions.com)

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

### Sign In

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

### Profile Link

Choose the Profile link to view and update your information.

### Profile Tab

- **Change your Callback Number**  
Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office
- **Add Temporary Do Not Call setting**  
Enter a time in HH:MM am or pm format for the system to resume calling  
(The maximum is 24 hours from the current time)

### Schedule Tab

- **Create a New Availability Schedule**
  - o Select *New* button
  - o Select *Save* button
  - o Select days of the week for the schedule by leaving boxes checked by that day
  - o Select the times you are available to work or do not want to be called. (Choose only one option)
    - Check box for all day or
    - Enter a start and end time range in HH:MM am or pm format
  - o Select *Save* button
  - o To Exit without saving changes, select the *Return to List* button
- **Modify your Availability Schedule**
  - o Choose day or days of the week you want to delete by checking the boxes by that day
  - o Select the *Delete* button
  - o Select the *New* button to add a new day of week or time. Follow the steps for "Creating a New Availability Schedule" as outlined above.
- **Delete an Availability Schedule**
  - o Select day(s) of the week you want to delete by checking the boxes by that day
  - o Select the *Delete* button

### Classifications and Locations Tab

- Review classifications and locations you have chosen for possible assignments

### Unavailability Dates Tab

- **Create Unavailability Schedule**
  - o Select the *New* button
  - o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
  - o Select the *All Day* check box or enter the time range in HH:MM am or pm format
  - o Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  - o Select *Save* button
- **Delete Unavailability Schedule**
  - o Place a checkmark in the desired date range box
  - o Select the *Delete* button

## Available Jobs Link

Choose the Available Jobs link to view and accept assignments.

To view and accept jobs

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

Follow these steps

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

## Review Assignments

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

Follow these steps

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

## GENERAL GUIDELINES FOR SUBSTITUTE TEACHERS

### Acceptance of a substitute assignment

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

### Punctuality

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

### Blocked Subs

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

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

### Removal from the substitute system

In an effort to maintain our high standards and provide the best instruction for our students, we find it necessary to audit our system and ensure the substitute teachers we have are available on a regular basis. Data on substitutes including number of jobs accepted and completed, number of jobs declined, and total jobs offered along with other information is considered when time comes to offer reasonable assurance for employment for the following school year. Based on this information, some of the current substitutes on our list will be removed from our substitute list.

Some examples of removal are:

- A substitute on our current list that has not provided service for this school year.
- A substitute shows a pattern of accepting a job and canceling.
- Excessive number of declined jobs.

Remember, you have the option to limit your work schedule (certain days of the week) and/or selecting locations which can aid in limiting the calls you receive. These restrictions do not affect your employment.

**Repeated cancellations and/or non-acceptance of assignments will result in discontinuation of service as a substitute. Substitutes with 9 or less work days in a school year may not be considered for letters of reasonable assurance for the following school year.**

## **Classroom Responsibilities**

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

## **Nurse's Schedule**

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

## **Inclement Weather/Emergency Evacuation**

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

## **Parking**

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

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

*Policies [DH](#), [DIA](#)*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

**[McAllen ISD Policy On Line](#)**

## **HARASSMENT OF STUDENTS**

*Policies [DE](#), [DH](#), [FFG](#), [FFH](#)*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

[\*McAllen ISD Policy Online\*](#)

## **REPORTING SUSPECTED CHILD ABUSE**

*Policies [DF](#), [DG](#), [DH](#), [FFG](#), [GRA](#)*

All employees are required by state law to report any suspected child abuse or neglect 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. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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). Suspected child abuse occurring on school district property shall also be reported to the McAllen ISD Police Department at 632-8768. 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.

## **POSSESSION OF FIREARMS AND WEAPONS**

*Policies FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor, the McAllen ISD Police Department, or call 911 immediately.

## **TOBACCO PRODUCTS AND E-CIGARETTE USE**

*Policies DH, FNCD GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

## **ALCOHOL AND DRUG-ABUSE PREVENTION**

*Policies DH, DI*

McAllen ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

### **[Policy DH \(LOCAL\) and Policy DI \(LOCAL\)](#)**

## **SAFETY**

*Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the McAllen ISD Police Department at 632-8768.

## **PEST CONTROL TREATMENT**

*Policies CLB, DI*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the

treatment begins. Notices are generally located at the entrance of every building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

## **DISMISSAL OF NONCONTRACT EMPLOYEES**

### *Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

## **SUBSTITUTE TEACHER HINTS/SUGGESTIONS**

### ***From, To and For Substitutes***

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

## McAllen Independent School District Classroom Teacher's Report

### Feedback Concerning Substitute Teacher Performance

Substitute Teacher's Name: \_\_\_\_\_ Date(s) substituted: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

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

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

<b>CONDITIONS OF INSTRUCTIONS</b>	<b>YES</b>	<b>NO</b>
-----------------------------------	------------	-----------

- |   |       |       |
|---|-------|-------|
| 1. Adequate lesson plans, materials and information were provided   | _____ | _____ |
| 2. Students were oriented to classroom procedures during my absence | _____ | _____ |

<b>PERFORMANCE OF SUBSTITUTE</b>	<b>YES</b>	<b>NO</b>
----------------------------------	------------	-----------

- |  |       |       |
|--|-------|-------|
| 1. Records were accurately completed   | _____ | _____ |
| 2. Lesson plans were implemented   | _____ | _____ |
| 3. Effective classroom control was maintained  | _____ | _____ |
| 4. Students reflect a positive response  | _____ | _____ |
| 5. Anecdotal report of classroom activity was provided   | _____ | _____ |
| 6. Behavior ethical to the standards of the teaching profession appears to have been exhibited | _____ | _____ |
| 7. Classroom materials, etc., were left in order at the close of the school day                | _____ | _____ |
| 8. I would recommend return of this substitute   | _____ | _____ |

COMMENTS: \_\_\_\_\_

Please return this form to \_\_\_\_\_  
\_\_\_\_\_ Classroom Teacher's Signature \_\_\_\_\_ Date

**Sample  
Substitute Teacher Report**

Substitute: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Substituted for: \_\_\_\_\_

School: \_\_\_\_\_

Notes regarding lesson plans:

I also taught:

Notes regarding behavior:

Student Assistants:

Students who were absent:

Messages for the permanent teacher:

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

## **SPECIAL EDUCATION STUDENT/PROGRAM**

Confidentiality of Information regarding students with disabilities must follow the provisions of the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations at 34 CRF, part 99, and must follow the provisions established for special education under the IDEA and its implementing regulations at 34 CRF 500.560 through 500.577.

Confidentiality of Information for students with disabilities shall follow the established policies and procedures of the school district. This shall include protecting the confidentiality of personally identifiable information. All records and data collected and maintained on students with disabilities will remain confidential. Confidential records and documents may be released to persons or agencies outside McAllen Independent School District only with written parental consent.

When working with a student receiving special education services, all information relative to that student will be kept confidential. For example, information may include records, documents, data collected and maintained, individual education plans, and behavior intervention plans implemented across school settings.

## SUBSTITUTE HANDBOOK ACKNOWLEDGEMENT

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Name

---

ID

[Human Resources Webpage](http://www.mcallenisd.org/)  
<http://www.mcallenisd.org/>  
McAllen ISD Board Policy Manual

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

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

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

---

Signature

---

Date

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