

**LA PORTE  
INDEPENDENT SCHOOL DISTRICT  
SUBSTITUTE STAFF HANDBOOK  
2022-2023**



**LPISD MISSION STATEMENT**  
***“Every Student’s Success is our Number One Priority”***

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# La Porte Independent School District Board of Trustees

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*The purpose of this booklet is to provide substitutes with information about LPISD campuses. The Substitute Handbook is intended solely as a guide. Please contact the campus principal if you have any questions about how these ideas are implemented on any campus.*

*The language used in this booklet should not be construed as creating a contract of employment between LPISD and one of its substitute employees. LPISD expressly retains the right to unilaterally modify or amend this booklet at the District's sole discretion, with or without notice to the District's substitute employees.*



## La Porte Independent School District *Human Resources Department*

Angela Garza-Viator, Executive Director of Human Resources

Phone 281-604-7110 Fax 281-604-7106 Email: [viatora@lpisd.org](mailto:viatora@lpisd.org)

William Rhodes, Director of Human Resources

Phone 281-604-7107 Fax 281-604-7106 Email: [rhodesw@lpisd.org](mailto:rhodesw@lpisd.org)

To La Porte ISD Substitute Staff:

The La Porte Independent School District welcomes you as a member of the Substitute Staff for the 2022-2023 school year. A quality substitute is very important to La Porte I.S.D. and we want to assist you in being well prepared in doing the best job you possibly can in the classroom.

While the substitute staff position is an “as needed” position, the responsibility which you assume is an important contribution to the success of La Porte I.S.D. The role of a substitute staff member is a challenging and difficult task that requires both skill and dedication. The district expects the same dedication and professionalism from the substitute staff as it expects from its regular full time staff. Please remember that all students can learn and that you serve as a role model for students.

The district extends its appreciation and heartfelt thanks to you for sharing your talent with the students of our community and helping to make **“Every Student’s Success Our Number One Priority”** at La Porte I.S.D. If my staff or I may be of assistance to you in any way, please contact Human Resources.

Sincerely,

Angela Garza-Viator  
Executive Director of Human Resources

# INTRODUCTION

## WELCOME

The La Porte Independent School District has made every effort to staff our classrooms with professionals and paraprofessionals of outstanding ability and dedication. It is reassuring to know that when a classroom teacher or staff member must be absent, there is an equally dedicated substitute implementing the instructional program. Professional and paraprofessional substitutes need to possess many talents. Versatility and flexibility are two of the most important characteristics that enable substitutes to adapt to different grade levels and different student needs.

With the support of the district staff, building principals and classroom teachers, this handbook will help you meet any assignment with confidence. Please call on these people to assist you if questions arise.

We trust that you will feel a real sense of satisfaction as you view the contributions you make to the students and programs of the La Porte Independent School District. Please read this handbook before taking an assignment.



## **Important Numbers**

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### **Human Resources**

Angela Garza-Viator	Executive Director of Human Resources	281-604-7110
Williams Rhodes	Director of Human Resources	281-604-7107
Manuela Paz	Human Resources Coordinator	281-604-7114
Meagan Bergeron	Substitutes, Human Resources Specialist	281-604-7115
Joy Nolin	Non-Exempt, Human Resources Specialist	281-604-7112
Aleida Ramirez	Certified, Human Resources Specialist	281-604-7108

### **Payroll**

Frankie Periou	Payroll Coordinator	281-604-7052
Cynthia Monteilh	Payroll Specialist	281-604-7053
Lupe Lara	Benefits Specialist	281-604-7054

### **Substitute Office**

1002 San Jacinto Street  
La Porte, Texas 77571  
8:00 a.m. – 4:00 p.m.  
PHONE 281-604-7115  
FAX 281-604-7106  
[www.lpsd.org](http://www.lpsd.org)

SmartFind – 281.462.5668  
Meagan Bergeron-281.604.7115  
[bergeronm@lpsd.org](mailto:bergeronm@lpsd.org)

## **District Campuses**

### **Secondary Schools**

#### **La Porte High**

Carlin Grammer, Principal  
Hannah Brooks, Associate Principal  
Stacy Joseph, Asst. Principal  
Nekeba George, Asst. Principal  
Monica Martinez, Asst. Principal  
Thad Mitchell, Asst. Principal  
Martha Merritt, Principal's Secretary  
Stephanie Gore, Substitute Contact  
301 E. Fairmont Parkway  
La Porte, Texas 77571  
Phone: (281) 604-7500

#### **Viola De Walt High School**

Jesse Loudermilk, Principal  
Imelda Cornett, Principal's Secretary  
401 North 2<sup>nd</sup> Street  
La Porte, Texas 77571  
Phone: (281) 604-6900

#### **LPISD Secondary DAEP**

Curtis Daughtery, Principal  
Jordan Adams, Principal's Secretary  
511 Arizona  
La Porte, Texas 77571  
Phone: (281) 604-7350

#### **James H. Baker 6<sup>th</sup> Grade Campus**

Lucio Rodriguez, Principal  
Jenelle Tarr, Asst. Principal  
Crystal Elko, Principal's Sec.  
9800 Spencer Highway  
La Porte, Texas 77571  
Phone: (281) 604-6800

#### **Lomax Junior High**

Dr. Kade Griffin, Principal  
Stephany Brown, Assoc. Principal  
Justin Myers, Asst. Principal  
Kimberly Sandel, Principal's Sec.  
9801 North Ave. L  
La Porte, Texas 77571  
Phone: (281) 604-6700

#### **La Porte Junior High**

Blake Minor, Principal  
Jennifer Engels, Assoc. Principal  
Jose Molina, Asst. Principal  
Maria Panalez, Principal's Sec.  
401 S. Broadway  
La Porte, Texas 77571  
Phone: (281) 604-6600

### **Elementary Schools**

#### **Bayshore Elementary**

Lisa Basile, Principal  
Maria Garza, Asst. Principal  
Lisa Raymundo, Principal's Sec.  
800 McCabe Road  
La Porte, Texas 77571  
Phone: (281) 604-4600

#### **La Porte Elementary**

Karen Lawley, Principal  
Kendra Persohn, Asst. Principal  
Gennifer Shuler, Principal's Sec.  
725 S. Broadway  
La Porte, Texas 77571  
Phone: (281) 604-4700

#### **Jennie Reid Elementary**

Diane Weeden, Principal  
Stephanie Davis, Asst. Principal  
Angie Bargar, Principal's Sec.  
10001W. Fairmont Parkway  
La Porte, Texas 77571  
Phone: (281) 604-4500

#### **Heritage Elementary**

Linda Hyde, Principal  
Jennifer Barker, Asst. Principal  
Blanca Cameron, Principal's Sec.  
4301 East Blvd  
Deer Park, Texas 77536  
Phone: (281) 604-2600

#### **College Park Elementary**

Camilla Whitlock, Principal  
Eva Galvan, Asst. Principal  
Melissa Free, Principal's Sec.  
4315 Luella  
Deer Park, Texas 77536  
Phone: (281) 604-4400

#### **Lomax Elementary**

Tracy Greenwood, Principal  
Tami King, Asst. Principal  
Maria Arizpe, Principal's Sec.  
10615 North Avenue L  
La Porte, Texas 77571  
Phone: (281) 604-4300

#### **Leo A. Rizzuto Elementary**

Jose Lozano, Principal  
Janet Freeman, Asst. Principal  
Monica Cantu, Principal's Sec.  
3201 Farrington Blvd.  
La Porte, Texas 77571  
Phone: (281) 604-6500

# Substitute Staff Guidelines

## Qualifications and General Requirements

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1. All applicants must complete a Criminal History Record Information (CHRI) consent form as required by law under Section 22.08f the Texas Education Code. A clear criminal record is a prerequisite for service in La Porte I.S.D. All applicants must be fingerprinted prior to employment in order to be in compliance with Senate Bill 9 and must have three work references completed with email address on the online paraprofessional application.
2. **Substitute Teachers:**
  - a. To serve as a substitute teacher you must have completed a minimum of sixty (60) college hours
  - b. Ability and demonstrated aptitude in the interest of students
  - c. Physically capable of meeting performance responsibilities of the assignment
  - d. Original transcripts and or certificates must be presented to the Human Resources Office for verification of certification
3. **Substitute Instructional Aides**
  - a. High school diploma or G.E.D.
  - b. Experience in the area of assignment
  - c. Ability and demonstrated aptitude in the instruction of students
  - d. Physically capable of meeting performance responsibilities required of the assignment
4. **Substitute Paraprofessional Staff:**
  - a. High school diploma or G.E.D.
  - b. Clerical experience including typing, word processing, and file maintenance skills
  - c. Organizational, communicative and interpersonal skills
  - d. Computer literate

## Staff Selection Process

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Persons interested as a substitute with La Porte Independent School District shall file a completed application with the office of Human Resources. **The position of a substitute staff member is an at-will, non-contract position hired on as an as-needed basis. The District has no obligation to guarantee assignments.** Only those substitute staff members approved by Human Resources are eligible to substitute in the District.

The Human Resources Office will maintain a roster of qualified, certified, and non-certified, substitute staff for the District.



## **Personnel File Requirements**

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The following items are required, when applicable, to complete a Substitute's personnel file. The file must be completed before applicants are placed on the substitute's roster. **All items must be received in Human Resources within 30 days of substitute orientation.**

1. A completed application
2. Copy of a valid Texas teaching certificate (if applicable)
3. Copy of college transcripts; if certified teachers, must have original transcripts.
4. Completed W-4 form
5. I-9 form with copy of two forms of identification
6. Bank deposit slip or void check
7. Completed Emergency Form
8. Completed-457 form (Retirement Account)

## **Changes in Personal Profile Information**

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If your telephone number or home address changes, Substitutes must notify the Human Resources Department by updating your personal information in the Employee Access Center.

Should you receive a college degree or become a certified teacher, you will need to have a new transcript mailed to our office or send a copy of your teaching certificate.

**Please keep all information current with the Human Resources Department.**

This Letter of Reasonable Assurance **must be returned to remain on the substitute roster for each year. Failure to sign and return the Letter of Reasonable Assurance by the due date will be viewed as a resignation.**

## **Assignment of Substitute Staff**

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La Porte I.S.D. uses the SmartFind System. All substitutes that have completed the personnel file requirements and the Substitute Staff will receive instructions for registering in the system.

Only the substitutes that are registered in the system are eligible for employment. Substitutes may be called by the 24 hour automatic SmartFind System. Campus Administrators as well as the actual teacher may contact the substitutes to secure a substitute job position. Substitutes are encouraged to call the SmartFind Phone System themselves to accept jobs well in advance of an assignment date.

**Substitutes may accept or decline job offers. Substitutes who are unavailable for placement frequently or who refuse to accept assignments frequently may have their names removed from the substitute list.** While every effort is made to contact substitutes prior to the day they are needed, substitutes should be available from 5:30 a.m. to 10:00 a.m. each day to receive calls. However, a substitute is subject to being called at any time during the day as the need arises.

### **Removal from the substitute roster**

There are times when it is beneficial for a substitute staff member and the District to discontinue their relationship. The substitute staff is considered a part time, non- contract, and as needed position. The District has no obligation to guarantee assignments. **Substitutes must work a minimum of 50 days per year to remain active on the roster. A substitute staff member's name may be removed from the roster if he/she fails to meet expectations of the District.**

### **First Non-Assignment Request**

Substitute will be required to conference with an administrator from campus or department head that is making request for removal and may be suspended from sub roster until conference with administrator/department head. Substitute will be removed from campus, however they will continue to be assigned to other campuses or departments where he/she service is satisfactory, unless the reason stated for discontinuing the assignment is so serious that it could impede performance on other campuses or in other departments.

### **Second Non-Assignment Request**

If a second non-assignment request is received from an administrator of campus or department head that an individual substitute should not be assigned to his/her campus or department, the Director/Executive Director of Human Resources will inform the substitute of the request by letter via mail and/or a phone call. The substitute's name may be removed from the substitute roster, at this point, at the discretion of the Director/Executive Director of Human Resources.

### **Third Non-Assignment Request**

If a third non-assignment request is received from an administrator of a campus or department head that an individual substitute should not be assigned to his/her campus or department, the Director/Executive Director of Human Resources will inform the substitute that his/her name is being removed from the roster for either the remainder of the school year or permanently.

**\*A substitute will be removed from the sub list if he/she files for unemployment while employed with district.**

## Substitute Staff Responsibilities

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### **Staff Dress Code**

A professional standard of dress requires that staff members should be readily distinguishable from students. Positive role modeling is a part of the employee's professional responsibilities.

Never underestimate the power of your appearance. Wear comfortable clothing and shoes, but exercise good taste. The manner in which you dress sets the climate in your classroom as well as your impression on parents and the community.

Employees, substitutes, authorized visitors, and designated supervisory personnel are issued and required to wear an appropriate District identification tag. This tag must be worn in a visible manner at all times while the employee is on duty.

This code applies to all school days, including staff development days on or off-campus. If attending meetings on other campuses (Region 4, etc.) attire should be as on a regular school day. Specific job assignments or campus activities may require deviations from this code.

#### **MEN**

- Hair shall be clean, neatly groomed, and non-distracting
- All body piercing, except ears, must be covered
- No earrings
- **All tattoos must be covered**
- Facial hair must be well-groomed
- No head coverings, unless for medical reasons
- Neckties are optional
- Must wear a shirt with collar
- Dress or casual slacks, belted if visible loops, suspenders acceptable, Jeans permitted only on "Spirit Days" or incentive days when announced; jeans must not be tattered or torn and must fit properly -- *If not dressed in spirit clothes, then regular workday attire is required.*
- Socks must be worn
- Footwear must be worn at all times; teachers may wear tennis shoes without restriction; overall appearance must be neat and professional
- Shoes traditionally worn around the home (i.e. house shoes) or to the beach (i.e. flip-flop design) are not permitted

## WOMEN

- Hair shall be clean, neatly groomed, and non-distracting
- Pierced jewelry should be worn in the ears only (non-distracting)
- **All tattoos must be covered**
- Tank tops, backless apparel, midriffs, tops with straps less than 2", sleeveless tops that are revealing (deep or low cut), or see-through blouses are not acceptable
- Hosiery is recommended with skirts and dresses; "tights" (as hosiery) are permitted
- Skirts/dresses shall be no shorter than slightly above the knee, and slits, flaps, or openings in skirts/dresses and should cover  $\frac{3}{4}$  of the thigh
- Dress or casual slacks; leggings worn as slacks are not permitted; Slacks: No specifications on length, but must be business casual or dressier  
Jeans permitted **only** on Spirit Days or incentive days when announced; jeans must not be tattered or torn and must fit properly- *If not dressed in spirit clothes, then regular workday attire is required.*
- No shorts or skorts (exception – field trips, field days, or other approved special events)
- Footwear must be worn at all times; teachers may wear tennis shoes without restriction; overall appearance must be neat and professional
- Shoes traditionally worn around the home (i.e. house shoes) or to the beach (i.e. flip-flop design) are not permitted

## Other Job-Related Areas:

### *Physical Education/Athletics:*

- Physical Education teachers shall wear clothes appropriate for teaching physical education
- Collared or crew-neck shirts (with or without sleeves) with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn
- Spandex or garments that are too tight are not appropriate
- Caps/visors/sunglasses may be worn while on duty outside the school building
- Coaches assigned to classroom instruction for part of the day should abide by the general professional dress code guidelines
- While in the school building, P.E. teachers and/or coaches must have warm-ups or wind suit pants over their shorts.

## **Substitute Hours**

	Sub- Arrival Time	School Starts	School Ends	Sub-Dismissal
Elementary	7:25 a.m.	7:50 a.m.	3:15 p.m.	3:45 p.m.
Baker & Junior High	8:00 a.m.	8:30 a.m.	4:00 p.m.	4:20 p.m.
High School / De Walt	6:45 a.m.	7:10 a.m.	2:35 p.m.	2:50 p.m.

Substitutes are required to remain on campus after student dismissal to complete all notes, grading of papers and straightening the classroom until the designated posted time of departure, unless prior approval from Campus Administrator has been received upon arrival to campus.

## **Work Day**

It is extremely important that a substitute arrive on time for their assignment. Substitutes must conform to the regular work schedule for the position assigned. It is the substitute's responsibility to become knowledgeable of the work hours of the position i.e. beginning time and ending time. All substitutes must notify the appropriate campus if they cannot be on time prior to the assignment.

- **Substitutes must work for 6 hours to be paid a full day, otherwise substitutes will be paid ½ day pay.**
- **Substitutes are required to be at school at least 30 minutes before the school day starts.**
- **Substitutes that cannot work for an extended period of time due to personal situations, should immediately notify Meagan Bergeron at 281-604-7115.**
- **Before accepting a job, make sure this is a position that you can accept. Cancelling jobs at the last minute, places a hardship on the campus. \*\*\*\***

\*\*\*\*\*Human Resources will be monitoring substitute cancellations. If a substitute cancels 10 or more times for the year, it could result in removal from the substitute pool.

*Exception:* If you accepted the job later than the start time indicated on the SmartFind System, please call the school informing them the time you will arrive for job.

**1. Procedure for beginning the school day.**

**Every substitute must sign in on the Substitute sign-in sheet, (located in the main office of each campus).** Present your driver's license to the secretary and she will print you out a paper badge to wear for the day. Upon your arrival, pick up a Substitute Packet and clock in using Time Clock Plus.

- a. Notify the campus contact personnel in the main office of each campus of your arrival, departure, and/or for special instructions: **281-604-**

Crystal Elko	James H. Baker 6 <sup>th</sup> Grade Campus	ext. #6872
Lisa Raymundo	Bayshore Elementary	ext. #4665
Melissa Free	College Park Elementary	ext. #4450
Imelda Cornett	Viola DeWalt High School	ext. #6901
Gennifer Shuler	La Porte Elementary	ext. #4765
Stephanie Gore	La Porte High School	ext. #7505
Maria Panalez	La Porte Junior High	ext. #6604
Maria Arizpe	Lomax Elementary	ext. #4394
Kimberly Sandel	Lomax Junior High	ext. #6704
Angie Bargar	Jennie Reid Elementary	ext. #4551
Monica Cantu	Leo A. Rizzuto Elementary	ext. #6552
Blanca Cameron	Heritage Elementary	ext. #2682
Jordan Adams	LPISD Secondary DAEP	ext. #7352

- b. Pick up classroom keys and the necessary substitute packet and/or materials for the day located in the main office.
- c. Review the assignment schedule for the day from the teacher's desk in the classroom.
- d. Find out the name of the department chair or appropriate teacher who can assist you.
- e. Check the daily schedule for any special assignments, such as covering others classes, bus duty, or assisting in the supervision of students.
- f. Become familiar with the following:
1. Attendance, student seating chart
  2. Emergency Management Procedures
  3. Dismissal procedures
  4. Restroom procedures
  5. Classroom management procedures
  6. Hall passes, tardy slips, etc.
  7. Fire drills and evacuation procedures. Student and staff protection procedures for severe weather and other emergencies.
  8. Any students that may have individual education plans, food allergy plans and/or accommodations.

**2. Student Attendance Procedures:**

- a. **High School** attendance is checked each period. Mark attendance sheets immediately after the bell rings. Absentees are written on attendance sheets and clipped to the outside of the door each period.  
Students that have been marked absent and later come in as a tardy, both the T (tardy) and the A (absent) should be marked. Check attendance before and after lunch. If a student does not return after lunch, they are considered absent the entire class period.
- b. **Junior High School** attendance is checked each class period. Absentees are marked on attendance sheets. Mark attendance sheets immediately after the bell rings. A (absent) or T (tardy) should be marked. Student office aides will pick up sheets and deliver them to the office.
- c. **Elementary School** attendance is checked by the homeroom. The attendance slip is marked A (absent) or T (tardy), then place on the clip outside the classroom or where instructed before 10:00 a.m.

**3. Classroom Instruction:**

- a. Teacher lesson plans should be visible on the teacher's desk. If there are no visible plans available, notify the contact personnel and alternative lesson plans will be provided.  
  
\*\*Follow lesson plans as closely as possible. Do not deviate from these plans and follow the entire teacher's instruction.  
  
\*\*Substitutes should try to have something to fall back on, so that students are actively engaged for the entire class period.
- b. Locate all needed teaching materials.
- c. Written work should not be assigned and left ungraded, except at the request of the regular classroom teacher. Any written work, which is beyond the lesson plan, should be graded and left for the regular teacher to examine.

**4. Classroom Management:**

- a. Greet students at the door or as they enter the area.
- b. Direct student to their seats.
- c. Create a quiet, business-like atmosphere.
- d. Remain standing to organize the class.
- e. Check the roll and sign students' admittance slip early in the class period according to building instructions. Be aware of the teacher's classroom Management plan.
- f. Organize the "little" details so that student movement is minimal.
  - 1. Have students pass papers to the front of each row and count them.

2. Ask students to place homework or test papers on the corner of their desks and you pick them up.
3. Do not permit wandering in the classroom.
4. Be prepared with academic “time fillers” appropriate for the grade level.

## 5. Classroom Discipline

The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to learning. A well-organized and skillfully conducted class will have fewer discipline problems.

- a. Know what lessons will be prepared, at what time they will be presented, and what method will be used.
- b. Observe carefully prescheduled routines. (Homeroom, breaks, lunches, dismissal)
- c. Strive for consistency and firmness.
- d. Address students in a calm, non-emotional manner.
- e. Avoid power struggles and arguments with students.
- f. If needed, separate students and isolate from each other. Don't touch the student if you can avoid it. If a student's behavior escalates, talk with the student to help calm him/her down or ask for assistance from the office staff to escort him/her to the office.
- g. Speak loudly enough to be heard, but softly enough to command attention.
- h. Correction should be constructive.
- i. Reprimands should be private whenever possible. Avoid addressing the student loudly in front of his/her peers.
- j. Contact the assistant principal if help is needed. There are phones in each classroom for this use.
- k. Expectations of students: familiarize yourself with the classroom rules and procedures.
- l. Follow campus procedures. Do not include other students' names in the referral. Call the Principal's secretary or office staff to inform whom you are sending to the office. If necessary, the substitute should request that the assistant principal come to the classroom. **The substitute should never leave the students unattended.**
- m. If a student uses inappropriate language towards you or another student, send the student to the office with a discipline referral slip filled out by you.

**Under no circumstances should the substitute teacher administer corporal punishment to the students.**



**6. Procedures for ending the day.**

**Substitutes are required to remain on duty through the district's scheduled work day.** Many teachers have duty assignments at student dismissal time (i.e., hall supervision, bus duty, etc.) Substitutes are expected to assume these duties. In addition, substitute teachers should complete the following tasks:

- a. Collect all papers, being sure that they are labeled by period or subject and store them separately.
- b. Make notes for the teacher indicating progress with the lesson plans, absentees, behavior problems, students with good behavior and parent phone calls or visits.
- c. Secure the classroom.
- d. Return the keys, badge and campus folder to the principal's secretary in the main office.
- e. Sign-out at the designated dismissal time and scan your hand through the Time Clock Plus.

**7. Standards of Conduct**

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

- a. Recognize and respect the rights of students, parents, other employees, and members of the community.
- b. Maintain confidentiality in all matters relating to students and coworkers.
- c. Report to work according to the assigned schedule.
- d. 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.
- e. Know and comply with department and district policies and procedures.
- f. Express concerns, complaints or criticism through appropriate channels.
- g. Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.

**EDUCATORS' CODE OF ETHICS**

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. 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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

**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, intentionally or recklessly 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, knowingly or recklessly 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 be under the influence of alcohol or 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 who 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, e-mail, 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:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. 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.

*19 TAC 247:2*

*Date Issued : 2/15/2017 Update 107  
DH (Exhibit) - P*

## Personal Use of Electronic Communications

### *Policy CQ, DH*

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications 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 communications as they are for any other public conduct. If an employee's use of electronic communications 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 communications for personal purposes shall observe the following:

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 Educator's 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)]

See *Electronic Communications between Employees and Students*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students and Parents**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or e-mail address.

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

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

*Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular phone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages and any communication made through an Internet website, including a social media website or a social networking website.

*Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

*Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

The employee does not have a right to privacy with respect to communications with students and parents.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB DH]

Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee.

The employee should describe the form and content of the electronic communication.

## **Emergency Procedures**

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### **See Standard Response Protocol Tool Kit K12**

## **Miscellaneous FYI Information**

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Some of the following information may be applied to all school campuses. Please contact the individual campus administrator for variations.

### **Keep students in the classroom**

- **NO PASS. NO GO!** Students must have a pass to go anywhere on campus.
- **A staff member must escort students who need help from the nurse.** You should call the office and ask the nurse for help (see the individual campus phone list for the correct extension number). Let the nurse know which student is coming and the reason. Keep a sign out sheet; write the name and the times students are leaving and where they are going.
- **Restroom break.** Breaks are scheduled for all students at your discretion. One student at a time. NO BACKPACKS! Tell the student they have 2 minutes.
- **Do not** let students go to the library without approval.
- **Do not** let students go to another teacher's room unless they have a pass.
- **Counselors** will come to the class or send an escort if they need a student.
- **Do not** let students go to CIS (Communities in School) unless they have a pass.
- Approved cell phone use by students may vary from elementary to high school. Know the campus policy on student cell phone usage and enforce it as needed.
- No headphones during class; **cell phones are to be off or on silent during class time.**



## **Secondary Schools**

- **Check IDs at the beginning of each class.** Students needing IDs will get a temporary ID from you and you will put their name on a fee slip.
- **Enforce the dress code,** if you have any questions or a problem, call a principal.

## **Compliance Coordinator/ ADA Section 504**

Billye Trader, Executive Director of Support Services is designated to coordinate efforts to comply with and carry out the responsibilities under Title II, Subtitle A, of the Americans with Disabilities Act and the corresponding regulations and Section 504 of the Rehabilitation Act. The Director of Special Services may be contacted by phone, 281-604-7034, email, [traderb@lpisd.org](mailto:traderb@lpisd.org) or addressing communication to Executive Director of Special Services, 1002 San Jacinto, La Porte, TX 77571.

## **Title IX Coordinator**

Angela Garza-Viator, Executive Director of Human Resources, is designated to coordinate efforts to comply with Title IX of the Educational Amendments of 1972 as amended. The Human Resources Executive Director may be contacted by phone, 281-604-7110, email, [viatora@lpisd.org](mailto:viatora@lpisd.org) or addressing communication to Human Resources Executive Director, 1002 San Jacinto, La Porte, TX 77571.

# La Porte ISD 2022-2023

## Semi Monthly Payroll Cycle Schedule

<b>Beginning Pay Period Date</b>	<b>Ending Pay Period Date</b>	<b>Check Release/Direct Deposit Date</b>
07/01/2022	07/17/2022	7/29/2022
07/18/2022	08/07/2022	8/15/2022
08/08/2022	08/21/2022	08/31/2022
08/22/2022	09/04/2022	09/15/2022
09/05/2022	09/18/2022	09/30/2022
09/19/2022	10/02/2022	10/14/2022
10/03/2022	10/16/2022	10/31/2022
10/17/2022	10/30/2022	11/15/2022
10/31/2022	11/13/2022	11/30/2022
11/14/2022	12/04/2022	12/15/2022
12/05/2022	12/18/2022	01/13/2023
12/19/2022	01/08/2023	01/31/2023
01/09/2023	01/29/2023	02/15/2023
01/30/2023	02/12/2023	02/28/2023
02/13/2023	02/26/2023	03/15/2023
02/27/2023	03/12/2023	03/31/2023
03/13/2023	03/26/2023	04/14/2023
03/27/2023	04/09/2023	04/28/2023
04/10/2023	04/30/2023	05/15/2023
05/01/2023	05/14/2023	05/31/2023
05/15/2023	05/28/2023	06/15/2023
05/29/2023	06/11/2023	06/30/2023
06/12/2023	06/30/2023	07/14/2023
07/01/2023	07/16/2023	07/31/2023

**La Porte Independent School District  
Substitute Staff Salary Schedule –2021-2022  
All Service incentives must be earned for service with La Porte ISD**

**Classroom Teachers/Librarians**

**Level One Substitute: \$95.00/day**

Sixty (60) plus college hours and forty (40) plus days as a Level One Substitute.  
4 year College degree and thirty (30) plus days as a Level One Substitute.  
College degree plus teacher certification and twenty (20) plus days as a Level One Substitute.

**Level Two Substitute: \$125.00/day**

Positive rating on past performance.  
Sixty (60) plus college hours and thirty (30) plus days as a Level Two Substitute.  
4 year College degree and twenty (20) plus days as a Level Two Substitute.  
College degree plus teacher certification and ten (10) plus days as a Level Two Substitute.

**Level Three Substitute: \$135.00/day**

To reach Level 3 you must meet the following criteria:  
Positive rating on past performance for **three** or more **consecutive** years and provide 50 or more days of service per year as a substitute Teacher/Librarian in La Porte ISD. To maintain status at \$135.00, you must have 10 positive evaluations per year.

**Level Four Long Term Certified Substitute: \$280.00/day**

**Long term certified substitute teachers in the same position for 10 consecutive days or more. The \$280.00 is retroactive after the 10<sup>th</sup> consecutive day. When the long-term assignment is completed, you will return to original certified substitute pay level.**

**NOTE: If the long-term substitute is absent one day during the long- term assignment for any reason, the long-term assignment is considered interrupted. It will be necessary for the substitute to start over in the assignment and earn his/her way back to long term status.**

*Note: All Substitutes are responsible for turning in level increase request. He/She must also have 10 positive evaluations **and it has to be in the same year worked along with evaluations for the same year.** Substitutes will start the beginning of each new school year at the same level pay rate in which he/she ended the previous school year. Substitutes must work 6 hours for a full day pay, otherwise they will be paid for a half day.*

**Counselor/Diagnostician/LSSP/Speech Therapist**

Degree and Certified

Level I \$120.00/day

Level II after ten (10) days of service. \$135.00/day

**Nurse RN or LVN**

LVN \$110.00/day

RN \$130.00/day

**Administration Principal:**

Degreed and Certified

Level I \$225.00/day

Level II after ten (10) days of service in the role. \$275.00/day

**Assistant/Associate Principal:**

Degreed and Certified

Level I

\$150.00/day

Level II after ten (10) days of service in the role.

\$175.00/day

**Other Professional Positions**

These positions are subject to approval of superintendent or designee and paid at a rate equal to 80% of the minimum district salary for the number of days for the position to be filled.

**Paraprofessional**

Aides/Clerks, Administrator's Secretaries (Adm. Building, Principals): \$10.25/hour

**Election Judges**

**\$15.00/hour**

**Tutors**

**Certified**

**\$40/hour**

**Degreed, Non-Certified**

**\$35/hour**

**College Student**

**\$15/hour**

**Manual Trades**

All manual trades substitute employees shall be paid \$.50/hour less than the pay grade minimum rate in the job classification.

Sub bus driver trainee \$12.26/hour

**Identification and Time Keeping Procedures**

The identification badge you will be using for ID purposes will be issued through the campus secretary of the school where you are subbing. Please make sure you have your Driver's License for the V-Soft system at that time. The Time Clock is a hand scanning system. Please make sure that you always scan in and out so that your time is recorded for payroll purposes.

The substitute will be paid bi-monthly based on the amount of time posted in the payroll system from the various work areas. ***If the substitute fails to follow the correct directions for the time clock, the time may not be saved. It is the responsibilities of the substitute to tabulate all hours worked and report any forgotten time to the principal secretary where they may correct and submit paperwork to pay the substitute for missed time.***

For every campus where you work, make sure you keep a record of the following:

- a. Job number
- b. Who you are substituting for
- c. Whether you were there ½ day or full day.

**No Smoking, Drugs or Alcohol**

Possession of smoking tobacco, illegal drugs, and alcohol is prohibited on the campuses. If the substitute is taking prescribed medications that may impair or appear to impair judgment, he/she should not accept a position as a substitute.

**Social Networking Sites**

Substitutes have the right to participate in social networking sites, blogs, forums, wikis, etc. as individuals in the community; however, substitutes should not post anything (through written messages, images, or videos) that would violate student confidentiality or the professional code of ethics that would negatively impact the perception of the substitutes ability to be effective in their employment capacity, or that uses images of the District inappropriately. **Postings that are considered inappropriate may be addressed by the District and could have an impact on an individual's employment status.**

### **Length of Assignment**

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Substitute staff are assigned on an as-needed basis to fill positions when regular staff members are unable to report for duty. Every effort is made to keep the same substitute in the assignment for the duration of the regular staff member's absence.

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### **Long Term Substitute Assignments**

- a. One assigned to work 10 or more days in succession for the same position.
- b. If the long-term substitute is absent one day during the long-term assignment for any reason, the long-term assignment is considered interrupted. It will be necessary for the substitute to start over in the assignment and earn his/her way back to long term status.

## **Substitute Staff Benefits**

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A district substitute is eligible to enroll in TRS-Active Care if the district reasonably expects the substitute to work at least 10 hours per week. Substitute staff members are covered under the District's *Legal Liability Insurance Plan*.

## **Certified Teacher Salary Schedule and TRS Credit**

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Certified Teacher Substitutes working 90 or more days in a school year may count the substituting year as (one) year of experience for salary schedule purposes when returning to full-time teaching. Upon written request, a record validating this service will be provided for you. This credit is also available for prior years as long as the substitute was certified and the minimum number of days (usually 85 or 90) was served. Substitutes can contact:

Teachers Retirement System of Texas  
1000 Red River Street  
Austin, TX 78701-2698  
1-800-223-8778

## **Retirees as Substitutes**

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The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee.

Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. **It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits.**

**It is the retiree's responsibility to understand and to follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1-800-223-8778. For detailed written information regarding employment after retirement, please contact TRS at [www.trs.state.tx.us](http://www.trs.state.tx.us).**

## **Parking Permit (*La Porte High School Only*)**

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A parking permit should be completed at the finance office in the main Bulldog office area at La Porte High School. Insurance, vehicle color, model type, and license plate information is needed. Display the permit on your rear view mirror of your vehicle at all times. **Park in the designated Staff parking areas only.**

## **Criminal History Background Checks**

### *Policy DBAA*

Substitutes 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*

A substitute must notify the human resources department within three calendar days, or prior to returning to work, whichever comes sooner, of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee of any felony, and any of the other offenses listed below:

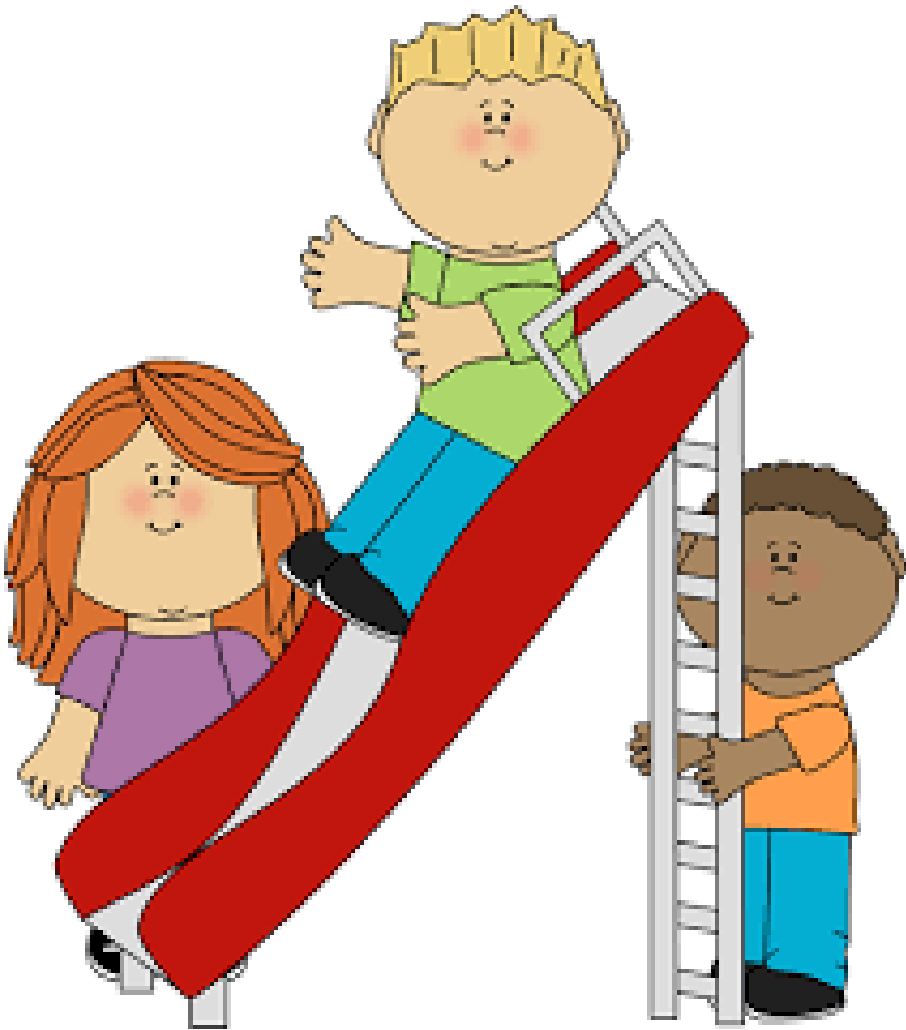
- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored 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 educator's criminal history to the Division of Investigations at TEA

# ***S p e c i a l E d u c a t i o n P r o g r a m s***





# La Porte I.S.D. Special Education Programs

## **ECSE – Early Childhood Special Education**

- Program for preschool children (ages 3-5) with disabilities

## **FOCUS (Life Skills)**

- Program for children with significant disabilities  
(i.e. intellectual/physical/communication)

## **BSP – Behavior Support Program**

- Program for children with significant emotional/behavioral difficulties

## **SAIL – Social Academic and Interpersonal Learning (academic, behavior and social)**

- Program for students who demonstrate difficulties with social skills, pragmatic communication skills, significant maladaptive social behaviors who need structure in their setting.

## **Inclusion/Resource Support**

- Provide in class or pull-out academic support to special education students

## Confidentiality

- Identities
- Disabilities
- Services received/programming
- **EVERYTHING**

Please remember, all information concerning a student with disabilities is confidential and may not be discussed with anyone except those who have a legitimate educational interest in the student with disabilities. This expectation must be followed in order to facilitate a safe, collaborative environment focused on the development of appropriate educational plans for the student.

## Guidelines for Successful Student Management

### **Developing a Relationship**

- Use the students' name
- Find out about their interests and activities, and ask about theirs
- Be friendly, smile
- Maintain a professional relationship

**Communication** – *Students are looking for authentic, respectful communication*

- Nonverbal, Body Language – “How I Look”
- Body position/stance
- Facial Expression
- Eye Contact
- Physical presence/Personal Space
- Vocal – Tone of voice, volume, rate speed
- Use a calm, even tone
- Try to sound calm and in control, even if you don’t feel that way
- Be aware of your volume
- Verbal – The words you use

**Establishing Standards of Conduct. Establishing a Routine**

- Clearly state expectations on the first day
- Rules should be simply stated and posted for students to see
- Establish and practice routines

**Positive Reinforcement**

- Verbal praise is especially effective with younger students – look for opportunities to tell them that they are doing a good job. Be specific with your praise – tell them exactly what you appreciate about them or their behavior.
- Older students enjoy praise as well, but may respond better if it is delivered privately
- Positive notes
- For some populations, the use of a more formalized reinforcement system may be helpful

**Correction Guidelines**

- Private – Go to the student or call them over to you. Try to never call them out or embarrass them in front of their peers, especially older students. This will severely damage your relationship with the student, make it more difficult to gain cooperation, and often turn their peers against you.
- State what they are doing wrong and describe what you want them to do instead.
- Present options, if possible.
- Give a reason for your request; This is often an effective way to gain cooperation
- Thank them for their cooperation.
- Turn and walk away, as if you expect them to cooperate. Don’t hover or nag.
- If the student does not comply, you may re-state the instruction, and let them know the consequences for either complying or not complying. - Follow through as necessary.
- Avoid arguing, justifying, or bargaining.
- Avoid the use of threats, for example, don’t say “If you don’t sit down now, you’ll be off the bus for the rest of the year!” If you say that and it does not happen, you lose credibility with the students.
- Be fair and consistent – judge the behavior by how it relates to the rules, not by how much it annoys you.

**Extinction**

Ignoring minor behaviors, especially attention seeking; Also known as “*picking your own battles*”

# Managing an Angry or Escalated Student

- One of the most important things to do when approaching an angry or escalated student is to assess yourself – Are you calm and in control?
- Immediate goal is the least amount of interaction necessary for safety
- When a student is angry or upset, use a calm, even voice and as few words as possible. Don't ask repeated questions or continue to give directives, This may further escalate the upset student
- Increase the amount of space between yourself and the upset student; need for personal space often increases when we are upset. Do not try to touch the student
- Often, an upset student just needs to be "left alone-yet supervised" and allowed to de-escalate
- If you believe that the student will act out in a physical way, try to move other children away from the student
- CPI/Mandt approved physical restraint **should be used by trained staff only** if the threat of physical harm is believable and immediate

# ***S U B S T I T U T E F O R M S***





## La Porte Independent School District Substitute Teacher/Paraprofessional Evaluation for 2022-2023

Substitute Teacher/Para Name *(please print)*

Assignment Date(s)

Classroom Teacher/Para Name

Location

Data Source (check all that apply) ☐ classroom teacher report ☐ conversation with substitute  
☐ faculty/staff reports ☐ student reports ☐ parent reports ☐ walk through by campus administrator

**Instructions: Rate the substitute's performance on any of the criteria for which you feel you have appropriate data.**

**0 = Not observed**

**1 = Below Expectations**

**2 = Met Expectations**

**3 = Beyond**

### Interpersonal Skills:

1. ☐ Courteous to staff and students.
2. ☐ Establish an appropriate level of rapport with students.
3. ☐ Cooperative and flexible with campus requests

Comments/Other Concerns: \_\_\_\_\_

### Instructional Skills:

1. ☐ Makes efficient and meaningful use of instructional time
2. ☐ Adequately interprets and implements instructional plans left by classroom teacher/aide
3. ☐ Effectively manages classroom behavior

Comments/Other Concerns: \_\_\_\_\_

### Professional Skills:

1. ☐ Arrives promptly and completes all duties
2. ☐ Professional Attire/Appearance in accordance to district dress code
3. ☐ Understands and follows rules, procedures and routines required of substitute

Comments/Other Concerns: \_\_\_\_\_

### Check One:

This substitute is **RECOMMENDED** to return to my \_\_\_\_\_ school \_\_\_\_\_ classroom.

This substitute is **NOT RECOMMENDED** to return to my \_\_\_\_\_ school \_\_\_\_\_ classroom.

Principal Signature **REQUIRED**

Date



## La Porte Independent School District Campus Evaluation Form 2022-2023

Please complete this form and submit to the Substitute Office as needed.

\_\_\_\_\_  
Substitute Teacher Name *(please print)*

\_\_\_\_\_  
Assignment Date(s)

\_\_\_\_\_  
Classroom Teacher Name

\_\_\_\_\_  
Location

Substitute Information was provided:

YES

NO

- a. Daily Schedule
- b. Daily Lesson Plan
- c. Class List and/or Seating Chart
- d. Classroom and School Rules
- e. Discipline Procedures
- f. Emergency Procedures
- g. Medical Concerns for Students (if needed)
- h. List of Classroom Teacher's Duty Assignment
- i. Building Map
- j. List of Contact Numbers

\_\_\_\_\_  
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I was greeted and oriented to the building in a friendly manner

\_\_\_\_\_

\_\_\_\_\_

Staff members were willing to answer questions that arose during the day.

\_\_\_\_\_

\_\_\_\_\_

A building administrator visited me during the day.

\_\_\_\_\_

\_\_\_\_\_

I received support when requested on disciplinary actions.

\_\_\_\_\_

\_\_\_\_\_

I want to return to this school as a substitute.

\_\_\_\_\_

\_\_\_\_\_

Anything you needed but not available:

\_\_\_\_\_  
\_\_\_\_\_

Other comments:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Substitute Signature

\_\_\_\_\_  
Date



**La Porte Independent School District**  
**2022-2023**  
**Substitute Teacher Level Increase Form**  
**Level 1 to Level 2**

Substitute Teacher Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

I began the school year as a Level 1 Substitute Teacher being paid \$95.00 per day on \_\_\_\_\_.

I am requesting to move to a Level 2 Substitute Teacher being paid \$125.00 per day for the following reason:  
(choose one of the following below)

\_\_\_\_\_ I have 60 credited hours and have completed **40 days as a Level 1 Substitute with 10 positive evaluations** from different assignments during the 2022-2023 school year as of:

\_\_\_\_\_  
Date

\_\_\_\_\_ I have a 4-year college degree and have completed **30 days as a Level 1 Substitute with 10 positive evaluations** from different assignments during the 2022-2023 school year as of:

\_\_\_\_\_  
Date

\_\_\_\_\_ I have a Texas valid teacher certification and have completed **20 days as a Level 1 Substitute with 10 positive evaluations** from different assignments during the 2022-2023 school year as of:

\_\_\_\_\_  
Date

I understand that pay increases will start when the Human Resource office has received my pay increase form. I understand that ½ days and full days of service count equally when determining the day to increase my pay.

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

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



**La Porte Independent School District**  
**2022-2023**  
**Substitute Teacher Level Increase Form**  
**Level 2 to Level 3**

Substitute Teacher Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

I began the school year as a Level 2 Substitute Teacher being paid \$125.00 per day on \_\_\_\_\_.

I am requesting to move to a Level 3 Substitute Teacher being paid \$135.00 per day for the following reason:  
(choose one of the following below)

\_\_\_\_\_ I have 60 credited hours and have completed **30 days as a Level 2 Substitute with 10 positive evaluations** from different assignments during the 2022-2023 school year as of:

\_\_\_\_\_  
Date

\_\_\_\_\_ I have a 4-year college degree and have completed **20 days as a Level 2 Substitute with 10 positive evaluations** from different assignments during the 2022-2023 school year as of:

\_\_\_\_\_  
Date

\_\_\_\_\_ I have a Texas valid teacher certification and have completed **10 days as a Level 2 Substitute with 10 positive evaluations** from different assignments during the 2022-2023 school year as of:

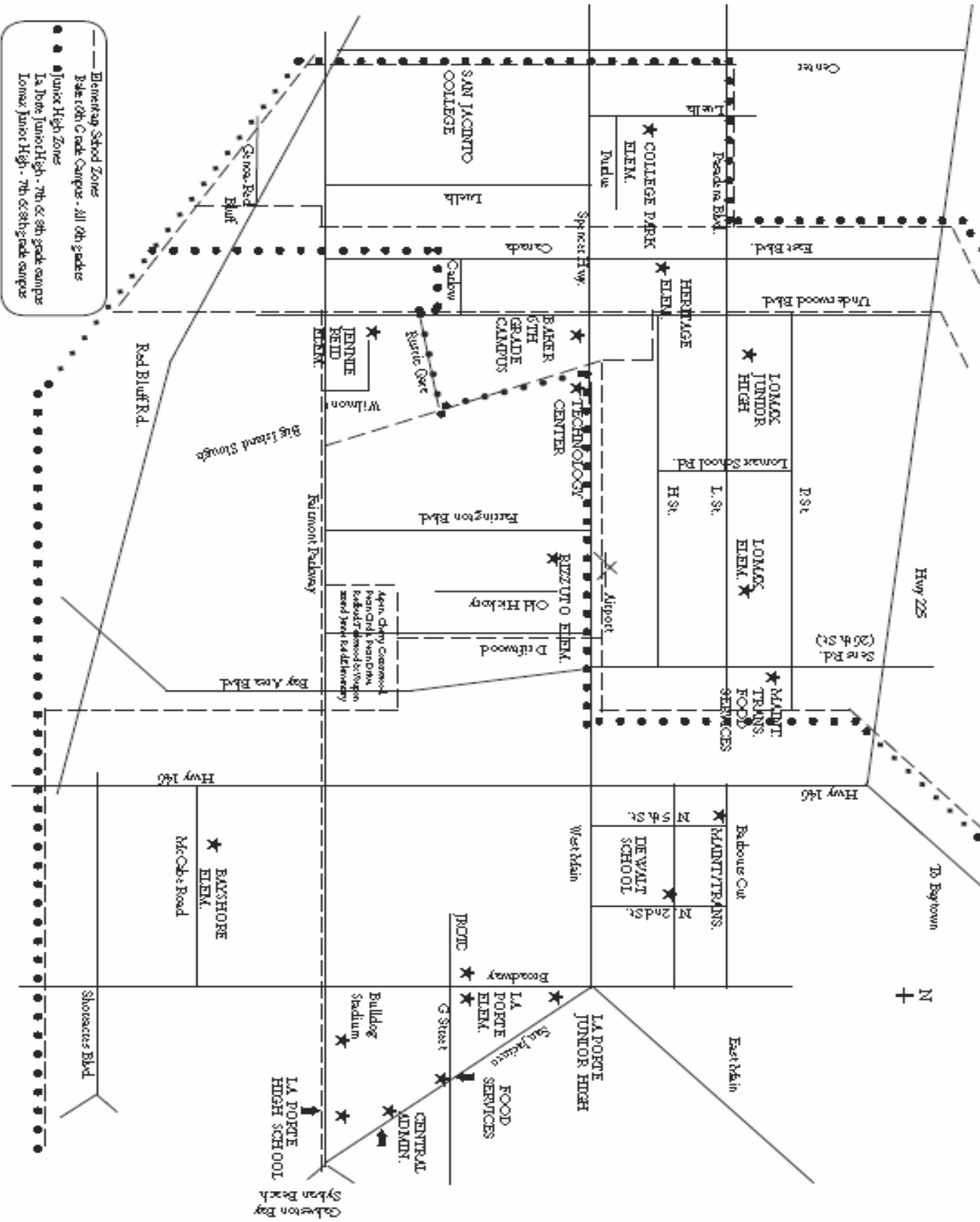
\_\_\_\_\_  
Date

I understand that pay increases will start when the Human Resource office has received my pay increase form. I understand that ½ days and full days of service count equally when determining the day to increase my pay.

Substitute Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# LA PORTE INDEPENDENT SCHOOL DISTRICT



# SmartFind Information