2019-2020 Substitute Guidelines for BHS

1. **Campus Parking:**
   - Substitutes may park in any space in the faculty parking lot located in front of BHS. Substitutes will be issued a parking hang tag to be displayed at all times while parked on campus.

2. **Dress Code:**
   - All substitutes shall observe appropriateness, and neatness in clothing and personal appearance. Generally, a strong relationship exists between a person's appearance and his/her ability to be accepted as the instructional leader in the classroom. Jeans are allowed on Fridays only with a spirit shirt. Flip flops and shorts are not acceptable.
   - Jewelry worn at work should be in good taste with no visible body piercing other than pierced ears. Cover gauges and tattoos. These are unacceptable.

3. **Arrival Procedures:**
   - Sub assignments are 8:15 a.m. – 4:10 p.m.
   - Check in time is 8:15 a.m. in the Principal Secretary's office, located in the front office.
   - Check assignment spreadsheet for the day.
   - Report to principal's secretary during open or undesignated class periods for additional assignments.

4. **Student Attendance:**
   - You will receive two copies of the class rosters. The first copy is what you will take class attendance on. The stapled copy is for you to leave notes on for the teacher.
   - A student aide from the attendance office will come by approximately 10 minutes into each period to pick-up the "attendance" roster. If no one shows up, please make sure you turn the roster(s) in to the attendance office located in the front office area.

5. **Basic Classroom Management Procedures:**
   - Stand at the classroom door, greet students as they enter, and supervise the hallways during passing periods.
   - Teachers will provide the lesson/assignment/instructions for the students. **Do not** alter the lesson plans and administer them as instructed. They will also provide their classroom rules printed or will have them posted within the room. Students should complete the assignment and follow established classroom rules. Communicate any difficulties the students may have experienced.
   - Try to refrain from calling the office for minor misbehavior (i.e. rudeness, out of seat, excessive talking). Document the student behavior and leave the information for the teacher to address the issue.
   - Call the assistant principals office at ext. 27251 or 27218, or the front office at 27200 for immediate assistance if a student's extreme behavior prevents you from teaching or others from learning.
   - Please do not place students in the hallway for any length of time.
• Do not leave a classroom unattended at any time. If you need assistance, please call 27251 or 27200 from the classroom phone.

• PASSES: Passes of any kind should not be issued the first 10 minutes or the last 10 minutes of a class period. **Do not allow students to leave the classroom without a pass.** Issue passes for emergencies only; this includes going to the bathroom, nurse, library, or another teacher’s room. If the office needs to see a student, they will send a pass to the classroom or arrive to escort the student. Please be aware of which student is gone for more than the timed allowed, and report any incidents of excessive time away from class to the assistant principal’s office, ext. 27251.

• Students **should not be allowed** to go work in another classroom unless they have a pass from that teacher.

6. Departure Duties:
   • Please leave the stapled class rosters with notes for the teacher on the teacher’s desk.
   • Complete a substitute feedback form and leave with Mrs. Thomas; complete one at least once a month if you are a regular substitute on the campus.
   • Sign out in the principal secretary’s office at the end of the day. Secure prior approval from the principal’s secretary before leaving early from your substitute assignment.

THANK YOU for choosing Bastrop High School to serve as a substitute. We truly appreciate your time and effort in helping educate our students. Here at BHS, it’s *Every Student....Every Day!*
# Bastrop High School
## 2019-2020 Bell Schedules

### Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35</td>
<td>First bell</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>8:40 – 9:35</td>
<td>1st period</td>
</tr>
<tr>
<td>2</td>
<td>9:40 – 10:35</td>
<td>2nd period</td>
</tr>
<tr>
<td>3</td>
<td>10:40 – 11:40</td>
<td>3rd period (+5 minutes for announcements)</td>
</tr>
<tr>
<td>4</td>
<td>11:40 – 12:10</td>
<td>A Lunch</td>
</tr>
<tr>
<td></td>
<td>11:45 – 12:40</td>
<td>4th B Class</td>
</tr>
<tr>
<td></td>
<td>12:15 – 1:10</td>
<td>4th A Class</td>
</tr>
<tr>
<td></td>
<td>12:40 – 1:10</td>
<td>B Lunch</td>
</tr>
<tr>
<td>5</td>
<td>1:15 – 2:10</td>
<td>5th period</td>
</tr>
<tr>
<td>6</td>
<td>2:15 – 3:10</td>
<td>6th period</td>
</tr>
<tr>
<td>7</td>
<td>3:15 – 4:10</td>
<td>7th period</td>
</tr>
</tbody>
</table>

### Pep Rally Schedule

<table>
<thead>
<tr>
<th>Pep Rally</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:35</td>
<td>First bell</td>
<td></td>
</tr>
<tr>
<td>8:40 – 9:10</td>
<td>Pep Rally</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>9:15 – 10:05</td>
<td>1st period</td>
</tr>
<tr>
<td>2</td>
<td>10:10 – 11:00</td>
<td>2nd period</td>
</tr>
<tr>
<td>3</td>
<td>11:05 – 12:00</td>
<td>3rd period (+5 minutes for announcements)</td>
</tr>
<tr>
<td>4</td>
<td>12:00 – 12:30</td>
<td>A Lunch</td>
</tr>
<tr>
<td></td>
<td>12:05 – 12:55</td>
<td>4th B Class</td>
</tr>
<tr>
<td></td>
<td>12:35 – 1:25</td>
<td>4th A Class</td>
</tr>
<tr>
<td></td>
<td>12:55 – 1:25</td>
<td>B Lunch</td>
</tr>
<tr>
<td>5</td>
<td>1:30 – 2:20</td>
<td>5th period</td>
</tr>
<tr>
<td>6</td>
<td>2:25 – 3:15</td>
<td>6th period</td>
</tr>
<tr>
<td>7</td>
<td>3:20 – 4:10</td>
<td>7th period</td>
</tr>
</tbody>
</table>

### Early Dismissal Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:35</td>
<td>First bell</td>
</tr>
<tr>
<td>1</td>
<td>8:40 – 9:10</td>
</tr>
<tr>
<td>2</td>
<td>9:15 – 9:45</td>
</tr>
<tr>
<td>3</td>
<td>9:50 – 10:20</td>
</tr>
<tr>
<td>4</td>
<td>10:25 – 10:55</td>
</tr>
<tr>
<td>5</td>
<td>11:00 – 11:30</td>
</tr>
<tr>
<td>6</td>
<td>11:35 – 12:05</td>
</tr>
<tr>
<td>7</td>
<td>12:10 – 12:40</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:40 – 1:10</td>
</tr>
</tbody>
</table>

6/10/2019
1. Campus Parking:
Substitute parking is directly in front of the school, in the lower parking.

2. Dress Code:
Bastrop ISD Employees shall act as role models by exemplifying the highest standard of professional appearance for the education purposes of teaching community values and proper grooming and hygiene. The dress code applies to all employees of the school district. An employee's dress and grooming shall be clean, neat, in a manner appropriate for his/her assignment. Professional attire shall be what is expected when substituting at Cedar Creek High School; jeans being allowed on Fridays or on designated "Spirit/Special Event" days. No facial, body piercing (other than ears), no gauges and tattoos that are visible must be covered up.

3. Arrival Procedures:
Assignments at CCHS are from 8:00-4:10; please be on time. Come in through the front office and come directly up stairs to the Assistant Principal's office to sign in and get your assignment for the day. We will provide you with a bell schedule as you are given the assignment for the day.

4. Student Attendance:
Attendance shall be taken daily no later than 10 minutes into the class period. Students arriving after the bell rings but before attendance is taken shall be considered tardy. A student is tardy when he/she is not physically present inside the classroom when the class is scheduled to begin. If a student is tardy to your class, please send the student to the Personal Accountability Center (PAC) for a tardy pass. Substitutes must date, total up how many students are absent, and sign their name in Ink. Send the attendance to the receptionist located in the very front entrance of the school immediately after taking attendance. You may send it with a student.

5. Classroom Management Procedures:
- Follow teacher's lesson plans; substitutes DO NOT have the authority to change or alter teacher plans.
- DO NOT allow students to leave class to go work in the learning community, another teacher's class, library, gym, field house, etc. for any reason. UNLESS they have a pass.
- DO NOT leave a classroom unsupervised at anytime.
- Try to refrain from writing referrals or sending students to the office
• for minor misbehavior (i.e. rudeness, out of seat, excessive talking).
• Document the student behavior and leave the information for the teacher to write the referral upon his/her return.
• DO NOT REMOVE STUDENTS OUT OF CLASS; call the AP office if fighting, verbal bullying accompanied by physical threats, profanity directed to teacher, suspicion of concealed weapon, student under the influence of alcohol or drugs, sexual harassment of another student or eacher. If you need assistance in handling a situation please call the AP office at ext 27310 or Receptionist at 27300.

6. Departure Duties:

• It is helpful for the teacher, if substitutes leave a detailed note about how the day went.

• Prior approval from the assistant principal is needed before leaving early from your sub assignment.

• Sign out at the end of each day.

CCHS faculty and staff appreciate your willingness to serve our students. The admin and teachers here are everything possible to support our students. Our hope is to make your experience at CCHS rewarding and fulfilling.
Campus Parking

Substitutes may park in any space in the faculty parking lot located in front of the CRCA cafeteria.

Dress Code

All substitutes shall observe appropriateness, and neatness in clothing and personal appearance. Generally, a strong relationship exists between a person's appearance and his/her ability to be accepted as the instructional leader in the classroom. Jeans are allowed on Fridays only with a collared spirit shirt. Flip flops are not acceptable. Jewelry worn at work should be in good taste with no visible body piercing other than pierced ears. Cover gauges and tattoos. These are unacceptable.

Arrival Procedures

Check in time is 8:00 a.m. in the Front Office. Check assignment spreadsheet for the day. Report to the Front Office during open or undesignated class periods.

Student Attendance

Pick up classroom rosters (2) from Ms. Enriquez in Front Office. There will be one for you to keep. Make notes for the teacher on this sheet. Turn one copy of attendance in to Ms. Gomez at the attendance counter each period.

Basic Classroom Management Procedures

Teachers will provide the lesson/assignment/instructions for the students. They will also provide their classroom rules printed or will have them posted within the room. Students should complete the assignment and follow established classroom rules. Communicate any difficulties the students may have experienced. Any student that violates the rules to disrupt the learning environment of others should be written up for the teacher to review. For questions, please call the Principal's office in at ext. 27230. Stand at the classroom door, greet students as they enter, and supervise the hallways during passing periods.

Call 27230 for immediate assistance if a student's extreme behavior prevents you from teaching or others from learning.

Students are not permitted to leave the classroom once class has started unless it is an emergency. The substitute/teacher determines the extent of an emergency. Do not place students in the hallway for any length of time. Do not leave a classroom unattended at any time. If you need assistance, please call 27230.

PASSES: Do not allow students to leave the classroom. Issue passes for emergencies only; this includes going to the bathroom and the nurse. Do not send a student with a pass the first 10 minutes or the last 10 minutes of a class period. Please be aware of which student is gone for more than the timed allowed, please call the office ext. 27230.

Departure Duties

Please leave the attendance roster with notes for the teacher on the teacher's desk. Complete a substitute feedback form with Ms. Enriquez; complete one at least once a month if you are a regular substitute on campus. Sign out at the Front Office. Secure prior approval from the Principal before leaving early from your substitute assignment.
1. Campus Parking:
   • Teachers should park in the lot directly in front of the courtyard.
   • Check in with Ms. Enriquez.

2. Dress Code:
   • Professional dress is required for all employees.
   • No shorts, T-shirts, sandals.

3. Arrival Procedures:
   • Check in with Ms. Enriquez in the main office.
   • The office is located at the end of the main hallway upon entering the school.
   • Please have your driver's license with you.

4. Student Attendance:
   • Students sign in at the office upon arrival to school.
   • You need to verify that students are attending the correct period.

5. Classroom Management Procedures:
   • The BISD student code of conduct applies at all times.
   • Students are permitted to have their own personal electronic devices and may use them in the classroom.
   • Contact Mr. Conrardy immediately for any questions or concerns regarding a student's behavior.

6. Lessons
   • GHS relies predominantly on computer based instruction and individualized educational programs for the students. We use A+ and Odyssey. The students work at individual paces.
   • Your duty in the classroom is to monitor computer activity and student behavior.
Home of the Trail        Blazers!

Out of all the places you could substitute teach, thank you for choosing Gateway!

512-772-7820            1155 Lovers Lane            Bastrop, Texas  78602

Important information to know...

1. **Campus Parking** - Substitute Teachers may park on the right side of Gateway DAEP Building.

2. **Dress Code** - We ask that you dress in a clean, neat, and professional manner appropriate to your substitute assignment. Your appearance sets an example for the student body and is a reflection of our school to the community. Jeans are allowed on Fridays only. Appropriate hair, jewelry and tattoos. Tattoos, if uncovered, must be of appropriate content. Hair must be neat and clean. Extreme hair colors and styles, deemed inappropriate by the administration are not allowed. Facial hair is allowed, but must be trimmed. Jewelry should be appropriate for work. Your dress attire should not be distracting to students. Employees shall comply with the standards of conduct set for Gateway, and any other BIS district policies, regulations, code of ethics and guidelines related to staff duties, campus requirements, or district standards as a district employee.

3. **Arrival Procedures**
   Substitute (Sub) teachers need to do the following when arriving to Gateway campus. Check in with our attendance clerk. Check in time is 8:00 a.m. and class starts at 8:10 a.m. First time subs may arrive at 8 a.m. or the day before for a tour of our facility.

4. **Substitute Folder (SF)**
   Upon arrival to the campus, the attendance clerk will provide you with a SF and the assigned room number. Go to the classroom and review the information in the substitute folder such as lesson plans, special instructions, seating charts, etc. Check notes for teacher duty assignments. If the teacher you are subbing for has a duty assignment, you are responsible for completing the duty for that day (this includes breakfast, lunch, before and/or after school). Substitutes must work their full shift. Always sign in and out. Notify the front office staff to let them know if you are signing out for lunch and or the rest of the day.

5. **Calling in after accepting an assignment**
   Substitutes must give a 24 hour notice when calling in sick or absent. Call 512-772-7820 ask for the attendance clerk or the Assistant Principal. Email Kristin Gardner and the campus principal for all absences.

6. **Student Attendance**
   Students tardy to class will be escorted to your room. Document the tardy in the SF and note all tardies, absences and if students leave.
7. **Classroom Management Procedures**
   All classrooms have student rules printed and placed in your folder or will have them posted within the room. Students should follow these rules. If no rules are visible, we ask that you use the following general rules:
   Students are given all materials when they come to class. Students are not to talk when the teacher is talking. No talking during a test. No talking when an individual student is responding to the teacher. Contact front office at Ext. 57000 for any type of support. **Never leave students unsupervised nor place them in the hallway at any time or under any circumstance alone.** Misbehavior that disrupts the classroom learning environment should be documented on a referral form. Serious misbehavior must be reported to the front office "immediately". Students are not allowed to leave the classroom after class has started unless it is an emergency at which time a staff member will escort the student to the office or restroom. Always conduct active monitoring and participate in monitoring of students. **Do not be on your cell during class time.** Personal calls or texts should be conducted during your lunch unless there is an emergency. We will arrange coverage for your classroom. Active monitoring requires walking around during the class period and monitoring all students. For immediate assistance, questions or support dial Ext. 57000.

8. **Departure Duties**
   Always assist with bus duty in the p.m. **When your class is called for dismissal, escort them in a line to the front doors.** Bring your Substitute folder (SF) to the office at the end of the school day. Ask administrator for assistance if you have any questions. Prior approval from administration is needed before leaving **early** from your substitute assignment.

9. **Other**
   Subs will report to the front office during an absent teacher's conference time for assignment. Always ask for support to ensure student and staff safety at all times. Daily schedules are subject to change to meet the needs of students, staff and or situations arising on campus.

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**GATEWAY BELL SCHEDULE 2019-2020**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:10 - 7:40</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7:40 - 8:25</td>
<td>Math</td>
</tr>
<tr>
<td>8:25 - 8:55</td>
<td>Pull-Outs/Power-up</td>
</tr>
<tr>
<td>8:55 - 9:50</td>
<td>English</td>
</tr>
<tr>
<td>9:50 - 10:45</td>
<td>Science</td>
</tr>
<tr>
<td>10:45 - 11:15</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:15 - 11:25</td>
<td>Prepare for next class</td>
</tr>
<tr>
<td>11:25 - 12:50</td>
<td>Electives</td>
</tr>
<tr>
<td>12:50 - 1:20</td>
<td>Pull-Outs/Power-up</td>
</tr>
<tr>
<td>1:20 - 2:10</td>
<td>Social Studies</td>
</tr>
<tr>
<td>2:10 - 3:00</td>
<td>All Subjects</td>
</tr>
<tr>
<td>3:00 - 4:00</td>
<td>D- Hall and Enrichment</td>
</tr>
</tbody>
</table>
Campus Parking

Park in any open space in front of the school. Please do not park in the fire lanes, bus loading zones, or visitor parking.

Dress Code

We ask that you dress in a clean, neat, professional manner appropriate to your substitute assignment. No spaghetti straps, exposed midriff, leggings, facial or body piercings, and/or exposed tattoos are permitted. Your appearance sets an example for the student body and is a reflection of our school to the community. District issued ID Badges MUST be worn at all times.

Arrival Procedures

School starts at 8:25 am and ends at 4:00 p.m. We ask that substitutes arrive no later than 8:00am to allow you sufficient time to get acquainted with our campus and to prepare for class.

- AM half day assignment: 8:00am – 12:00pm
- PM half day assignment: 12:00pm – 4:00pm

Substitutes are to sign in and out through the office. Please see the front office to receive substitute information, rosters, and keys. Go to the classroom and take time to review the information in substitute folder (i.e. lesson plans, special instructions, seating charts, etc.). Check notes for duty assignments. If the teacher you are subbing for has duty, you must complete the duty for that day (this includes before or after school).

Attendance

You will pick up attendance rosters in the front office when you sign in. For each period, circle the names of the students that are absent. Place a ‘T’ by the students that are tardy. Each period have a student return the attendance sheet to the front office.

Daily Routine

Write your name on the board, introduce yourself, and indicate to the class you are aware of the class rules. Establish a positive tone that you are in control. Substitute teachers are required to follow the classroom teacher’s lesson plans as closely as possible. Classroom rules, seating charts, lesson plans, as well as duty schedules, should be in the substitute folder or on the teacher’s desk. Any variation of the lesson should be noted to the teacher. CCMS will provide lunch (CCMS café) for substitutes.
Classroom Management Procedures

Classroom rules and campus consequences should be posted in each classroom, review and be familiar with them. Students are expected to follow the classroom and school rules. Students creating serious disruptions and not responding to efforts to correct misconduct should be referred to the Assistant Principal/Front Office. If no rules are visible, we ask that you use the following general rules:

1. All students are seated and ready to work when the bell rings.
2. Students stay seated unless given permission to be up.
3. Students are not to talk when the teacher is talking.
4. No talking during a test.

Students are not allowed to leave the classroom after class has started unless it is an emergency. In such case, the student must have a pass with date/time, destination and your signature. Please be aware of which students are out of the class and how long they are gone. Please do not put students in the hallway for any length of time.

Check the bell schedule for the day and be aware of the times to dismiss students. Bells will ring to end class - do not dismiss students before the bell. Do not leave a classroom unsupervised at any time. If you need assistance, call the office at ext 27446. Please supervise the hallways during passing periods.

If you need office or Assistant Principal assistance, please call ext 27446

Departure Duties

Leave a note for the teacher with specific comments regarding each class. Please leave the classroom clean and orderly. Check out in the front office and ensure that you drop off keys to your classroom before leaving campus. Prior approval from the principal or assistant principals is needed before leaving early from you sub assignment.

Other Duties

Substitutes are assigned the specific duties for a particular teacher or aide who is out. However, if Cedar Creek MS needs you to help out with another job vacancy, we may have you cover additional or different duties. We will provide you with directions.

Substitutes, please be advised that talking or texting on cell phones during class time is not permitted. Please save your communications for break time.
Administrators
Krystal Gabriel - Principal
Tiffany Peirson - Assistant Principal (7th Grade)
Missy Schuelke - Assistant Principal (8th Grade)
Jennifer Hranitzky - Assistant Principal (Tues & Thurs)

Campus Expectations
➢ Be Respectful
➢ Be Responsible
➢ Be Safe

Useful Phone Numbers
27405 - Front desk (Ms. Garcia)
27404 - Campus Secretary (Ms. Schmitt)
32409 - ISS (Mr. Pauley)
27415 - Nurse
27412 - Library (Mrs. Gosselin)

Bastrop Middle School
Regular Bell Schedule
2019-2020

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria/Arrival</td>
<td>7:30 - 8:00</td>
</tr>
<tr>
<td>Tutorials/Courtyard</td>
<td>8:00 - 8:23</td>
</tr>
<tr>
<td>First Bell</td>
<td>8:20</td>
</tr>
<tr>
<td>Warning Bell</td>
<td>8:25</td>
</tr>
<tr>
<td>Bear Time/SEL Lesson</td>
<td>8:29 - 8:56</td>
</tr>
<tr>
<td>Announcements</td>
<td>8:56 - 8:58 (stay in room)</td>
</tr>
<tr>
<td>1st Period</td>
<td>8:58 - 9:50</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:54 - 10:46</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:50 - 11:42</td>
</tr>
<tr>
<td>4th Period - A Lunch</td>
<td>A Lunch - 11:42 - 12:12</td>
</tr>
<tr>
<td>4th Period - B Lunch</td>
<td>Class - 11:46 - 12:14</td>
</tr>
<tr>
<td></td>
<td>Lunch - 12:14 - 12:44</td>
</tr>
<tr>
<td>4th Period - C Lunch</td>
<td>Class - 12:48 - 1:12</td>
</tr>
<tr>
<td></td>
<td>Lunch - 12:46 - 1:12</td>
</tr>
<tr>
<td>5th Period</td>
<td>1:16 - 2:08</td>
</tr>
<tr>
<td>6th Period</td>
<td>2:12 - 3:04</td>
</tr>
<tr>
<td>7th Period</td>
<td>3:08 - 4:00</td>
</tr>
</tbody>
</table>
Common Teacher (Substitute) Expectations

- Hours are 8:00 a.m.- 4:00 p.m. (full day) / 8:00 a.m - 12:00 (half day AM) / 12:00 p.m. - 4:00 p.m. (half day PM)
- Passing Periods - All teachers stand in the hall and greet students during passing period.
- Advisory - Have student read silently or work on homework during Advisory / BEAR time.
- Take attendance at the beginning of each period. Sign, date and send to the office with a reliable student (please give them a hall pass).
- Students are NOT allowed to leave the first or last 10 minutes of class.
- No more than one hall pass out at a time.
- Substitute teacher drinks and cell phones should to be kept at their desk.
- Please call the front office if a student's behavior is beyond their control.
- RED emergency folder (located in every room) are to be taken with you during fire drills, etc.
- Students who are tardy should be marked tardy on roster & allowed into the classroom.
- Lunches

A Lunch
At the end of 3rd period, instruct all students who have A lunch to proceed to the Front (east-side) hallway to walk to the cafeteria. Teachers who have 4th period conference please help sweep the hallways, escort students to A lunch, and make sure they are seated.

B Lunch
Teachers with B lunch - escort your class to the cafeteria, get them seated, and then go enjoy lunch. Students will be released from the cafeteria at the end of lunch and will report back to your classroom.

C Lunch
Teachers with C lunch - escort your class to the cafeteria, get them seated, and then go enjoy lunch. Students will be released from the cafeteria at the end of lunch and will report to their 5th period class.
Cedar Creek Intermediate School  
Eagle Strong & Building a Foundation  
Contact Person: Lindy Bond, Secretary, 512-772-7478

1. Campus Parking:
   • Park in the front parking lot.
   • Enter the main door on the left as you walk to the building.

2. Dress Code:
   • Dress appropriately for the job; PE teachers dress as coaches.
   • Business casual attire is expected.
   • We wear jeans with a school shirt or college shirt on Fridays. A royal blue shirt will be appropriate with jeans for substitute teachers on Fridays.

3. Arrival Procedures:
   • Check in at the office by signing in. If it is your first visit to our school, you will get a packet. Please check the teacher’s box in the workroom for a paper copy of the attendance.

4. Check the lesson plans for MORNING DUTY. CCIS will have the Breakfast in the Classroom program this year. Students will eat breakfast in the classrooms until 8:30 a.m.

5. Student Attendance:
   • You will be given a roster of every class the substitute teaches. Circle the names of students who are absent, write the time and date, and sign. All of the above should be done in ink.

6. Classroom Management Procedures:
   • Introduce yourself. Set the tone.. Refer to the classroom posted rules. Tell the children what you expect as a guest. Refer to the teacher’s sub packet.
   • Praise students who are doing what you expect.
   • Call extension 27485 if you need assistance (Front Office). The administration likes to deal with behavioral situations as they occur; if a substitute is having difficulty with a class or student, please do not hesitate to call Ext 27485 and contact an administrator.

7. Departure Duties:
   • Students are dismissed from their last class.
   • Bus numbers and car riders are dismissed via the afternoon announcements. A student should write the bus number on the board. The students need to be quiet while buses are called (until around 4:20), when all remaining bus riders are called to the cafeteria. You are dismissed after all the students have left.
1. Campus Parking
Substitutes may park in the front parking lot. Please do not use visitor parking.

2. Dress Code
Bastrop Intermediate School employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. The district dress code can be found in the employee and substitute handbooks, both of which are available online.

3. Arrival Procedures
Sub check in time is 8:00 a.m. No office staff is available before 7:30 a.m. Sign in on the Substitute Sign-In Sheet at the front desk in the office. Pick up your class rosters from the Attendance Clerk. She will give you instructions on how to do attendance. A classroom key will be given to you. We must keep our classrooms locked during the school day. Please return it to the office at the end of the day. Go to the classroom and find the sub folder. Review the information in the sub folder such as lesson plans, special instructions, seating charts, etc. Check notes for duty assignments. If the teacher you are subbing for has duty, you must complete the duty for that day (this includes before and/or after school).

4. Student Attendance
The Attendance Clerk, in the front office, will give you class rosters for each period. Circle the names of the students who are absent, sign and date the bottom of the roster, and return it to the Attendance Clerk in the office. If you have a questions, please call extension 27455 or 27456.

5. Classroom Management Procedures
Be on time! Please stand at your door during passing periods even when a conference period is scheduled. We ask that you greet your students as they enter the classroom. Smiles go a long way.

8:00-8:30 Breakfast in classroom w/students
8:00- 4:30 Daily
4:00-4:30 Dismissal
Never leave your class unattended. If you must leave your room, ask a colleague to cover for you or notify the office. Do not give your students permission to leave class unless absolutely necessary. The greatest deterrent to excessive bathroom requests is planning exciting classroom activities. Keep your classroom locked at all times.

- Post behavior expectations and model them.
- Post the daily learning objective.
- Issue no passes the first and last 10 minutes of class.
- Follow school-wide procedures regardless of how you feel on any particular day.
- Use proper names with students. Have students call you by your name (Mr., Ms., etc.).
- In dealing with behavior, avoid "Why" questions with students.
- Maintain your composure. Avoid getting angry and allowing your emotions to get the best of you in front of the students.
- Report all safety concerns to administration.
- Notify appropriate staff of your location when you change rooms. Post a sign on the door when the class is in a different location.
- Do not send a student out to the hallway for timeouts.
- Please check in with the office during your conference time.
Welcome to Mina Elementary
Campus Substitute Information
2019-2020

- **Campus Parking**
  - Parking is available in the lot at the corner of Hill Street and Beech Street.

- **Dress Code**
  - Substitutes should follow the same dress codes as our employees follow. On Fridays, jeans are considered appropriate with a Mina or Bastrop spirit shirt. Otherwise, jeans are not appropriate attire.

- **Arrival Procedures**
  - Substitutes are requested to arrive promptly at 7am and report to the front office. **Most staff have morning duty that begins at 7:00am or 7:15am.** You will need to sign in at the front office and then go to morning duty. Upon signing in on the Substitute log, you will receive keys, Mina badge and an attendance roster.

- **Student Attendance**
  - Students, who are considered TARDY, will receive a tardy slip from the office if the student is late for school. Please make sure this is marked on the roster, accordingly by placing a “T” next to the student(s) name.
  - Students will receive a pass to class if they are late for any other reason; these students will NOT be considered tardy.
  - Attendance time is 9:00am. You will need to complete the paper roster at this time by noting all absences and tardies on the roster. Please be careful and meticulous when taking attendance. Sign and date the roster in blue/black ink only. Once attendance is duly noted, please make sure to turn it into the office.

- **Classroom Management Procedures**
  - Mina uses a color system or Class DoJo in each of our classrooms. Information on teacher expectations should be listed in the substitute folder.

- **Departure Duties**
  - Most staff have an afternoon duty, so please make sure you have read the substitute plans in advance to know where you are needed at dismissal. After dismissal duty, you may return your key and Mina badge to the front office, and make sure you have signed out on the Substitute Log before leaving. Also, please leave the teacher a note about the day and how the students "did".

Thank you for choosing Mina to substitute teach today - We want you to know that we appreciate you for choosing this day to spend your time and talent! You help us make Mina a better place.

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REBA KING
Principal

NICOLE WILLOUGHBY
Counselor

EMILY ALLEN
Assistant Principal
1. **Campus Parking**
   - Substitutes’ parking is in the front parking lot.

2. **Dress Code**
   - We ask that you dress in a clean, neat, professional manner appropriate to your substitute assignment.
   - No facial piercings or tattoos. Tattoos must be covered.

3. **Arrival Procedures**
   - Upon arriving, you must report to the office, present your sub ID and sign the designated log book acknowledging your arrival and purpose for the day.
   - Sub check in time is 7:00 a.m. through 7:15 a.m.
   - You must call the campus if you will not be arriving prior to 7:15 a.m.
   - Go to the classroom and review the sub folder.
   - Substitutes must follow the teacher’s lesson plans without exception.
   - If the teacher has duty the day you sub, it is expected that you complete the duty.

4. **Attendance**
   - A classroom roster will be handed to you when you arrive or delivered to the classroom.
   - Attendance is taken at 9 a.m.
   - Sign and return the roster to the office by 9:05 a.m.

5. **Classroom Management**
   - Students not responding to efforts to correct misconduct should first receive a verbal warning. If a student continues to be disruptive or in violation of classroom rules, please call the front office at 27680.

6. **Hall Passes**
   - Do not allow students to leave the class. Passes should be issued only if an emergency occurs. Students should not be sent to the library unless the lesson plans call for the entire class to go to the library. You must also use passes for restroom. Nurse’s visits require a health pass. If a student is gone for more than 5 minutes, please call the front office.

7. **Departure Duties**
   - Before leaving the classroom, please write a brief summary to the teacher with your experience of the day in her classroom.
   - Keep record of how students went home for the day in an effort to avoid transportation errors.
   - Report to the office when leaving the campus for the day.
Campus Parking:
- Substitute will park in the parking lot at the front of the school, off MLK Jr. Drive
- Upon arriving at Emile, you must report to the office, present your sub ID to the front office staff for clearance and sign the designated log book.

Dress Code:
- We ask that you dress in a clean, neat, professional manner appropriate to your substitute assignment.

Arrival Procedures:
- Sub check in time is 7:00 a.m. No office staff is available before 7:00 a.m. You must call the campus if you will be arriving later than 7:15 a.m. Teacher assigned times are 7:00 a.m. to 3:30 p.m. unless otherwise noted.
- If you will not be able to complete your assignment (i.e. illness) please call the school as soon as possible and/or email clafuente@bisdtx.org, call or text Mrs. LaFuente at 512-496-3554
- Pick up a class list for attendance, an information sheet, and room key from the attendance clerk in the front office.
- Go to classroom and take enough time to review the information in the sub plans/folder. Check notes for Duty actions. If the teacher that you are subbing for has Duty, you must complete the Duty for that day. Please be aware of emergency procedures, as well.

Student Attendance:
- Use the attendance roster to mark any students that are not present or that were tardy.
- Send attendance roster to the office at 9:10 a.m., not before 9:00 a.m., even if all students are present.
- Please make sure you date, sign, and mark the time attendance was taken with blue or black ink only.

Classroom Management Procedures:
- Please be aware of which students are out of the class, where they are, and how long they are out. If a student is gone too long or you are unaware of where they are please call the front office x27620. If a student is needing medical assistance please send to the nurse’s office with a pass. If necessary, send a student to accompany the injured student.
- Please follow the teacher’s directions on class management, i.e.: color chart (please do not send notes home - let the teacher handle this.)
- Students not responding to efforts to correct misconduct should first receive a verbal warning. If a student continues to be disruptive or in violation of classroom rules, please call the front office. (dial ‘0’ on the classroom phone) i.e.: a threat to safety or major disturbance. All class rule violations need to be documented and left for the teacher. If the student becomes non-compliant, contact the front office for assistance. The Principal and or the Assistant Principal will begin the appropriate discipline procedures.

Conference Period:
- Unless the teacher has specifically left instructions for you during the conference time, please check with the front office to see if you can be helpful.

Departure Duties:
- If the teacher you are subbing for has Duty, you must complete the Duty for that day.
- Straighten up the classroom and leave a note to the teacher documenting the day.
- Report to the office, return your key to the attendance clerk and log yourself out when leaving campus at the end of your workday.
1. Campus Parking and Arrival:
   All staff must park in the front parking lot. Upon arriving at Cedar Creek Elementary School, please report to the front office to sign the designated log book, collect the attendance sheet, and gather any additional information regarding your assignment for the day. Please check in with the receptionist to receive your assigned duty.

2. Dress Code:
   All substitutes are required to dress professionally in a neat and clean manner, appropriate to your assigned duty. If subbing in PE, long shorts and T-shirts are okay.

3. Arrival Procedures:
   Substitute check in time is between 7:00-7:10. Students start arriving in the classroom at 7:15. You must be in your class and ready to accept students at that time. If you are going to be late, you MUST contact the front office between 7:00-7:15 a.m. If there is an emergency and you are unable to remove yourself from Smartfind, please email the secretary, Eden Scharfe (scharfe@bisdtx.org) to inform her that you are unable to take the job.

4. Duties and Assignments:
   Classroom lessons will be found in the teacher’s classroom. If no lessons are found, please contact the front office and someone will get you in touch with the team lead. All teachers have duty spots in the morning and the afternoon. The substitute is required to serve in the teacher’s spot for all duties.

5. Attendance:
   When you check into the front office, you will be given a classroom attendance sheet. This sheet must be completed and turned into the front office at 9:00 am. There is 9:00am bell and a 9:10 bell that is set to remind teachers to complete their attendance. Please put an A by the absent students and T by the tardy student, sign and date the document. Please do not add names or alter the attendance sheet.

6. Classroom management Procedures:
   Students who are not responding to efforts to correct behavior (ie: proximity, verbal warning, removal from activity, one on one conference,
etc) should be reported to the front office (ext. 27600). Please call to report the behavior and wait for instructions on what to do. If an office referral is needed due to a serious Conduct Code Violation, please contact the front office to request a referral. Do not send students to the office or place them in the hallway.

7. **Passes:**

Do not allow students to leave the class unless it is an emergency. If a student needs to see the nurse, please fill out the nurses pass completely. If you are unable to locate a nurse’s pass, please call the front office. Students should not be allowed to go to the library unless specific instructions were left by the classroom teacher. Students going to the restroom should go one at a time and only with a pass. Please be aware of which students are out of the class. If a student is out of the class for an extended period of time, please call the front office.
Lost Pines Elementary School

(512) 772 - 7700

1. Campus Parking

LPE has one main parking lot. Please park in front of the school or down by the portables.

2. Dress Code

Substitutes should follow the district dress code (professional dress). Fridays are spirit days where staff can wear jeans and an LPE or district spirit shirt.

3. Arrival Procedures

Subs need to arrive at 7:00 a.m. and report to the office. Check in with the receptionist to sign in and pick up attendance sheet. Please be sure to ask if you have morning duty. The classroom room door should already be unlocked by a custodian but the office will have a key if needed. When you arrive in your room, check for substitute lesson plans and materials. If there are no plans, please see the team leader promptly.

4. Student Attendance

Students who arrive late will walk in with a tardy pass. Please collect the slip and leave for the teacher. Attendance needs to be taken at 9:00am. There is a 9:00am attendance bell. You will complete the paper attendance by placing an “A” next to any student who is absent. Sign and date at the bottom and return to office.

5. Classroom Management Procedures

Students are expected to be SAFE, RESPECTFUL and RESPONSIBLE at all times. Please utilize positive reinforcement strategies. Please see specific classroom management procedures and discipline techniques that are outlined for you in the sub folder. Do not hesitate to call the office if you are having trouble with a child who is being difficult.

6. Departure Duties

At 3:00pm, we begin dismissal which differs based on the grade level. Please see procedures in sub folder. Students should be organized by bus, car rider or STARS. A student dismissal list is in your sub folder. If you have any questions at all about how a student goes home, please call the front office by dialing 27705. This is very important and we need to make sure students are sent home the correct way. You will need to walk your bus riders out and ensure they each get on their bus. Any changes in transportation for the day will be delivered by 2pm on a small yellow change form. It is important to check for these changes before dismissal. When all students are dismissed, please assist monitoring out by the buses until they roll out. Please be sure to leave the teacher a report on how the day went and any other important information. Check with the front office to make sure there is nothing else that you need to help with. You are allowed to leave at 3:30.

7. Check in with the office during your conference period to see if there is anything that we need help with on campus.

Our Principal is Stacy Troust and our Assistant Principal is Lezlie Ringstaff. You will likely also meet our math or literacy coaches. Any of us are happy to help you. We hope to make you feel welcome and a part of our LPE family. Please don’t hesitate to stop us, call or email if you need anything at all!

Thank you for choosing to come to Lost Pines Elementary to substitute teach today! You are appreciated for your time and your talent!
1. Campus Parking

RRE has one main parking lot. Overflow needs to park on the gravel lot behind the chain linked fence.

2. Dress Code

Substitutes should follow the district dress code. Fridays are spirit days where staff can wear jeans and a Red Rock or district spirit shirt. Jeans and t-shirts should not be worn Monday-Thursday unless otherwise specified.

3. Arrival Procedures

Subs need to arrive at 7:00 a.m. and report to the office. Check in with Sarai, Maria, or (receptionists) sign in and pick up attendance sheet and sub plans binder. Please be sure to ask if you have morning duty. Classroom room door should already be unlocked by a custodian but you may borrow a key from the office if needed. When you arrive in your room, check for substitute lesson plans and materials. If you have any questions, please ask a team member.

4. Student Attendance

Students who arrive late will walk in with a tardy pass. Please collect the slip and after 9:00 am return to the office. Attendance needs to be taken at 9:00. There is a 9:00 attendance bell. You will complete the paper attendance by placing an “A” next to any student who is absent & “T” next to any student who is tardy Sign and date at the bottom and return to office with a responsible student.

5. Classroom Management Procedures

Students are expected to be SAFE, RESPECTFUL, RESPONSIBLE, and KIND at all times. Please see common area expectations that are in the sub folder so that you are aware. Please see specific classroom management procedures and discipline techniques that are outlined for you in the sub folder. Do not hesitate to call the office if you are having trouble with a difficult child.
6. Departure Duties

At 3:00, buses are released and at 3:05 car riders and STARS will be called. Please have students packed up and ready to go by 2:55. Students should be organized by bus, front car or STARS. A student dismissal list is in your sub folder. If you have any questions at all about how a student goes home, please call the front office by dialing 0. This is very important and we need to make sure students are sent home the correct way. Any changes in transportation for the day will be delivered by 2pm on a small white change form. It is important to check for these changes before dismissal. When all students are dismissed, please assist monitoring in the hallways and out front until 3:10pm. Please be sure to leave the teacher a report on how the day went and any other important information. Check with the front office to make sure there is nothing else that you need to help with. You are allowed to leave at 3:30. Please do not leave campus before this.

Our principal is Kelly Hubley. You will likely also meet our math or literacy coaches Mandy Edwards and Katie Fehlker. Any of us are happy to help you. We hope to make you feel welcome and a part of our RRE family. Please don't hesitate to stop us, call or email if you need anything at all!

Thank you for choosing to come to Red Rock Elementary to substitute teach today! You are appreciated for your time and your talent!