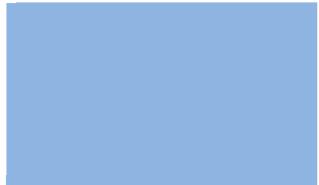


Robinson ISD Substitute Teacher

Handbook

2025-2026



Substitute Contact:
Nancy Witt
nancy.witt@robinson.k12.tx.us
254-662-0194 x 704

All substitutes are required to clock in with the receptionist or office secretary. In addition, subs are required to sign-out prior to leaving the campus. Upon sign-in, all subs should receive a Substitute Teacher Badge.

Robinson ISD
500 W. Lyndale
Robinson, TX 76706
risdweb.org



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District Directory

Superintendent	Dr. Michael Hope	662-0194
Deputy Superintendent	Tim VanCleave	662-0194
Asst. Superintendent of C&I	Colette Pledger	662-0194
Chief Financial Officer	Stacey Proctor	662-0194
Director Of Special Programs	Kati Dietzman	662-4621
CCMR Administrator	Joi Jenkins	662-3840
Chief Technology Officer	Bryan Fuqua	662-3843
Director of Athletics	Lonnie Judd	662-3840
Network Administrator	Justin Brink	662-3843
Chief of Police	Abel Sanchez	424-3355
Police Officer	Andrew Aguilar	498-5036
Director of Media Integration	Willie Thomas	662-3843
District Safety Coordinator	David Wrzesinski	662-3843
Core Subject Specialist	James Hughes	662-5000
Core Subject Specialist	Melissa Walls	662-5000
Core Subject Specialist	Amanda Schwartinsky	662-5000
Core Subject Specialist	Elijah Fielding	662-5000
Core Subject Specialist	Amanda Fielding	662-5000
Director of Maintenance	Chris Bowling	662-1383
Transportation Director	Caitlyn Rose	662-1383
Custodial Director	Maria Aguilar	227-2422
Payroll Manager/HR Specialist/District PEIMS	Angela Bettinger	662-0194
Accounts Payable	Mindy Cofer	662-0194
Secretary to Superintendent	Jennifer VanCleave	662-0194
Secretary to Asst. Supt. of C&I	Amanda Dotson	662-0194
Business Clerk	Nancy Witt	662-0194
Special Programs Secretary	Doris Neumann	662-4621
District PEIMS	Terra Plemons	340-4411
Food Services Director	Eugene Hendon	662-3843

School Directory

PRIMARY

Principal	Missy Zacharias	662-0251
Assistant Principal	Allison Dungan	
Counselor	Jamie Beggs	
Secretary	Hannah Marsh	
Nurse	Tiffany Hbral	
PEIMS	Dan'a Sanchez	

ELEMENTARY

Principal	Patti Goforth	662-5000
Assistant Principal	Dusty Mathis	
Social Worker	Shayna Winterrowd	
Secretary	Shelley Welch	
Health Aide	Annie Rogers	
PEIMS	Shelley Welch	

INTERMEDIATE

Principal	Sara Laughlin	662-6113
Assistant Principal	Tim Mason	
Counselor	Open	
Secretary	Shelly Barnett	
Receptionist/Attendance	Cassie Williams	
Nurse	Erica Gonzalez	
PEIMS	Lisa Harry	

JUNIOR HIGH

Principal	Travis Braugh	662-3843
Assistant Principal	John Henry Keane	
Counselor	Brianna Mink	
Secretary	Ravon Morgan	
Health Aide	Dinah Shaw	
PEIMS	Shelley Welch	
Receptionist/Attendance	Lisa Judd	

HIGH SCHOOL

Principal	Amber Clemons	662-3840
Assistant Principal	Spencer Somerville	
Assistant Principal	Marissa Northern	
Counselor	Linsey Richard	
Counselor	Mindy Hancock	
Secretary	Devin Samuelson	
Counselor's secretary	Christen Davis	
Receptionist	Dottie Carter	
Attendance	Toni Dyer	
Nurse	Laura Bearden	
PEIMS	Tammy Meredith	
Band Director (6-12)	Wylie Gore	662-4088

INTRODUCTION

This handbook is designed as your guide to success as a substitute teacher in the Robinson Independent School District. The contents are arranged to guide you through different processes and help you find answers to problems that may occur.

We believe substitute teachers can be a positive influence for the school system by adding variety and fresh approaches to our academic excellence. We sincerely hope the information in this handbook will serve to stimulate greater goals for the school system's substitute teaching program and serve our motto of providing a quality education for every student every day.

Welcome

The staff of the Robinson ISD joins the Superintendent in welcoming you to the noble and challenging teaching profession. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year, during pre-kindergarten through twelfth grade. This staggering fact makes all the more important the contributions you will make as a substitute teacher toward sustaining the education of Robinson's children and youth. In Robinson, we like to think of our substitute teachers as "Guest Teachers," and intend to treat them with the respect and support guests deserve.

As a substitute teacher, you are one of the most vital parts of our school system. It takes a special kind of person to be a successful substitute teacher – a person who cares about children, is patient, creative and versatile.

As you perform your work in the classrooms, you may find that you have suggestions that may contribute toward the improvement of our schools and we strongly encourage you to submit all suggestions. We feel confident you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincerest and best wishes as you join us in providing an excellent education for our students.

Orientation

Before beginning their substitute duties, all substitute teachers in Robinson ISD **must** attend or complete an online orientation session provided by the Personnel Office and the Director of Security. The two to three-hour Orientation includes basic information about the role of the substitute teacher, information on fingerprinting, payroll information, District Policies and Procedures, and answers to the most frequently asked questions about substitute teaching.

Mission Statement Policy AE

In partnership with parents and the community, the District will prepare students for a fulfilling and productive life by empowering them to perform with academic excellence and personal responsibility and to exhibit the characteristics of compassion and integrity needed to contribute to society and succeed in all endeavors.

2025-2026 Robinson ISD Academic Calendar



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

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

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

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

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

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

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

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

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

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

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

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

Holidays						
Sept 1	Labor Day					
Oct 13	Columbus Day					
Oct 30 - 31	Student/Staff Holiday					
Nov 24-28	Thanksgiving Break					
Dec 22 - Jan 5	Winter Break					
Jan 19	ML King Day					
Feb 16	Presidents' Day					
Mar 9 - 13	Spring Break					
Mar 23	Student Holiday					
Apr 3, 6	School Holiday					
May 1	School Holiday					

School Start and End Times						
Pri Regular	7:55-3:35					
Elem Regular	8:00-3:40					
Int Regular	7:50-3:30					
JH Regular	8:10-4:00					
HS Regular	8:10-4:00					



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@robinsonisd



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Facebook



Download our app

Calendar Key						
	First Day of 9 Weeks					
	Last Day of 9 Weeks					
	All Staff Inservice (no school - students)					
	Student/Staff Holiday					
	New Staff Inservice (no school)					
	Staff Comp Day (no school - students)					
	State Assessment Days					
	Parent Conferences (no school - students)					

254-662-0194
<https://www.risdweb.org/>

THE APPLICATION PROCESS

Eligibility to Substitute

In order to be placed on the approved substitute list, you must have a complete file consisting of:

- ✓ A completed online Application at
 - <https://risd.tedk12.com/hire/index.aspx>
- ✓ Official Transcript (High School/equivalent or College)
- ü Valid Texas Teacher Certification on file (if applicable)
- ü Criminal Background Authorization form
- ✓ Pre-Employment Affidavit
- ✓ * Letter of Reasonable Assurance
- ✓ Current Year Completed Tax form W-4
- ✓ 2 Forms of Identification as outlined on I-9 Form
 - ü Completed I-9 Form (employee verification form)
 - ü Federal Ethnicity & Race Identification Form
- ✓ State of Texas New Hire Form
- ✓ Personal Data Form
- ✓ Social Security -1945 Form
- ✓ Substitute Teacher Handbook & AUP Acknowledgement
- ✓ Online Sub Training
- ✓ Work Preferences (campuses and days of the week)
- ✓ Public Information Acknowledgment
- ✓ Direct Deposit Authorization
- ✓ Present Social Security Card for verification
- ✓ RISD receives record that Substitute Orientation was completed either online or in-person

***As an “At-Will” employee, you will be required to complete and sign an At Will Letter of Reasonable Assurance form each school year.**

For any questions on your substitute eligibility, please contact Nancy Witt in Human Resources at the RISD Administration Building at 662-0194, extension 704.

Subs are responsible for notifying Nancy Witt or Angela Bettinger at the Administration Building when there is a change of personal information such as name, address, phone or emergency contact information, W-4 update, etc. Do not expect campus secretaries to relay this information. Call 662-0194 or email Angela at abettinger@robinson.k12.tx.us or Nancy at nancy.witt@robinson.k12.tx.us.

GENERAL INFORMATION

Pay Scale

Substitute teachers will be paid as follows:

- Teacher with active certification- \$115 per day
- Bachelor's Degree/Not a certified teacher -\$105 per day
- No 4yr degree/Not a certified teacher - \$95 per day

Pay Schedule for long-term assignment:

Long-term assignment rates take effect on the 21st consecutive day of a continuous substitute assignment for the same staff member. If the substitute misses a day, the assignment starts over at the regular daily rate:

- Teacher with active certification and retired from RISD:
 - Daily rate based on current teacher pay scale and years of experience at time of retirement with a maximum of 20 years.
- Teacher with active certification not retired from RISD: \$130 per day
- Bachelor's Degree/Not a certified teacher: \$115 per day
- No 4yr degree/Not a certified teacher: \$105/day

Substitute teachers that sub for more than 30 consecutive school days for the same teacher are required to have a teaching certificate.

If any substitute is required to be at the school more than four hours, they will qualify for one full day's pay. If a substitute is required to be at the school four hours or less, they will qualify for one-half day's pay.

All staff will be paid by direct deposit on the 12th of each month. If the 12th falls on a weekend, you will be paid on the Friday before the weekend. In order to prevent any delays in receiving your check, please notify RISD Human Resources immediately if you have a change to your direct deposit account information.

Substitute teachers who have retired from active teaching anywhere in Texas and received retirement income from the Teacher Retirement System of Texas should report this to payroll through the Human Resources Department.

Pay Dates for 2025-2026:

September 12
October 10
November 12
December 12
January 12
February 12
March 12
April 10
May 12
June 12

Dismissal of Non-Contract Employees

Non-contract employees are at-will employees and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. If the administration receives a negative complaint including, but not limited to, one or more of the following, the substitute or non-contract employee may be removed from a site or classroom:

- ✓ Failure to follow lesson plans and perform all duties of the regular classroom teacher in a prompt and efficient manner
- ✓ Falsification of information on documents used for consideration of employment
- ✓ Failure to comply with board policy or administrative policy
- ✓ Willful and repeated failure to comply with official directives from supervisors
- ✓ Insubordination – infraction of rules – willful or overt defiance – contempt for authority
- ✓ Unexcused tardiness or continued lateness for work
- ✓ Use of inappropriate language or behavior
- ✓ Sexual harassment/lewdness/indecency
- ✓ Distribution of non-related school materials without permission from the building principal
- ✓ Commission of an act which would contribute to a felony or misdemeanor involving moral turpitude or would constitute lewdness, indecency or pornography
- ✓ Commission of an act which would constitute any crime involving theft, robbery, embezzlement, misapplication of funds fraud or organized crime

Unemployment Compensation

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service.

Continuous failure to accept work over a duration of a school year is considered resigning and constitutes removal from the substitution list.

Your Personal Information

Occasionally, we need to provide your personal telephone number to a teacher who would like to give you personal instructions. Please let Human Resources know if you DO NOT wish for your number to be provided to teachers.

INSTRUCTION

Classroom Ethics and Cell Phones

Information obtained about students, including grades/performance must be kept confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades or the fact that a student has a special need or disability. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the entire Robinson Independent School District System.

Employees should silence their cell phones while on the job and in the classroom.

Dress and Grooming

The dress and grooming of all employees shall be clean, neat, in a manner appropriate for the assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent.

Roles and Responsibilities

Arriving at least 15-20 minutes before school begins will give you time to get prepared and settled before the students start arriving. The following is a list of RISD schools and hours:

Primary School (PK- 1)	7:55-3:35
Elementary School (2-3)	8:00-3:40
Intermediate School (4-5)	7:50-3:30
Junior High School (6-8)	8:10-4:00
High School (9-12)	8:10-4:00

The substitute has a professional responsibility even though he/she is not a contracted teacher. They are looked upon as a professional and therefore should exercise discretion and good judgment in the choice of wearing apparel.

Please report to the school office and sign in upon arrival. The office will be able to provide you and/or direct you to your assignment. (lesson plans, attendance, school schedule, etc.)

Acquaint yourself with fire and emergency drill regulations and assigned exits.

It is expected that the substitute will maintain good order wherever assigned and create such conditions as are conducive to a good learning situation. The regular classroom teacher is legally and morally charged with the school property as well as the welfare of the children, and no less is expected of the substitute teacher.

Before, During, and After School

Obtain access to the room and locate/review the lesson plan and seating chart. Locate or obtain forms (hall passes, library passes, nurse passes, etc.), textbooks, teacher's edition, and orient yourself with the classroom and telephone system.

Avoid changing the seating arrangement or any other part of the classroom organization except for temporary grouping of pupils for instruction or committee work.

Supervision of halls and corridors is a responsibility of all teachers especially when pupils are coming into the building or leaving the building at bell time.

Write your name, today's date, and class assignments on the board.

Locate and review school and class rules and consequences, if any.

Introduce yourself to adjacent teachers and/or team leaders.

Under no circumstances should a substitute criticize a teacher, campus, classroom, or district policies outside the campus due to the fact that the period of observation has been of such short duration that accurate conclusions cannot be reached. Any concerns should be directed to the campus administrator(s).

All schools in Robinson ISD are operated under the policies of the Board of Education. A substitute teacher is in a position to establish good school/community relationships for the district and for the individual campus at which he or she will be teaching.

When class begins, exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior. Be friendly, consistent and treat everyone with respect.

Greet students at the door as you are monitoring the halls during passing periods.

Learn the names of the student as quickly as possible. Designate student assistant(s) to aid with various organizational tasks (may be teacher recommended or selected by observing students entering class).

Lesson plans provided by the regular teacher should be followed as closely as possible, and the regular class routine should be maintained. Unless requested by the regular teacher, do not assign written work and leave it to be graded. If there is written work assigned which is beyond the lesson plans of the regular teacher, it should be graded and left for examination. On long –term assignments, such work should be reviewed and recorded as directed.

Perform ALL assigned duties for the day. In elementary schools: PE, library, recess, lunch, playground, bus duties, etc. Substitutes are expected to teach all class periods. Planning periods are not free time. Report to the school secretary for instructions. If the substitute is teaching for an extended time he/she should attend all scheduled meetings. In case of doubt, make inquiry to the building principal.

During the day, when you have free/conference time, please check in the front office for any responsibilities or assistance needed. If you are not needed in any other capacity, please stay in the assigned teacher's room, or in the workroom area(s). In order to decrease traffic in the front office area, please refrain from staying in this area of the school.

Review class rules or if none are posted, be ready to state your rules and behavioral expectations. Make sure students understand what is expected of them. Use praise generously and show all students respect.

Attendance is essential and should be checked each morning at 9 am at the Primary and Elementary campuses. It is checked at 9:15 am at the Intermediate campus. Classroom attendance in middle and high school should be recorded at the beginning of each class period. Please check with each building for specific attendance instructions.

Students should never be left unattended. If, for some reason, you must leave during class time, please call the office for an adult to replace you.

Move around the room to monitor student activity during presentations, questioning, independent work and group work. Be an active part of the classroom instruction. Reading personal materials, sleeping, working on personal work, etc. is unacceptable and will not be tolerated. Personal views on certain subjects (religion, politics, drugs, etc.) should not be brought into conversation with students.

Gather, label, and retain all student work assignments for the teacher. Please use time to leave the room as you found it.

Make written notes for the teacher including how much of the lesson plan was completed and listing any special problems that might have occurred during the day. Also, let the teacher know what portion of the lesson each individual class was able to complete.

Keep a door open when you are alone with a student. Students are not excused to leave school under any circumstances without office permission.

At the end of the day, please utilize some method (like the form provided) to inform teachers of how the day progressed. Please do not send any written communication about students to parents without the permission from the principal. The long-term substitute teacher should arrange for parent conference only after consultation with the principal as well.

Please check to make sure you have performed all necessary after school duties. Return all items issued from the school office as you sign out.

Classroom Management

Any unusual disciplinary problem should be addressed with the campus principal or assistant principal. Treat all students with fairness and respect and in a positive manner while maintaining a learning environment that supports each student's self worth. Never leave a classroom unattended while escorting a student to the office. Utilize staff around you for discipline assistance.

Release of Students

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the principal's office. In any event, children are NOT to be released from the classroom without official notice from the building principal.

Visitors

All visitors are expected to enter any district facility through the main entrance and sign in. Authorized visitors will receive directions or be escorted to their destination. All buildings now have security entrances to stop visitors. However, employees who observe an unauthorized individual on the district premises should immediately direct him/her to the building office or contact the administrator in charge

Tips for Being a Successful Substitute Teacher

Anyone who has ever substitute taught knows that it can be both rewarding and challenging. Many times the substitute teacher is considered successful if he or she is able to simply keep control of a class. Surely, every substitute teacher strives to do much better than that.

General Tips

Here are some general tips to help you to smoothly assimilate into your new environment:

- ✓ If you want to substitute teach at a particular school, get to know the secretary there. It is often her job to arrange for substitute teachers. Even if she doesn't have to arrange for a replacement teacher, she is frequently asked for suggestions.
- ✓ If you want to do long-term subbing, make that known to the school office and to the teachers you sub for. When you talk to them, provide each school with a copy of your résumé.
- ✓ Say "yes" as often as possible. When you will be out of town or on vacation, call the person who is responsible for securing subs. Make sure he or she knows when you will return and call him or her as soon as you do.
- ✓ If you don't want to work on a particular day, let the person in charge know in advance. If you answer and say "no" too often, you'll stop getting calls.
- ✓ Keep a file on each school where you sub. Include administrators' names, a map of the school, a list of faculty, and a copy of the school's rules and procedures. Keep notes about individual teachers and classes. Indicate class rules and routines, whether the teacher leaves a sub folder and lesson plans, what classroom expectations are, how the class behaved, and so on. Keep copies of all your teacher reports.
- ✓ Proper preparation for substitute teaching is essential. Your arrival time at the school can be essential to the smooth functioning of your classroom. Taking the correct materials into the classroom can mean an extra five minutes added to your teaching time with the students because you don't need to spend that time looking for essential teaching supplies.

At Home

- ✓ Answer the phone on the first ring. The person calling is very busy and usually has many positions that need to be filled that morning.
- ✓ Be cheerful when you get a call at 5:00 A.M. Keep in mind that there is a person at the other end of the phone who had to get up much earlier than you in order to call you.
- ✓ Keep a pad of paper and pencil by the bed to write down the assignment. It's very easy to forget something when you have just woken up.
- ✓ Arrange your clothes the night before. Make sure you have all the items you would need and that they are clean and freshly pressed.

When You Arrive at School

- ✓ Arrive at your assignment earlier than requested, especially if it's the first time you've been in that particular teacher's class. Have your Sub Grab-Bag (in upcoming post) with you. Check in with the school secretary and see if there are any duties, assemblies, or anything else unexpected that you might need to do.
- ✓ Treat the school secretary with the utmost respect. He or she can be your best friend. If you are going to make anyone angry with you at the school, don't let it be the secretary.
- ✓ Obtain any keys that might be necessary and check the teacher's mailbox for announcements, attendance sheets, and so on.
- ✓ Obtain the bell schedule, in case your teacher has not provided it for you in his or her notes.
- ✓ Find the location of the restrooms and the teachers' lounge.
- ✓ Look around at the physical set-up of the room. Find the plans, rules, evaluation chart, and supplies you will need.
- ✓ Follow the plans that are left for you. Don't disregard them and do your own thing. If you have questions, ask other grade-level teachers.
- ✓ Write your name and the assignments on the chalkboard.
- ✓ Have an activity ready for students to do as soon as they enter the room.
- ✓ Finally, go next door and meet that teacher. Ask if you can send a student to his or her room, if necessary. This isn't showing weakness—it's just the opposite: it says that you are preparing for any challenge.

Moving Through the Day

- ✓ If a seating chart is not available, make one as you take attendance.
- ✓ Learn the names of as many students as possible. Learn at least a few names immediately.
- ✓ Follow the teacher's lesson plans as closely as possible. Supplement with your own activities only after the assigned work is done.
- ✓ Let only one student out of class at a time, with a hall pass of some sort. Bring your own, if necessary.
- ✓ Take notes throughout the day about incidents you want to share with the classroom teacher. Whenever you're unsure of what action to take, err on the side of caution.
- ✓ During the break time, go into the teacher's lounge and meet other teachers. If they seem "standoffish", ask questions about them. People are often willing to talk about themselves if you show interest. Tell them you are available if they should need someone to substitute. This is how you get more job assignments.
- ✓ Walk around the room. Students understand that if you move into an area of the room, you will take possession of it. On the other hand, if you never walk around the room, you're letting them know that they are in charge there. Also, moving around the room allows you to speak to the students for both control and social purposes.

Before You Leave

- ✓ Before the children leave, have them clean the room. This can be fun and easy. If, for example, you are reading a story or doing quiet seat work the last part of the day, ask for two or three volunteers to clean up the floor. You will be surprised at how well they will do because they were "chosen."

- ✓ Complete a teacher report form. Include a list of students who were absent or went home early.
- ✓ Make the classroom look as it did when you arrived. Make it even neater, if possible. Teachers love this.
- ✓ Grade any work you can. If you are in doubt as to what the teacher wants, leave it, but make sure it is stacked neatly. Try to keep track of who finished what and leave that information for the teacher, too.
- ✓ Leave a full report about what you did and did not cover as far as lesson plans are concerned. Also mention student behavior, especially positive things. If any major negative episodes occur, write down what happened and also let another teacher or the aide know about the incident.
- ✓ Go through the office and return the key. When you are there, ask if you will be needed the next day. Tell the secretary how much you enjoyed your time at the school or maybe what you learned during the day and how you hope to return for another assignment. Even if you are exhausted, don't let her know: she's had a hard day, too.

Substitute Teacher Feedback Form

Name _____

Date _____

The following students were absent:

The following students were:

HELPFUL

DISRUPTIVE

The class...

was helpful and courteous

worked well on assignments

followed classroom rules

We accomplished:

Substitute Teacher Report

We didn't get to:

What I liked best about today was:

I encountered the following difficulties and/or problems:

Next time, I would appreciate the following:

Additional comments:

Signed: _____

Inclement Weather

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. In the event of school close, delay, or early release, you may check the following for information:

<http://stafftools.risdweb.org/>

TV Stations: KCEN Channel 6 (NBC), KWTX Channel 10 (CBS),
KXXV Channel 25 (ABC), KWKT Channel 44 (FOX)

Radio Stations: WACO FM 99.9 and KWTX FM 97.5

Accidents in/on School Property

The substitute should not attempt to move a student who is unable to move on his/her own. In such cases, the substitute should send a reliable student to the office for help and stay with the injured student. In a case where there is a risk of exposure to blood or other material potentially containing bloodborne pathogens, avoid exposure. The school nurse or principal should be notified immediately.

OTHER INFORMATION

Standards of Conduct

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

- ✓ Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- ✓ Report to work according to the assigned schedule.
- ✓ Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- ✓ Know and comply with department and district procedures and policies.
- ✓ Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately. Emergency evacuation plans are located in all classrooms.
- ✓ Use district time, funds, and property for authorized district business and activities only.

Internet Links

There are several internet links to help substitute teachers. Education World provides answers for handling situations in the classroom. Substitute Teaching Institute's website is http://www.educationworld.com/a_curr/curr260.shtml.

TRS Active Care Information

Robinson ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Robinson ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a substitute, you must enroll in or decline medical coverage within 31 days from first date you begin substituting for any of our campuses. If you decline coverage, you cannot enroll again until the next plan year, which begins September 1, unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be deducted from your pay for the preceding month. If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the 1st day of the preceding month. If the 1st day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS ActiveCare.

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

- ✓ You choose to be removed from the substitute list.
- ✓ you do not timely return a letter of reasonable assurance

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA.

On the next page is a copy of the enrollment, change and declination form for TRS ActiveCare. Please complete this form and return the signed original to the Robinson Administration building prior to your first substitute assignment.

If you have any questions please feel free to contact Angela Bettinger ext. 706 or Stacey Proctor ext. 707 at RISD administration, (254) 662-0194.

Instructions for filling out the TRSActiveCare Enrollment, Change and Declination Form

1. Eligibility

- a. Are you an active employee and making monthly contributions to TRS? – This should be no. If you feel the answer to this question is yes please contact Angela at RISD Administration to discuss
- b. Are you regularly scheduled to work 10 or more hours per week? You can answer yes to this however, this is not a guarantee. If you do not make enough to cover the cost of the insurance you will be responsible for making a payment to the Administration office by the 1st of the preceding month.

2. Everyone should complete the demographic information in Section 2.

3. Decline Coverage:

- a. If you choose to decline coverage please check – Yes and complete Section 6
- b. You will need to list your spouse and all dependents and the reason for declining coverage.

4. If you choose to accept coverage please choose the plan in section 3 and also complete the information in Section 4.
5. All applicants, whether you are accepting or declining coverage, should sign and return the form to the Administration office prior to their first substitute assignment.

If you need assistance, please contact the RISD Administration office at (254) 662-0194. Angela Bettinger ext. 706 or Stacey Proctor ext. 707

Enrollment, Change and Declination Form

Eligibility:

Are you an active employee and making monthly contributions to TRS? Yes No
 If no, are you regularly scheduled to work 10 or more hours per week? Yes No
 *If no to both, you are not eligible for TRS ActiveCare coverage.

Section I : Enroll Client/ Change Transaction Type
 Enrollment Add Dependent New Employee Special Enrollment

J Option 1: Enrollments

Annual Enrollment *Choose effective date if selecting New Employee:
 Add Dependent Effective on actively at work
 New Employee* Effective 1st day of the following month
 Special Enrollment**

For District Use Only	
TRS District#:	/ <input checked="" type="checkbox"/> I
Actively at Work Date:	/ <input checked="" type="checkbox"/> I
Effective/Change Date:	/ <input checked="" type="checkbox"/> I
Employer Approval:	

Choose a Life Event type if selecting *If you selected **Loss of Coverage** please specify:

Special Enrollment:

Marriage
 Birth/Adoption
 Loss of Coverage***
 Court Order
 Other: _____

Cancel Employee: Death
 Loss of Eligibility
 Retirement/Terminated
 Non-Payment
 Other: _____

Cancel Dependent: Divorce
 Death
 Loss of Eligibility
 Dropped Coverage
 Other: _____

Date of Life Event: _____

Were you previously covered by a different district? Yes No

If yes, District Name: _____

I Option 2: Changes

Name

Address

Plan/Coverage

Effective Date of Change: 1 — —

Option 3: Decline Coverage

N/A

*If selecting yes, must complete Section 7

Section 2: Employee Information

Last Name: _____ First Name: _____ MI: _____ SN: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Alternate Address: _____ City: _____ State: _____ Zip: _____
 Date of Birth: ---'--- Work Phone: - Work Email: -
 Sex: M D F Language: English Spanish Tobacco User: Yes No Race/Ethnicity: _____

Are you covered by other insurance? Yes No

Are you covered by Medicare? Yes No

Reason for Medicare

Coverage: Medicare A and D Primary
 Entitlement Age Medicare A, B and D Primary
 Disability Medicare B and D Primary
 End Stage Renal Medicare D Primary
 Disease (ESRD) Medicare A Primary

Medicare A and B Primary
 Medicare B Primary
 Medicare Unknown
 Other Coverage

Section 3: Coverage Selection

Plan Selection:
 TRS-ActiveCare Primary
 TRS-ActiveCare HD
 TRS-ActiveCare Primary+
 TRS-ActiveCare 2

HMO Selection:

Central and North Texas Scott & White Health Plan*

Coverage Tier:

Employee Only
 Employee + Spouse
 Employee + Child(ren)
 Employee + Family

*plan eligibility is based on home or work location

- *1 ***"**

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To elect coverage in the TRS-ActiveCare Primary, TRS-ActiveCare Primary+ or Blue Essentials HMO plans you must choose a Primary Care Provider (PCP) for yourself and your dependents. If you already have a PCP, you can enter the information in the box below.

If you are enrolling in TRS-ActiveCare Primary or TRS-ActiveCare Primary+, you can find your PCP ID number by going to www.bcbstx.com/trsactivecare/doctors-and-hospitals and clicking on the plan you're enrolling in. You will be taken to the Provider Finder search tool for that plan. Simply type in your desired PCP and input the PCP ID number found under Provider Highlights.

If you do not have a PCP, you can select one by following the link above to the Provider Finder search tool, clicking on the Browse by Category drop down, choose Medical Care and then Primary Care. You'll be able to select a PCP based off specialty and location.

If you are enrolling in Blue Essentials HMO, you can find a new PCP or your current PCP's ID number by going to www.bcbstx.com/trshmo/doctors-and-hospitals and following the instructions listed above.

If you enroll in these plans and do not choose a PCP one will be chosen for you and the provider number will be on your new ID cards for you and all dependents listed below. If you have questions about the TRS-ActiveCare Primary or TRS-ActiveCare Primary+ plans, please call your Personal Health Guide at (866) 35S-5999.

Blue Essentials HMO participants can call Blue Essentials customer service line at (888)-378-1633.

Primary Care Provider name:

PCP ID#:

SPOUSE Last Name: _____ First Name: _____ MI: _____
Address: _____ D Same as Employee
City: _____ State: _____ Zip: _____
Phone Number: - - - Sex: DM OF Date of Birth: / / SSN: - - -
Primary Care Physician Name: _____

PCP ID#: _____
Are you covered by other insurance? Oves No If yes, Carrier/Plan: _____

Tobacco User: D Yes D No
If Medicare, select a coverage type:

<input type="checkbox"/> Medicare A and D Primary	<input type="checkbox"/> Medicare D Primary	<input type="checkbox"/> Medicare B Primary
<input type="checkbox"/> Medicare A, Band D Primary	<input type="checkbox"/> Medicare A Primary	<input type="checkbox"/> Medicare Unknown
<input type="checkbox"/> Medicare Band D Primary	<input type="checkbox"/> Medicare A and B Primary	<input type="checkbox"/> Other Coverage

CHILD Last Name child _____ Disabled D other D Tobacco user (Required for children 18 and older) MI: _____
Address: _____ D Same as Employee
City: _____ State: _____ Zip: _____
Phone Number: - - - Sex: DM OF Date of Birth: / / SSN: - - -
- - -
Primary Care Physician Name: _____

PCP ID#: _____
Are you covered by other insurance? Oves No If yes, Carrier/Plan: _____
If Medicare, select a coverage type:

<input type="checkbox"/> Medicare A and D Primary	<input type="checkbox"/> Medicare D Primary	<input type="checkbox"/> Medicare B Primary
<input type="checkbox"/> Medicare A, Band D Primary	<input type="checkbox"/> Medicare A Primary	<input type="checkbox"/> Medicare Unknown
<input type="checkbox"/> Medicare Band D Primary	<input type="checkbox"/> Medicare A and B Primary	<input type="checkbox"/> Other Coverage

CHILD Last Name child _____ Disabled D other D Tobacco user (Required for children 18 and older) MI: _____
Address: _____ D Same as Employee
City: _____ State: _____ Zip: _____
Phone Number: - - - Sex: DM OF Date of Birth: / / SSN: - - -
- - -
Primary Care Physician Name: _____

PCP ID#: _____
Are you covered by other insurance? Oves No If yes, Carrier/Plan: _____
If Medicare, select a coverage type:

<input type="checkbox"/> Medicare A and D Primary	<input type="checkbox"/> Medicare D Primary	<input type="checkbox"/> Medicare B Primary
<input type="checkbox"/> Medicare A, Band D Primary	<input type="checkbox"/> Medicare A Primary	<input type="checkbox"/> Medicare Unknown
<input type="checkbox"/> Medicare Band D Primary	<input type="checkbox"/> Medicare A and B Primary	<input type="checkbox"/> Other Coverage

First Name: _____ MI: _____
CHILD Last Name child _____ Disabled D other D Tobacco user (*required for children 18 and older)
Address: _____ D Same as Employee
City: _____ State: _____ Zip: _____
Phone Number: - - - Sex: DM OF Date of Birth: / / SSN: - - -
- - -
Primary Care Physician Name: _____

PCP ID#: _____
Are you covered by other insurance? Dves No If yes, Carrier/Plan: _____
If Medicare, select a coverage type:

<input type="checkbox"/> Medicare A and D Primary	<input type="checkbox"/> Medicare D Primary	<input type="checkbox"/> Medicare B Primary
<input type="checkbox"/> Medicare A, Band D Primary	<input type="checkbox"/> Medicare A Primary	<input type="checkbox"/> Medicare Unknown
<input type="checkbox"/> Medicare Band D Primary	<input type="checkbox"/> Medicare A and B Primary	<input type="checkbox"/> Other Coverage

CHILD Last Name: _____ First Name: _____ MI: _____

D Child D Grandchild D Disabled D Other D Tobacco user (*required for children 18 and older)

Address: _____ D Same as Employee

City: _____ State: _____ Zip: _____

Phone Number: _____ Sex: D M D F Date of Birth: _____ / _____ SSN: _____

Primary Care Physician Name _____

PCP ID#: _____

Are you covered by other insurance? Yes _____ If yes, Carrier Plan: _____

If Medicare, select a coverage type:

D Medicare A and D Primary	D Medicare D Primary	D Medicare B Primary
D Medicare A, B and D Primary	D Medicare A Primary	D Medicare Unknown
D Medicare Band D Primary	D Medicare A and B Primary	D Other Coverage

Section 6: Disabled Dependents Over Age 26

D Request for Dependent Child Statement of Disability

* Please note that a Dependent Child Statement of Disability is required for coverage of a disabled child over age 26 and must be submitted within 31 days of the child's 26th birthday. See your Benefits Administrator for the form, which must be completed in full and submitted to

*your Benefits Administrator: _____

This is to certify that the available coverage has been explained to me. I have been given the opportunity to apply for the coverage available to me and my dependents and have voluntarily elected to decline the coverage as elected below. Employee

Gender: D M OF	Date of Birth: _____ / _____ / _____	Do other Coverage: _____
Address: _____		
Name: _____	SSN: _____ - _____ - _____	Clspouse
Gender: D M DF	Date of Birth: _____ / _____ / _____	Do other Coverage: _____
Address: _____ D Same as Employee		
Name: _____	SSN: _____ - _____ - _____	child
Gender: D M DF	Date of Birth: _____ / _____ / _____	Do other Coverage: _____
Address: _____ D Same as Employee		
Name: _____	SSN: _____ - _____ - _____	child
Gender: D M DF	Date of Birth: _____ / _____ / _____	Do other Coverage: _____
Address: _____ D Same as Employee		
Name: _____	SSN: _____ - _____ - _____	0child
Gender: D M DF	Date of Birth: _____ / _____ / _____	Do other Coverage: _____
Address: _____ D Same as Employee		
Name: _____	SSN: _____ - _____ - _____	0child
Gender: D M OF	Date of Birth: _____ / _____ / _____	Do other Coverage: _____
Address: _____ D Same as Employee		

g. eConditions

I am eligible to participate in the coverage(s) offered by the TRS-ActiveCare program which is administered by Blue Cross and Blue Shield of Texas (BCBSTM), a Division of Health Care Service Corporation Health, with HMO benefits provided by Baylor, Scott and White Health Plan and Blue Cross and Blue Shield of Texas, a Division of Health Care Service Corporation Health Plans. On behalf of myself and any dependents listed, I apply for those coverage(s) for which I am eligible.

- If I am enrolling a grandchild, I certify that my household is the grandchild's primary residence and the grandchild is my dependent for federal income tax purposes for the reporting year in which coverage of the grandchild is in effect.
- If I am enrolling a child as an "other child" in Section 5, I certify that my household is the child's primary residence, that I provide at least 50% of the child support, that neither of the children's natural parents resides in my household, and that I have the legal right to make decisions regarding the child's medical care.

Only those coverage(s) and amount for which I am eligible will be available to me. I understand that if my coverage requests are accepted, the coverage(s) will become effective in accordance with the provisions of the TRS- ActiveCare program.

I understand that by enrolling for coverage that any TRS-ActiveCare coverage I previously elected under another TRS-ActiveCare participating district/entity will be terminated under TRS Rules.

I authorize necessary payroll deduction by my Employer , if any, to cover the cost of my coverage(s). I agree that my Employer acts as my agent. All notices given to my Employer are binding upon me. I also agree that my participation in the coverage(s) is subject to any future amendments.

I understand that by declining TRS-ActiveCare coverage now or by terminating TRS-ActiveCare coverage during the plan year, I am not eligible to re-enroll in TRS-ActiveCare until the next plan year unless I experience a special enrollment event.

I state that the information provided in this enrollment is true and correct. I understand and agree that any incorrect statements material to the risk and knowingly made by me will invalidate my coverage(s).

Applicant Signature: _____ Date: _____

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



STANDARD
RESPONSE
PROTOCOL
EXTENDED

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