



Olton ISD
SUBSTITUTE TEACHER
HANDBOOK

2025-2026

Table of Contents

General District Information	p. 3
Procedures and Requirements	p. 4
Arrival at School	p. 5
Getting Started	p. 6
Classroom Activities	p. 6
Discipline	p. 7
Monitoring Students	p. 7
Compensation Information	p. 8
Employee Conduct and Welfare	p. 9-18
Appendix	Board Policy
	DPB (Legal)
	DIA (Legal) (Local)
	FFH (Legal) (Local)
	Scheduled Pay Dates
	School Calendar

General District Information

Olton Independent School District consists of three public school campuses:

- H.P. Webb Elementary (PK-Grade 5)
- Olton Junior High School (6-8)
- High School (Grades 9-12)

The District establishes high standards for teachers and substitutes. Substitutes are an important part of the educational program and contribute to the education of the children in this community.

This guide should help answer many of the questions a substitute might have. However, if additional questions arise, please feel free to contact one of the people listed below.

OLTON ISD ADMINISTRATIVE STAFF

Superintendent

Michael Michaleson

285-2641 ext. 258

Director of Federal and Special Programs

Terri Sandoval

285-2641 ext. 263

H.P. Webb Elementary

Stacie Ramage, Principal

285-2657 ext. 265

Olton Junior High School

Amanda Richardson, Principal

285-2681 ext. 236

Olton High School

Colby Huseman, Principal

285-2691 ext. 226

Procedures and Requirements

In order to be considered for employment as a substitute in Olton ISD, the following items must be filed with the Business Office:

- Be 18 years of age or older;
- Substitute Teacher Application;
- Criminal History Authorization;
- High School Diploma or GED / Copy of Teaching Certificate (if applicable);
- W-4 Form (Federal Withholding tax);
- I-9 Form (Employment Eligibility Verification);
- FICA Alternative Retirement Plan;
- 403(b) Retirement Plan;
- Texas Public School Student /Staff Ethnicity & Race Data Questionnaire;
- Affordable Care Act Notice
- Workers' Comp. Information Form

A substitute may indicate a preference for a campus/grade level or for certain days of the week. These preferences may limit the opportunities for substituting assignments and there is no guarantee that a request will be granted.

If a substitute assignment has been accepted and the substitute is unable to report when expected, the substitute should notify the campus contact person immediately.

If you no longer want to be on our substitute teacher list, please call or come by the Superintendent's Office to notify us and we will notify the campus secretary(s).

Any forms pertaining to salaries need to be brought to the Payroll Office. Please allow a 1 week time limit for the forms to be filled out.

Substitute Campus Contact Names

Each campus will use an automatic calling system to schedule substitutes. If you need assistance with any information, please call the campus contact person listed below:

H.P. Webb Elementary
285-2657 ext. 239

Adrianna Sanchez, Secretary
Sandy Garza, Attendance Clerk

Olton Junior High School
285-2681 ext. 235

Gabriela Vega, Secretary

Olton High School
285-2691 ext. 225

Fabiola Vega, Secretary
Jessica Falcon, Attendance Clerk

Arrival at School

Substitutes should report for duty at the designated school at least 20 minutes prior to the first class. The campus contact person will provide information about beginning times. An early arrival provides a substitute for the opportunity to review campus procedures, locate the classroom(s), review the teacher's instructions, and prepare materials for instruction.

Upon arrival at the campus:

- **All substitute teachers will be required to clock in and out each day they report to work. Please check with the campus secretary to find out where this needs to be done.**
- **Substitute duties will be assigned by the campus principal or his/her designee and may include classroom supervision or other tasks assigned by the campus**
- **Clock In / Clock Out Procedures**
 - **Half Day in the Morning**
 - **Webb clock in at 7:30 a.m. and clock out at 11:30 a.m.**
 - **OJH/OHS clock in at 7:30 a.m. and clock out at 11:41 a.m.**
 - **Half Day in the Afternoon**
 - **Webb clock in at 11:30 a.m. and clock out at 3:50 p.m.**
 - **OJH/OHS clock in at 11:45 a.m. and clock out at 3:50 p.m.**
 - **Full Day**
 - **Clock in at 7:30 a.m. and clock out at 3:50 p.m.**
 - **Clock in / out for a 30 minute lunch**

1. The campus contact person will inform the substitute regarding the location of the substitute notebook or other campus/teacher instructions.
2. Substitutes should expect to find
 - information about attendance procedures;
 - class schedules;
 - lesson plans;
 - general procedures;
 - information about other duties such as hall, lunchroom, or bus duty;
 - instructions about restroom privileges;
 - information about the location of the teacher's lounge and restrooms;
 - emergency procedures; and
 - information about expected changes from normal daily routines.

The principal or school secretary should be able to assist the substitute with any additional information. The substitute should not hesitate to ask for any help or information.

Getting Started

The campus contact person will direct the substitute to the notebook or folder provided by the regular classroom teacher. This notebook/folder will contain the information necessary to have a successful day with the students in the assigned classroom.

An effective substitute will locate the following:

- a neighboring teacher who can answer any questions;
- lesson plans;
- seating charts;
- schedules for library and physical education classes;
- list of students who may study in various groups;
- list of student helpers;
- recess schedules;
- list of students requiring special seating or attention;
- fire and tornado drill instructions; and
- instructions to follow in case of a student accident or illness.

The substitute should post his/her name in a prominent place in the classroom.

Prior to the beginning of the first class, the substitute should review all of the materials provided by the teacher. If a seating chart cannot be located, the substitute should create one and insert the student's names as soon as they are seated. This seating chart will help the substitute to identify individual students by name and will eliminate many student management problems. The ability to call a student by his/her name is an important tool for classroom management.

If the necessary materials are unavailable in the classroom, the substitute should seek help from the campus contact person immediately.

Classroom Activities

It is important for the substitute to greet the students and welcome them to the classroom as they arrive. Student management hinges upon the relationship between the teacher and the students. Some recommendations are:

- Greet each student and direct the student to his/her seat and to begin working on any specified activities.
- While the students complete the assignment, the substitute should complete attendance, lunch count, etc.
- If you are required to collect money for anything, you should make a list including the name of the student, the amount of money, and the reason the money was collected. **The money and the list should be given to the campus secretary or principal as soon as possible.**
- Please make sure to walk around the classroom monitoring students and activities at all times.
- **Please follow the teacher's lesson plans as closely as possible.**

Discipline

An effective substitute teacher strives to create a climate in which success is expected, academics are emphasized and the environment is orderly. As a substitute teacher, it is essential to understand and practice good classroom discipline and management. This is necessary before any classroom learning can occur. As was noted earlier, greeting students at the door, getting them started on an assignment, and actively monitoring activities can best prevent misbehavior and promote a positive learning environment. To assist you in maintaining discipline, the following guidelines are recommended. Study and implement them appropriately in your specific substitute teaching situation.

- Always insist that students address you by the appropriate title: Mr., Mrs., Ms.
- Remember you are the classroom leader and should feel encouraged to be friendly, but not a friend.
- Set clear limits/standards/rules for the students and be **consistent** in enforcing them.
- Expect students to behave well and praise students for their good behavior.
- As you speak, circulate in the classroom to monitor activity. Good usage of proximity can greatly reduce misbehavior. This also allows you to go to the students to provide support.
- Pause and wait, if necessary, for attention and silence before speaking rather than raising your voice to speak over students.
- At all times, speak in a professional, controlled tone.
- Minor misbehavioral issues should consist of a private conversation with the student and a note taken to be given to the teacher.
- Major or continual misbehavioral issues, those that are a substantial disruption to the classroom, should be dealt with by contacting a neighbor teacher or the campus principal.
- **An office call button is located in every classroom.** Pressing this button allows immediate 2-way communication with the office.
- **A substitute must not administer corporal punishment for any reason.** This type of discipline is administered only by the principal or the designee.
- Be prepared. Keep activities moving and students working.

There should be plenty of work for students to keep them engaged during the entire class period. In the event that students finish early, please encourage them to read or work on other classwork.

Monitoring Students

The substitute should not leave students unattended at any time. In the absence of the teacher, a substitute assumes full responsibility for students in the class, outside the class, on the playground, in the cafeteria, tutorials, etc., unless another adult is assigned that responsibility by the campus principal. Students should not be released before the bell unless the substitute is instructed to do so by a teacher or campus administrator.

If a person who is not connected with the school seeks information about a student or permission to take the student from the room, the person should be referred directly to the principal. The

principal will decide whether or not the student should be excused and will officially notify the substitute of the decision.

A student is never allowed to leave school with a person who has not gained official permission from the school office. Under no circumstances should a student be released without permission of the principal.

Other Duties

Please visit with the appropriate campus contact person about your expectations of arrival, dismissal, and any assigned duties. The arrival and departure times for teachers vary from campus to campus, and substitutes are expected to observe their assigned schedule.

When substituting duties are complete for the day, the substitute should:

1. Straighten the classroom and leave appropriate notes for the regular teacher.
2. Secure all doors and windows in the classroom.
3. Report to the campus contact person.
4. Clock out for the day. This is extremely important as this record determines the dates for which a substitute is paid.
5. Ask the campus contact person if substitute services will be needed the next day.

Compensation Information

Paychecks. Substitute checks are mailed to the substitute's home address or directly deposited on or around the 25th of each month. The payroll calendar is structured in such a way that it may be thirty (30) days after a substituting assignment before a substitute receives his/her check. It is very important that each substitute keep accurate records of substitute assignments. In the event there are questions about paychecks, please contact the Payroll Office at the Administration Office, 806-285-2641 ext.222.

Substitute Pay Scale:

- Substitutes with High School diploma/GED \$13 per hour
- Substitutes with Teaching Certificate \$17 per hour
- Current policy states that substitutes that are certified teachers will receive a beginning teacher's salary after 20 consecutive days as a substitute for the same teacher. The rate for the first 20 days is \$17 per hour for a certified teacher.

Substitutes may be asked to perform hall duty, cafeteria duty, etc. during the scheduled teacher planning period. Principals of the campus will direct substitutes to where they are needed throughout the workday.

Insurance. Substitute teachers will be eligible to participate in the TRS ActiveCare insurance, only if the employee pays all of the premiums and other costs associated with the health

coverage plan selected by the employee. If you choose to participate, you will have to bring a check for the premium by the 25th of each month starting in August to Kristen Sandoval in the Payroll Office.

Federal Withholding Tax. Federal Withholding Tax is withheld from the substitute's wages according to the exemptions filed on the W-4 form submitted by the substitute. Should a substitute desire to make any changes in the exemptions filed, the substitute should notify Kristen Sandoval at 285-2641, extension 222.

Worker's Compensation. The District, in accordance with state law, provides workers' compensation benefits to any substitute who suffers a work-related illness or who is injured on the job. Any injury incurred while a substitute is on school property during the normal course of duties as a substitute teacher should be reported immediately to the campus principal. A written record of the injury must be established. The campus principal will inform the substitute of procedures following a work-related injury.

Employee Conduct and Welfare

Work Performance

We expect all employees to complete assigned duties in a timely, efficient, and effective manner. Failure to do so may result in a loss of employment with the district.

Computer Use and Data Management (Policy CQ)

The district's electronic communications systems, including its network access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures (*See Exhibit IV for Policy CQ and Administrative Regulations*). Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

Substitute teachers are prohibited from using the computers in the classroom unless directed to do so by the campus administration.

Use of Wireless Communication Devices

- Olton ISD instructional employees are prohibited from using a wireless communications device during instructional time or any other time designated by their campus principal.

- Olton ISD instructional employees are required to inform their supervisor or campus Principal regarding family emergencies which may require you to operate a wireless communications device during instructional time or any other time designated by your campus principal.

Standards of Conduct

(Policy DH)

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

- Recognize and respect the rights and property of students and coworkers; maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness 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.
- Use district time, funds, and property for authorized district business and activities only.

Harassment

(Policies DHB, FNCL)

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure

may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Sexual Harassment

(Policies DHC, FN CJ, FFG)

Employee-to-Employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform the appropriate Title IX Coordinator as listed below. Employees must follow the procedures outlined in this handbook for filing a complaint, except when it would require presenting a complaint to the alleged harasser. The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

H.P. Webb Elementary

609 Ave G

Olton, TX 79064

H.P. Webb Elementary Title IX Coordinator - Stacie Ramage

Elementary Principal

sramage@oltonisd.org

805-285-2641 x 265

Olton Junior High

7th St.

Olton, Tx 79064

Olton Junior High Title IX Coordinator - Amanda Richardson

Junior High Principal

arichardson@oltonisd.org

806-285-2641 x 236

Olton High School

700 Ave G

Olton, Tx 79064

Olton High School Title IX Coordinator - Colby Huseman

High School Principal
chuseman@oltonisd.org
806-285-2641 x 226

Olton ISD
701 6th St.
Olton, Tx 79064
Olton ISD District Title IX Coordinator - Terri Sandoval
Director of Federal and Special Programs
tsandoval@oltonisd.org
806-285-2641 x 263

Olton ISD
701 6th St.
Olton, Tx 79064
Title IX Appeals
Michael Michaleson
Superintendent
mmichaleson@oltonisd.org
806-285-2641 x 258

Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal immediately. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law. Employees with questions or concerns

relating to the alleged sexual harassment of a student should contact the Superintendent of Schools, at (806) 285-2641.

A copy of policies relating to sexual harassment can be found in Exhibit I.

Student Confidentiality (Policy FL)

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes.
- The student (if 18 or older) or attending an institute of postsecondary education.
- School officials with legitimate educational interests.

The Family Educational Rights and Privacy Act (FERPA) defines education records as any records, documents, files, or other material containing personally identifiable information about students, that are maintained by a school district or by someone on behalf of a school district [See Board Policy FL LEGAL]. Some information about students is "directory information" and is available upon request by any person, unless a parent has asked that it not be released. Other types of records can only be released with a parent's express permission. Material containing personally identifiable information about students should not be sent through the Internet of Email either in the body of electronic messages or as enclosures or attachments to the messages.

Email messages about a student or employee may be accessible--to the extent that FERPA allows--through an open records request in accordance with the Public Information Act (formerly called the "Texas Open Records Act"), if the messages have been retained or are retrievable in the computer system. Each user should take care not to send or store any message he or she would not want made available to others.

Any student information sent by Internet or E-mail is considered public information and, therefore, could be subpoenaed in court.

Therefore, no confidential information about students should be sent through Internet or Email unless the written permission of the parent is given.

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

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

Safety

(Policy CK)

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent at (806) 285-2641, ext. 258.

Tobacco Products and E-Cigarette Use

(Policies DH, GKA, FNCD)

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

Name and Address Changes

It is important that employment records be kept up to date. Employees should notify the Business office if there are any changes or corrections to their name, home address, home telephone number and/or cell phone number.

Possession of Firearms and Weapons

(Policies FNCG, GKA)

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons on school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors immediately.

Visitors in the Workplace

(Policy GKC)

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive a visitor's badge and given

directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Employee Dress Code

At all times substitute teachers shall dress professionally following the guidelines considered “business casual”. Substitute teachers who teach certain subjects or grades shall be allowed more flexibility in dress requirements. Dress shall be appropriate to grade level or class activities; i.e. coaching, pre-kindergarten, shop teachers.

Substitute teachers may wear jeans on days of special events or activities as designated by the Principal.

Criminal History Background Checks

(Policy DBAA)

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

SB 9 requires all school districts to incorporate the national background check for all personnel employed by the district to begin January 1, 2008.

This process will require the prospective employee to fill out a criminal background check to be processed and to submit to a fingerprinting process as determined by the State Board of Education and the Texas Education Agency. The cost of the procedure is approximately \$50.00.

Olton ISD has incorporated the following guidelines:

- A. **Substitutes** (teacher, cafeteria worker, bus driver, custodian, and maintenance) will be reimbursed the cost for the fingerprinting process if the individual is approved as a substitute and works for the district a total of 10 full days.

Substitute Teachers that are enrolled in college as a full-time student will be reimbursed the cost for the fingerprinting process if the individual is approved as a substitute teacher and works for the district one time with proof of full-time college enrollment

APPENDIX

**OISD Board Policy
DPB (Legal)
DIA (Legal) (Local)
FFH (Legal) (Local)
Scheduled Pay Dates
SCHOOL CALENDAR**



2025-2026 Payroll Cut-Off Dates

	Pay Period	Pay Date
September 2025	8/4/25 to 8/29/25	Thurs. 9/25/25
October 2025	9/1/25 to 9/26/25	Fri. 10/24/25
November 2025	9/29/25 to 10/24/25	Fri. 11/21/25
December 2025	10/27/25 to 11/21/25	Fri. 12/19/25
January 2026	11/24/25 to 1/2/26	Fri. 1/23/26
February 2026	1/5/26 to 1/30/26	Wed. 2/25/26
March 2026	2/2/26 to 2/27/26	Wed. 3/25/26
April 2026	3/2/26 to 3/27/26	Fri. 4/24/26
May 2026	3/30/26 to 4/24/26	Fri. 5/22/26
June 2026	4/27/26 to 5/29/26	Thurs. 6/25/26
July 2026	6/1/26 to 6/26/26	Fri. 7/24/26
August 2026	6/29/26 to 7/31/26	Tues. 8/25/26
September 2026	8/3/26 to 8/28/26	Fri. 9/25/26

All payroll is due in the office the Monday morning after payroll cut-off.

Automatic Deposits are **NOT** guaranteed to be in your account the day before payday. Payday is the 25th of the month unless it falls on a holiday or weekend.

