

Diboll Independent School District

Substitute Handbook

2018-2019

WELCOME!

It is with pleasure that we welcome you as a substitute teacher for Diboll Independent School District.

Teachers are the most important members of our school organization as they are the individuals who interact with our students. As a substitute teacher, you are also a very important member of the organization.

When a classroom teacher is out of the classroom, our students' education lapses unless you are there to carry on with instruction. This handbook has been prepared to give you basic information about Diboll ISD and to make you a more effective teacher.

When you are a substitute teacher, you represent Diboll ISD to the public and to your students, and we want you to represent us in a highly professional manner. If you need assistance in doing your job, please call upon your colleagues in the classrooms or your campus principal.

Again, welcome to Diboll ISD.

BOARD OF TRUSTEES

Trey Wilkerson - President
Ronnie Coleman - Vice President
Andrea Swor - Secretary
Dr. Laura Cooper - Member
Greg Stephens - Member
Rodney Cheshire - Member
Roy Salazar - Member

ADMINISTRATION

Vicki Thomas – Superintendent
Daniel Lopez – Assistant Superintendent of HR & Curriculum
Katherina Crager – Assistant Superintendent of Finance
Shanna Powers – Director of Student/Support Services
Jana Coulter – HR Specialist/Substitute Coordinator
Lacey Chandler – Payroll and Benefits Coordinator
Gerald Craig – Director of Technology
Eric Crager – Director of Operations
Kerri Sanford – Child Nutrition Supervisor
Brandon Sanford – Transportation Supervisor
Blake Morrison – Athletic Director

CAMPUS PRINCIPALS

John Clements - Diboll High School
Mark Kettering – Diboll Jr. High School
Nikki Miller – H.G. Temple Elem/Intermediate School
Diana Moore - Diboll Primary School
Charlotte Morris – Family Literacy Center

CAMPUSES INFORMATION

Diboll High School 9th - 12th

1000 Lumberjack Dr
Diboll, TX 75941
936-829-5626
John Clements- Principal
Ruby Burnaman - Secretary
*Julissa Rodriguez - Receptionist
Hours: 7:30 a.m. - 4:00 p.m.

Diboll Jr. High School 7th - 8th

403 Dennis St
Diboll, TX 75941
936-829-5225
Mark Kettering - Principal
Lucy Rosales - Secretary
*Bobbie Wilsie - Receptionist
Hours: 7:30 a.m. - 4:00 p.m.

H.G. Temple Intermediate School 4th - 6th

1301 Lumberjack Dr
Diboll, TX 75941
936-829-6900
Nikki Miller - Principal
*Ana Reyes - Secretary
Yaneth Rios - Receptionist
Hours: 7:30 a.m. - 4:00 p.m.

H.G. Temple Elementary School K – 3rd

1303 Lumberjack Dr
Diboll, TX 75941
936-829-6950
Nikki Miller - Principal
*Maria Leverett - Secretary
Cynthia Reppond - Receptionist
Hours: 7:30 a.m. - 4:00 p.m.

Diboll Primary School PK3 – PK4

113 Hendrick St
Diboll, TX 75941
936-829-4671
Diana Moore - Principal
Veronica Zamora - Secretary
*Maria Sarmiento - Receptionist
Hours: 7:30 a.m. - 4:00 p.m.

Adult Education/Family Literacy Center

299 S. Neil Pickett Dr
Diboll, TX 75941
936-829-3890
*Charlotte Morris - Director
Hours: 8:30 a.m. - 12:00 p.m.

***Notes Campus contact for the AESOP (Frontline Absence Management)**

INTRODUCTION

Substitute teachers fulfill a very important function in our school district. They are called upon with little or no notice to fill a vacancy by the absence of a professional staff member. Substitute teachers are thus given great responsibility and a degree of trust that is unique in the field of education.

The Diboll Independent School District is dedicated to maintaining a positive educational climate. To accomplish this requires that our substitute teachers maintain a degree of professionalism and decorum.

While this handbook cannot cover every situation and circumstance that will confront the substitute, it is intended to provide some general guidelines that may contribute to success.

Remember that the welfare of the students is the prime consideration. When in doubt, consult with a teacher or one of the office staff.

REQUIREMENTS FOR SUBSTITUTE TEACHING

All individuals interested in becoming a substitute teacher for Diboll ISD, must meet and provide the following qualifications:

Education/Certification

Bachelor's degree from accredited university, valid teaching certificate, High School Diploma or GED equivalent

Pass Criminal Background Check via TEA Fingerprinting

Application Process:

All new candidates must complete a "Classified" application online and apply for substitute teacher position. If you have previously applied for a Support position, use your existing username/password to access your existing application.

Attend a substitute orientation session to complete required paperwork. We respectfully request you dress in "business casual" when submitting your paperwork and when attending the substitute training session.

Pass a fingerprint background check (the fee for the fingerprint process is the responsibility of the applicant.)

At the orientation, you will complete the hiring paperwork, provide proof of eligibility for employment (Form I9), and receive information about working as a substitute for Diboll ISD.

After all required paperwork is complete, and you have been approved by the HR office; you will receive an ID badge, and then placed on the substitute list. You may visit each campus and introduce yourself to the principal and/or secretary.

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns about discrimination *based on sex, including sexual harassment should contact* Shanna Powers, the district Title IX coordinator @ (936) 829-3100. Employees with questions or concerns about discrimination on the basis of a disability should contact Shanna Powers, *the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent @ (936) 829-6108.*

Job Vacancy Announcements

Announcements of job vacancies by position and location are posted on a regular basis to the district's website. Substitute's interested in being considered for a vacant position should apply online and include a letter of interest and resume to the Principal or Department Supervisor in charge, via email.

Employment after Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Fingerprinting Information

Senate Bill 9 requires all certified employees and substitute teachers, both certified and non-certified to be fingerprinted. Substitutes must go to an off-site location of L-1 Enrollment Services to be fingerprinted. All applicants will be required to pay the fee for fingerprinting.

Criminal History Background Checks

Employees, including substitutes and student teachers, will 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 State Board of Educator Certification (SBEC) with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

A District employee shall report in writing to the Superintendent within three calendar days any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity;
- Acts constituting abuse or neglect under the Texas Family Code;
- Acts constituting public intoxication, operating a motor vehicle under the influence of alcohol, or disorderly conduct, or;
- Crimes involving moral turpitude, which include but is not limited to:
Dishonesty; fraud; deceit; theft; misrepresentation; Deliberate violence;
Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code, or;
Felony driving while intoxicated (DWI).

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. Being convicted of or receiving adjudication for a crime shall not be an automatic basis for termination. The district shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication for or is convicted of a crime during employment with the district:

1. The nature of the offense.
2. The date of the offense.
3. The relationship between the offense and the position to which the employee is assigned.

ETHICS AND RESPONSIBILITIES

DRESS CODE

Substitute teachers in Diboll ISD are expected to follow the same dress code as all other personnel. Shorts, jeans with holes or any other mode of dress that detracts from the professional role of a teacher is forbidden.

Dress and Grooming

Policy DH

As representatives of Diboll ISD, our commitment to excellence should be reflected in our appearance. The dress and grooming guidelines for employees shall present a model of professionalism and appropriateness for the assignment and shall represent the pride, dignity, and discipline of the district and community. Appearance of all employees should be neat, clean, and in a manner that differentiates them from students.

Additional Standards

DISD staff members will adhere to the restrictions listed in the secondary student handbook related to clothing, hair length/styles, paraphernalia, accessories, and/or body adornments.

Hair for district employees (including facial hair) must be neat and clean in appearance and should not attract unfavorable attention that is disruptive to the educational environment. Beards and mustaches must be well groomed...no "scruffy look."

Jeans (with spirit shirts) are permitted only on days approved by the principal or supervisor.

Support staff, including maintenance, grounds, transportation, and food service employees shall be dressed in accordance with additional standards established by their immediate supervisors and approved by the Superintendent/designee.

Spirit Day Dress Guidelines

Lumberjack Spirit Day will be on Fridays during the school year and is designed to promote pride in Diboll ISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. Employees may wear jeans that are clean, neat and good condition (no holes or frayed).

A district-campus specified shirt which exemplifies school spirit and Lumberjack pride are the only shirts allowed.

If you have doubts as to whether or not something should be worn, you would be wise to choose something different!!

Regulations for Women

Professional styles of the following are acceptable:

- Capri/Goucho pants (below the knee)
- Dresses and skirts, falling at the knee
- Pants suits
- Dress slacks
- Polo or golf style shirts
- Turtlenecks/mock turtlenecks
- Sweaters
- Dress and casual shoes, sandals
- Tennis shoes and athletic shoes (coordinated with professional dress and appropriate to position)
- Attempt to cover tattoos while at school and at school related activities

Not acceptable:

- Sweats/active wear (based on assignment)
- Shorts (based on assignment)
- Torn/ripped clothing
- Halter-tops, see-through clothing, low cut tops, tank tops, strapless garments or clothing with spaghetti straps
- Employee's clothing may not be tight or revealing (no cleavage, midriffs, or undergarments are to be visible)
- Caps/hats
- Revealing low cut pants
- Sagging pants
- House shoes or flip flop shower shoe types
- Body or face/mouth ornaments are not allowed
- Jeggings or Leggings

Regulations for Men

Professional styles of the following are acceptable:

- Dress slacks
- "Docker style" slacks
- Buttoned dress shirts
- Polo or golf style shirts
- Turtlenecks/mock turtlenecks
- Sweaters
- Ties
- Sport coats, blazers, suits
- Boots, dress shoes, casual shoes
- Tennis shoes and athletic shoes (coordinated with professional dress and appropriate to position)
- Attempt to cover tattoos while at school and at school related activities

Not acceptable:

- Sweats/active wear (based on assignment)
- Shorts (based on assignment)
- Torn/ripped clothing
- T-shirts, tank tops, muscle shirts
- Employee's clothing may not be tight or revealing
- Visible undergarments
- Caps/hats
- Revealing low cut pants
- Sagging pants
- House shoes or flip flop shower shoe types
- Body or face/mouth ornaments are not allowed

Absence Management (AESOP) Sub Calling System

Phone or Web

Diboll ISD is pleased to introduce *Aesop* as the district's substitute replacement system. Qualified and approved substitutes can benefit from *Aesop's* advanced technology to search for assignments 24/7 from either your telephone or the website. Regardless of which assignment(s) you choose, *Aesop* will present you with all available assignments. You may also be called by *Aesop* offering you available positions.

You will receive a welcome email from the AESOP administrator once your account is active and ready to search for jobs.

Review the Lesson Plan

If lesson plans are attached to the absence, *Aesop* allows you to print out those lesson plans. This will allow you to review the lesson plans ahead of time and to be more prepared when you come to work.

Interactive Calendar

"Did I work this day?" Review all the days you've worked with the *Aesop* Interactive Calendar. The calendar also displays those days you may wish to designate as non-work days. You can search back an entire calendar year, or three months in the future.

Contact Information

Aesop Web Contact Address: <http://www.aesoponline.com/>

Aesop Mobile Contact Address: <http://m.aesoponline.com/>

Aesop Phone Number: 1-800-94-AESOP (1-800-942-3767)

Job Assignment Procedures

1. Job assignments and confirmation numbers can only be authorized through the *Aesop* Sub Calling System. Staff members, such as teachers, may request you to sub, but are not authorized to assign substitutes to a particular classroom/campus. **Failure to follow this rule will result in being sent home from the assignment without pay.**
2. Substitutes will be contacted between 5:30 am and 8:00 am and 4:30 pm and 10:00 pm. Request for specific call times can be changed in your preferences on the web. If assignments are known the day before, or earlier, you can view the available assignments or call *Aesop*. You can contact *Aesop* by phone at: [1-800-94-Aesop](tel:1-800-94-AESOP) or view posted assignments on the web/mobile at: <http://aesoponline.com/>.
3. Substitutes not available for an extended period of time must make changes in your preferences on the web or contact the *Aesop* administrator with this information at 936-829-6101. **Continuous refusal of assignments will result in a substitute being removed from the substitute list.**

4. If you have been assigned, and for any reason cannot make the assignment, you must cancel your assignment through *Aesop* and follow the instructions for declining a position after initial acceptance.
5. Questions about the accepted teaching position(s) for the day can be answered at the campus once you arrive.

Cancellation of Assignments

When a substitute teacher accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job as soon as possible.

You must know the specific confirmation number in order to notify *Aesop* that you will no longer be able to fill an assignment. Cancel the job as soon as you know that you cannot meet the commitment. If you need to cancel within 12 hours of the job start time, please call the school to let them know why you had to cancel your assignment. If it is after hours, leave a voice message indicating that you are no longer available.

Please realize that if you attempt to cancel within one hour before the job starts, *Aesop* will prompt you to notify the school so that they can remove you from the assignment and start the process to obtain another substitute. If you cancel within 12 hours of an absence, the system will generate an automatic non-work day, which cannot be removed. You will not be able to accept any other job for that same work day you cancelled.

We monitor the activity of cancelled jobs. If we identify a pattern of “last minute” cancellations (within 24 hours of job start time) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be denied further employment.

Hours of Duty

The normal school hours for teachers are generally required of substitutes. The district schedule is generally 7:30 a.m. to 4:00 p.m.

Any special duties that require a different time schedule will be shared with you, as soon as possible.

Substitutes may also be employed on a half-day basis. The following schedule proxies a general guideline for this.

7:30 a.m. to 11:30 a.m.....1/2 day

11:30 a.m. to 4:00 p.m.....1/2 day

Reporting to Work

When you arrive at school, proceed directly to the office to sign/clock in. The school secretary, will assist you to the correct classroom and help provide any other pertinent information about the assignment.

Arrangements will be made to unlock the classrooms(s) for you. A campus handbook providing the duty schedule, lunch schedule and drill procedures will be made available to you. If for some reason this is not shared with you on arrival, ask for it. This information could be critical in an emergency.

Be sure you ask the principal/secretary if there are any special activities taking place during the day. If so, be sure you are clear who will be going where and when they will be returning. ***Remember - students are not always the best source of information on daily happenings!! When in doubt, ask the principal or a neighboring teacher!!***

Also ask if you are expected to fulfill any extra duties - Ex. bus duty, lunch room duty, etc.

Time Clocks

ALL Substitute Employees

The Employee Identification Number will be used to clock in and clock out for time and attendance purposes. The pin number is the last four digits of your social security number.

Substitutes have three options for clocking in/out for your daily assignment; TimeClock Plus pin entry systems at various locations throughout the district, WebClock on a desk computer or Mobile app (see instructions below). Be sure to follow the time shown on the time clock system and not the time of other clocks. If your time clocking terminal does not function properly, you should report this immediately to an administrator.

Only **YOU** may clock in and out for yourself. Violation of this policy is grounds for immediate involuntary termination of substitute employment for the employee who clocks in or out for another employee, and for the employee who allows another employee to clock in or out for him/her.

NEVER CLOCK ANOTHER EMPLOYEE'S TIME FOR ANY REASON.

Willful falsification of work or absence records is grounds for immediate involuntary termination of employment.

Mobile app:

Substitutes may use this application to clock in and out. Abuse of the app will result in removal from Diboll ISD Substitute list.

- TimeClock Plus v7



TimeClock Plus v7 MobileClock

Data Management, Inc. Business

★★★★★ 176

Everyone

This app is compatible with all of your devices.

Add to Wishlist

Install

-

Mobile app settings:

Scheme: https

Host: 123712.tcplusondemand.com

Path: api/v0000

Port: default

Namespace: 123712

ID: "Your employee id number"

If it tells you there is an update - allow the update.

SUBSTITUTE PAY

The following substitute rates will be effective as of the 2018 – 2019 school year:

DIBOLL INDEPENDENT SCHOOL DISTRICT 2018-2019 SUBSTITUTE SALARY SCHEDULE

<u>Position</u>			<u>Daily Rate</u>	<u>Hourly Rate</u>
Administrator	(7.5)		\$160.00	\$21.33
Daily Sub – Certified Teacher	(7.5)	PK-8	\$75.00	\$10.00
		9-12	\$85.00	\$11.33
Long Term Sub – Certified Teacher				
<p>Certified substitute teachers who serve continuously in the same certified core instructional position for 7 days or more, and are certified in the subject area that is being taught, will receive a daily rate equal to the current State Minimum Salary Schedule based on the substitute teacher's state step on service records. Those teaching in TEA shortage areas will receive an additional \$50 per day. The daily rate will be retroactively paid to the first day of substitute service on the seventh consecutive day.</p> <p>Certified substitute teachers who serve continuously in the same non-core teaching assignment for more than 20 days shall be paid a bonus of \$10.00 per day in addition to the regular rate beginning the 21st day.</p>				
Daily Sub – Non Certified	(7.5)	PK-8	\$65.00	\$8.67
		9-12	\$70.00	\$9.33
Long Term Sub – Non Certified				
<p>Non certified substitute teachers who serve continuously in the same teaching assignment for more than 20 days shall be paid a bonus of \$10.00 per day in addition to the regular rate beginning the 21st day.</p>				
Paraprofessional Sub	(7.5)		\$60.75	\$8.10
Cafeteria Sub				\$8.10
Custodial Sub				\$8.10
Bus Driver – Field Trips				\$12.00

Pay day is the 1st and the 15th of each month. Payroll dates are listed below. If there are discrepancies on your pay, please start by calling the campuses you worked at first to make sure all days were turned in correctly to payroll. If you do not receive a check or are missing a day, please contact the payroll office at 936-829-6113.

Automatic Payroll Deposit

Substitutes can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact Payroll for more information about the automatic payroll deposit service.

Payroll statements and other information are available through *Employee Access*:

- Click on www.dibollisd.com
- Click on Departments, then Human Resources
- The box to the right, click on *Employee Access*
- First time users will need to Create an account —“New User”
- If you forget your password and cannot retrieve the password, contact Human Resources to reset the account.
- Once an account has been set up the employee can review all payroll information, including benefits, leaves and update payroll information.
- You may view and print current and past one year paychecks, W2, leaves balances, etc.
- When finished, always click on *Logout* in the upper right hand corner.

Classroom Procedures

Every teacher in the district is expected to leave clear and comprehensive lesson plans for you to follow. It is their responsibility to make the plans and it is your responsibility to follow them. Be aware that it is easy to get side tracked by students or some distraction and fail to complete the assignment of the day. Make every effort to keep students on task and your day will go much more smoothly. Check with building principals if there is a question about lesson plans.

GUIDELINES TO FOLLOW

1. Please follow exactly the plans left by the classroom teacher.
2. Have in mind an “extra project” in case your class should complete the assigned project.
3. Notice if there are posted classroom rules of conduct.
4. Avoid extremely personal details about yourself and your life. Long discussions about your personal experiences may be interesting, but they are not the assigned educational tasks.
5. Do not touch students. Do not administer corporal (physical) punishment.
6. Write your name on the board and ask students to use it. Don’t forget your title, Mr., Mrs., or Miss. Students are expected to be polite to you.
7. Do not leave your students unsupervised.
8. Keep students involved and busy, do not allow “free time.”
9. Send students to the office in cases of insubordination or repeated misbehavior.

10. Speak formally to students; avoid inappropriate words. Profanity will not be tolerated.
11. Do not give students tips, hints, or answers on individual work assignments.
12. Do not give students “treats” such as food or special favors. You do not need to “bribe” students.
13. Noise level in classroom should not disturb others in the building. Students may be given permission to talk quietly at your discretion. No talking is also acceptable.
14. Do not assert your authority above the classroom teachers. Never teach students “a better way.” Remember, we are teaching processes as much as content. The “way” something is done may be very important.
15. Do not let students leave the classroom without a good reason and without a pass. If a student is needed somewhere else, another teacher will send a note.
16. Take very good care of papers turned in by students. Students often claim they have turned in work to the substitute when they have not done so. See individual campus instructions as to how to handle student work.

Professional Ethics

Substitute teachers are expected to keep confidential any information about the school (students, teacher, parents, and administrators, etc.), which might be gained while on duty. Divulging information to unauthorized persons can result in termination from employment. The substitute teacher has an obligation to reflect the standards of the profession and of the Diboll Independent School District through his/her personal and professional behavior and dress.

Manners

Do not chew gum in class or at school. It cheapens your appearance and cancels your professional image.

1. Watch your language – It should be above reproach. Do not swear or use profanity or inappropriate slang.
2. Watch your grammar – Model good English at all times.
3. Use humor carefully – Don’t assume that your humor is acceptable to every audience. Never use off-color humor or innuendoes.
4. Never criticize teachers, staff or students.

Confidentiality

Student records and general information are confidential. Information about student behavior and performance is confidential. Please keep all teacher record books, testing information, etc, inside the desk and away from students. Be especially careful with the teacher’s grade book. Do not let students examine or handle it.

Please remember you should not make any comments about students and their behavior or performance. This would be unprofessional and in many cases would expose you to legal action.

The role of a teacher, even a substitute teacher, is one of great importance. During each day many occurrences, which might make interesting stories, take place and provide endless thought about what might be told when the day is complete. Remember, even though you are only substituting for the regular classroom teacher, you have the responsibility of upholding the dignity of teaching on that particular day. Idle gossip about students, teachers, and the school in general only harms you and the school and the students for whom you are working. Please think carefully before you make statements that would harm the school and make teaching and learning an even more difficult task.

Release of Children/Campus Visitors

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. **All** visitors are required to have checked in with the office when they arrive on campus.

Become familiar with the procedure for checking class rolls, lunch schedule, and rules for emergency disaster and fire drills at all campuses where you substitute.

Attendance

It is important that accurate daily attendance records be kept. Classroom attendance should be recorded according to each individual school policy. Ask the principal, or designee, for specific instructions regarding the procedures for recording attendance. A list of absentees should be left for the classroom teacher. No attendance is submitted by the substitute on the teacher's computer.

Student Medications

All student medications must be kept in the nurse's office. Substitute teachers **MAY NOT** administer medications.

State Law and District Policy require that all prescription medications to be given at school must be given with the school nurse's supervision.

Do not give students aspirin, Tylenol, cough drops or any other medication. Students should not be allowed to take medication unless the nurse administers it. Students are not allowed to take medicine they have brought to school without the nurse's supervision.

Any student who indicates they are ill should be allowed to see the nurse.

Discipline

Document all discipline problems thoroughly for the teacher and/or assistant principals. If any serious incident or misbehavior occurs, immediately request the assistance of a regular classroom teacher or administrator. Most of the campus classrooms will have office phones.

Discipline Tips

1. Be cheerful, positive: Never lose your temper.
2. Guard against remarks that would discredit or embarrass students in front of their peers.
3. Punish only misbehaving students, never the entire class.
4. Do not threaten. One warning is appropriate.
5. Assert your authority quietly and with dignity without creating a "test of wills" or "power struggle" which might lead to a serious challenge of your authority.
6. Maintain a sense of humor.
7. Avoid blanket statements.

It is always best not to allow discipline problems to go unattended in the hope that, if ignored, they will go away. Usually, if they are at all serious, they will not go away. When you arrive on campus, familiarize yourself with the discipline expectations/procedures of the campus principal. In other words, ask the principal what he/she expects concerning discipline procedures for the day. When a discipline problem arises, ***involve the principal or assistant principal immediately! Don't be afraid to ask for help.*** Many serious problems can be avoided if action is taken quickly and the problem is not allowed to develop to a more serious stage. **Never use corporal punishment (paddling) under any circumstances!!**

Daily Summary/Log for Regular Teacher

All substitute teachers should complete a daily summary or detailed note and leave positive feedback as well.

Consider the questions below when completing your report:

- Who was absent and tardy?
- What were you able to complete in the lesson plan?

- What were you unable to complete and why?
- Were any students a discipline problem? (be specific and give details)

Make sure you:

- Leave completed student work well organized for the teacher.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner. Ask students to help clean around their area before dismissal.
- Re-lock any cabinets that were locked when you arrived.
- Leave the teacher's desk and room as you found them.
- Sign out at the front office and include departure time. Turn in any money, keys, folders, etc.

Care of the Classroom

Please maintain security of classroom materials. The substitute teacher should keep items in the teacher's desk, testing materials, instructional materials, books, computers, etc, secure. Equipment or supplies should be utilized **only** as indicated in the teacher's lesson plans and otherwise left alone.

Many classroom items are very expensive, and the substitute teacher should make sure there is no unauthorized use of these items. Be careful not to throw anything away from the teacher's desk or desktop. As the teacher in charge of the class, you are responsible for these items.

Release from Assignment

At the end of the school day, all books and classroom supplies should be put away, lights turned off, and windows and doors locked before checking out. You should return to the office, sign/clock out, and see the school secretary concerning the need for continuation in the assignment.

Maintenance of School Property

It is expected that the substitute teacher will maintain good order wherever assigned and create such conditions that 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. This includes but is not limited to, audio/visual equipment, teacher assignments, tests and answer keys and teacher textbooks.

Collection and Lending of Money

The substitute should not receive money from students unless instructed to do so. If money is collected, it should never be left unattended, a receipt given and should be deposited with the school secretary as soon as possible. Substitute teachers should not lend money for any purpose.

Computer Use and Data Management

The district's electronic communication system, including its network access to the Internet, is to be used for administrative and instructional purposes only. Electronic mail transmissions and other uses 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 system are required to abide by the provisions of the district's communications system policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management may contact the Director of Technology (936-829-6996).

Use of Copyrighted Materials

Employees are expected to comply with the provisions of copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (e.g. printed materials, videos, computer data and programs, etc.) All video materials must be approved by the principal and must be used in the classroom for educational purposes only.

Use of Cellular Phones and Pagers

Substitutes are to refrain from using cellular phones during their active duty time in the classroom. For safety purposes, the district permits students to possess personal mobile telephones; however, at our elementary/intermediate campuses these devices must remain turned off during the instructional day unless they are being used for approved instructional purposes. At the secondary level, students are permitted to use their devices during passing periods and during lunch.

Personal Use of Electronic Communications

Policy DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, substitutes are responsible for their public conduct even when they are not acting as district employees. Substitutes will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If a substitute's use of electronic media interferes with their ability to effectively perform his or her job duties, the substitute is subject to disciplinary action, up to and including removal from the district substitute list. If an employee wishes to use a social network site or similar media for personal purposes, the substitute is responsible for the content on their page, including content added by the substitute, the substitute's friends, or members of the public who can access the substitute's page, and for web links on the substitute's page. The substitute is also responsible for maintaining privacy settings appropriate to the content.

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

The substitute may not set up or update their personal social network page(s) using the district's computers, network, or equipment.

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

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

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees and Students

Electronic communications between substitutes and students who are enrolled in the district are prohibited. Substitutes are not required to provide students with their personal phone number or e-mail address.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by a substitute that is not targeted at students (e.g., a posting on the substitute’s personal social network page or a blog) is not a *communication*: however, the substitute may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

Possession of Firearms and Weapons

Employees, visitors and students are prohibited from bringing firearms, illegal knives, or other weapons onto 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 or call police immediately.

Harassment of Students

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

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

DHB(Legal)

[http://pol.tasb.org/Policy/Download/129?filename=DHB\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/129?filename=DHB(LEGAL).pdf)

FFH(Local)

[http://pol.tasb.org/Policy/Download/129?filename=FFH\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/129?filename=FFH(LOCAL).pdf)

Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or person with a disability.

Reports to Child Protective Services can be made to an appropriate state agency or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.dibollisd.com. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Reporting Crime

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

Evaluation

Principals will submit to the *Aesop* administrator a teacher's evaluation of the substitute teachers who work in their building. A substitute's work is evaluated on, but is not limited to, the following:

- Professional ethics
- Willingness to teach when needed
- Promptness in arriving to the assigned campus
- Willingness to do more than "sit" with students
- Maintenance of good teaching atmosphere in the classroom
- Response of students to the substitute

- General teaching results

The principal also reports whether or not they would recommend a substitute teacher for a regular teaching position if academic and certification qualifications and standards can be met. Many substitutes in the past have become employed as regular teachers or instructional assistants as a result of their work performance.

TERMINATING EMPLOYMENT

Substitutes are on an “as-needed” basis; therefore, there is no guarantee that services will be needed on a regular basis. Substitutes can request to be removed from the district substitute list at any time by contacting Jana Coulter at 936-829-6101 or email your request to jcoulter@dibollisd.org.

Substitutes are required to work a minimum of 5 days per semester, failure to do so will result in termination. Once terminated, in order to reactivate your substitute status, a new application will need to be submitted on line and you will be processed as a new substitute.

The district may also remove a substitute due to poor conduct, not following district policy and/or any complaint made against them by campus staff. The substitute will be notified by the campus administrator and will be issued a copy of an Inadequate Service Report, which will state the reason for requested removal from the district substitute list.

In the month of May, a Letter of Reasonable Assurance will be mailed out to each substitute on the district list. This letter must be signed and returned by the indicated date. If the substitute fails to do so, he/she will be removed from the substitute list for the upcoming school year.

SUBSTITUTE JOB RESPONSIBILITIES AND ACKNOWLEDGEMENTS

As a substitute I understand my responsibilities include but are not limited to those listed below:

- I will be punctual and adhere to the classroom schedule.
- I will maintain order in the classroom.
- I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- I will supervise the students assigned to the regular classroom teacher at all times (i.e., home room, hallways, dismissal, cafeteria, etc.).
- I understand I am not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.
- I understand the campus may change my assignment once I arrive.
- I understand I must not use corporal punishment and there must be no inappropriate verbal or physical contact at any time with students.
- I understand I must never sexually harass a student or employee, whether verbally or physically.
- I understand that if I fail to work for three consecutive months, I may be removed from the substitute roster unless I make myself unavailable in Aesop and notify the HR Specialist.
- I understand that I must follow all DISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook.
- I understand substituting is part-time and I am called as needed. I also understand I am not eligible for unemployment compensation benefits during any scheduled school breaks or holidays.
- I understand I have no employment contract with DISD, and I may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.

Texas Educators' Code of Ethics

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent

employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to

consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (I) The nature, purpose, timing, and amount of the communication;
- (II) The subject matter of the communication;
- (III) Whether the communication was made openly or the educator attempted to conceal the communication;
- (IV) Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (V) Whether the communication was sexually explicit; and
- (VI) Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Substitute Employee Handbook Receipt

Name _____

I hereby acknowledge receipt of a copy of the Diboll ISD Substitute Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

- **To access an electronic copy, go to www.dibollisd.com**

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

- I choose to receive a hard copy of the employee handbook.

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

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources department if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to HR office and where it will be kept on file.