

BANDERA INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE
TEACHERS
HANDBOOK

Important Phone Numbers

Substitute Office	796-3313
Payroll Office	796-6202
Substitute Office E-mail	mhalloran@banderaisd.net

Attention All Visitors

All Parents and Visitors are required to register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

I. INTRODUCTION

A. Welcome

The staff of the Bandera 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 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 Bandera's children and youth. In Bandera, we like to think of our substitute teachers as "Guest Teachers," and intend to treat them with the respect and support guests deserve.

B. Overview

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

For more information. Employees may refer to the policy codes that are associated with handbook topics, or confer with the Substitute Office Coordinator. District policies are available for review on-line at the district's website:

www.banderaisd.net

C. Orientation

Before beginning their substitute duties, all substitute teachers new to Bandera **must** attend an Orientation session provided by the Personnel Office. The three-hour Orientation includes basic information about the role of the substitute teacher, District Policies and Procedures, and answers to the most frequently asked questions about substitute teaching.

D. Training

Training of substitute teachers is an integral part of the Bandera ISD Substitute Teacher Program. In addition to the Orientation session, the Personnel department also provides on-going training for its substitute teachers.

E. Photo I.D. Badge

All required paperwork must be completed and received by the Director of Personnel by the conclusion of the Orientation. Identification badges are provided by the campus.

Substitutes must wear or display this badge at all times when on campus or attending a school-sponsored event.

F. Web-based Support and Information

Handbooks and other resources intended to enable substitutes to be more successful in their jobs are located on the district website. Substitutes are strongly urged to visit the site often at **www.bisd.net**

G. Evaluations

Bandera ISD evaluates substitute performance from the classroom teacher through input to the campus administration..

II. RESPONSIBILITIES OF SUBSTITUTE TEACHERS

A. Ethical Behavior

Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

CODE OF ETHICS AND STANDARD

PRACTICES FOR TEXAS EDUCATORS

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

educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

1. Professional Ethical Conduct, Practices, and Performance.

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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, 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 applicable 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.

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, sex, disability, or family status.

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 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

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 student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

B. General Duties

- **Parking and Privileges**
Substitutes or “Guest Teachers,” are employed as TEACHERS. They are not visitors or volunteers. Substitute teachers should not park in “reserved” or “visitors” parking areas. When working on campus, they should use the faculty parking lots, the faculty lounges, and may take advantage of any other privileges or amenities offered full time teachers. Substitutes may eat lunch either in the cafeteria or in the teachers’ lounge.
- **Punctuality**
Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. This includes reporting to duty AT LEAST fifteen (15) minutes before the start of school. Many experienced substitutes advise arriving at school 30 minutes before the start of school in order to allow time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching. The exact beginning and ending times for substitute teachers may vary from school to school. **When in doubt, call the school the day before to verify the start time and to get directions to the school if needed.**
- **Reporting for Duty**
Substitutes should always wear their **identification** and should report to the school office before assuming their duties in the classroom. They should sign in upon arrival, **but do not sign out at the same time.** While in the office, they should ask for a **substitute’s folder**. Many schools have prepared folders for substitute teachers containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and list of key personnel. They should also ask if there are any special instructions or other information needed to carry out the day’s activities. Finally, they should ask in the office where the absent teacher’s **lesson plans** can be found.
- **Supplies, Materials and Equipment**
Teachers’ materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves campus. At the end of the day, the teachers’ rooms and equipment should be left the way they were found at the beginning of the day. The full time teacher’s desk, files, and other storage areas should be regarded with respect.
- **Leaving the Campus**
The care and supervision of the students assigned to the substitute should be of paramount importance. **At no time during the day should the substitute leave campus unless authorized to do so.** Substitute teachers should not leave the campus at the end of the school day unless they have signed out through the school office.
- **Other Duties as Assigned**
Occasionally, a substitute teacher may be asked to perform duties in addition to those of a substitute teacher. Also, a substitute may be asked to teach in a classroom other than the one he had agreed to teach when he accepted the assignment. In both cases, the substitute is expected to demonstrate **flexibility** and **cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose instead to leave campus, they will not be compensated for the work they declined to perform. Also, if substitutes are asked to work during a teacher’s conference period for a teacher other than the one they were assigned,

they are expected to accept this administrative request (at no additional pay.) However, substitutes are still entitled to a duty-free lunch.

- **At the End of the Day**
When the children have been dismissed for the day—or placed safely on the correct school bus—the substitute still has several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plans was accomplished and any other important information about the substitute's instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during her absence. In addition to leaving a note for the teacher, the substitute should leave an evaluation to be completed (if required.) Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have received and to note the time of departure.
- **Changes in the Personal Profile Information**
Throughout the year, the substitute has the responsibility of keeping current the information that is stored in the Substitute Office. This includes the current address –which is where your paychecks are sent. And it also includes the schools you want to work at and the subjects you want to teach. **Please keep all information current.**

C. Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

- **Lesson Plans**
When teachers are absent from school, they will leave **lesson plans** for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the road map, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice. Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to help with missing lesson plans. Also, in the Elementary schools, grade level chairpersons and subject matter specialists are available to assist the substitute. At the high school level, department chairpersons will provide assistance. And at the middle school – where learning is organized into instructional teams – the team leader should provide help when lesson plans are missing or insufficiently developed.
- **Student Attendance**
One of the many regular duties of the full time teacher is the taking of student attendance. State law and District policy require that student absences be excused only with a written note from the parents or legal guardians. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office following the procedures established at the school. Attendance taking procedures are included in the substitute's folder or are available from the office or any full time teacher.
- **Written work/Grading papers**
The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher. Nor should the full time teacher expect the substitute

to grade papers not assigned in the lesson plans. Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.

- **Classroom Management**
Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classroom and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.
- **Discipline**
When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. Substitutes must **never** administer **corporal punishment**, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. **Sarcasm is ineffective in the classroom and should not be used with students.** Some additional examples of inappropriate and ineffective discipline strategies include but are not limited to
 - 1) telling the students to "Shut Up!"
 - 2) hitting, poking, flicking or making any other physical contact with students—especially when angry.
 - 3) screaming or yelling at all students when only one or a few need redirection.
 - 4) denying them access to the restroom or the nurse as retribution for misbehavior.
 - 5) Use of derogatory terms or racial slurs must not be used and will not be tolerated.
 - 6) Nor should the substitute confiscate personal items belonging to the students such as telephones, MP3 players, etc. If a student's use of electronic equipment is disruptive to a class or violates classroom rules, the student can be sent to the office where the appropriate steps will be taken in dealing with the disruptive behavior.

Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline slip or note explaining the circumstances.

a) Referral process

Bandera ISD uses a standard referral form to be used when sending a student to the office. A supply of these forms should be in the Substitute folder or they are available from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the office with another student if the situation warrants it.

b) Office Communications

In every classroom there is a communication device that can be used if you need to contact the office for immediate assistance. In our schools, there is a "Call Button" that is located on the wall near the door. you can send a student to the office with a message.

c) Unattended Classroom

The substitute should never leave the classroom unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

CONFUSED??? SEEK HELP!!!

d) Firm, Fair and Consistent

Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substitute needs to treat them in a **firm, fair, and consistent** manner. Fairness and consistency are key issues with students, especially in the middle school.

The substitute must not "play favorites" when dealing with student behavior or performance.

- **Active Involvement**
The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, "Be on your feet, not on your seat," is sage advice to the substitute. Many discipline problems can be avoided by the substitute's use of proximity to the students. While you are in the classroom or supervising students, you are **not** to conduct personal business. NEVER leave

students unattended, and always follow designated release procedures (for example, making sure “parent pick-up line” children go to designated areas, as well as “bus line” children.)

- **Seek Help!**

At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to SEEK HELP when needed. Everyone in the school system wants the substitute teacher to be successful—the teachers, administrators, students, and parents. Help is only a few steps or a call to the office away at any time. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitute with either instructional questions or classroom management concerns. These personnel include the administrators, subject area experts, grade level chairpersons, team leaders, and department heads.

III. RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND FULL TIME TEACHERS

Successful substitute teaching is a partnership between the substitute, the full time teacher, the staff at the school where the teacher works, and District Staff. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the regular teacher does find it necessary to express dissatisfaction with the substitute’s work, this should be discussed with the school administrator.

V. EMPLOYMENT ISSUES

A. Job Log

It is advisable that the substitute keep a job log of dates, times, schools, and job numbers when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each pay period.

B. Half day Rules

Substitute teachers should have a clear understanding of whether they are substituting for a whole day or a half-day assignment before accepting jobs. Also, substitutes should be aware that when working two half day jobs on the same date—one in the morning and one in the afternoon—that they will be paid at the full day rate.

C. Long Term Substitutes

The substitute must be a certified teacher.

D. Texas Workforce Commission

Individuals employed by a school district in any capacity are usually not paid benefits for any unemployment during the period between two regular academic years or terms (June and July) if they have been given reasonable assurance of employment for the upcoming school year and have indicated they will be available for employment. Employees may be eligible for unemployment benefits if they had other employment for several quarters concurrent with their Bandera employment or during the relevant base period. Benefits paid would be based on the wages from their non-Bandera employment. In addition, employees are not paid benefits for unemployment during extended holiday periods (winter and spring breaks).

E. Teacher Retirement Benefits

A substitute teacher[TRS active member] who is employed for 90 days or more during any school year may use the total number of substitute days for Teacher Retirement Benefits.

F. Retired Teachers

Retired teachers who are receiving Teacher Retirement System benefits, and/or Disability Retirement benefits must be aware of their retirement arrangements with TRS and any subsequent actions that may occur with their pay.

G. Social Security Options

Bandera ISD School District does not participate in the Social Security system. Bandera ISD participates in a FICA-Alternative. This program is an annuity that can be withdrawn at the conclusion of employment as a substitute teacher with Bandera schools. It is the responsibility of the substitute teacher to notify BISSD of TRS status. TRS active members, who substitute 90 days or more in a school year, may purchase a year of TRS creditable service.

H. Equal Employment Opportunity

Bandera Independent School District does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

I. Free College Tuition/Fees for Qualified Substitute Teachers

The Aides Exemption Program, formerly available only to Instructional Assistants, is also available to substitute teachers who have worked a total of 180 days in the last five years. Through this tuition exemption program, eligible employees are exempted from tuition and fees while enrolled in courses leading to teacher certification in a Texas public college or university. For more information, call **1-800-242-3062**, or visit the Higher Education Coordinating Board's website at www.CollegeForTexans.com.

J. Workers' Compensation

Through a self-insured program, Bandera ISD provides workers' compensation coverage for its employees. All employees are covered for occupational related injuries and illnesses only.

Workers'

Compensation pays for medical expenses and loss of wages as related to the injury. Weekly income benefits begin to accrue on the 8th day of disability. Wage replacement (weekly) benefits have

a 7-day waiting period. Temporary Income Benefits (TIBs) are not paid until approximately the 13th day of medically supported disability.

Note: Workers' compensation does not cover property damage suffered by an employee such as broken glasses, broken jewelry, ripped clothing, etc. In addition, accidents involving horseplay or drugs and alcohol are not covered under the Workers' Compensation law.

An employee who sustains an occupational injury must immediately report the incident to their supervisor. The immediate supervisor must complete the Employer's First Report of Injury form and forwarded to the Business Office immediately or at the supervisor's earliest opportunity. Failure to timely report an injury may result in loss of benefits or possible fines. Additionally, the employee is required to report any absence due to a work related injury to the Business Office/Personnel Office and to the immediate supervisor or his/her designee. If absent from work due to an occupational injury, the employee shall report to the Business Office with their written release from their physician prior to returning to work. Worker's Compensation is a benefit available to all employees. Fraudulently obtaining these benefits is punishable by Administrative Penalties with fines up to \$10,000 and restitution and criminal, state and federal prosecution including fines, restitution, and community and/or jail time.

K. Removal From Service

Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. Removal from the system or deactivation may also result from not accepting jobs for a long period of time, declining too many jobs, not keeping up with the daily availability/unavailability, not keeping personal information current, or for other legal reasons deemed necessary and appropriate. If circumstances warrant it, the substitute may be restricted immediately from service to the District, pending the outcome of any investigation of Policy violations. Substitutes may also be **excluded** from working at particular campuses if the school administration and the Human Resources Administrator conclude it is in the best interest of the District to do so. Each campus maintains its own **exclusion list** of substitutes it no longer wants to use as substitute teachers.

L. Annual Renewal of Service

Substitute teachers work as "at-will" employees from school year to school year, and must submit updated paperwork annually, notices will be sent to the substitutes' home address informing them of the procedures for reapplying. Substitutes who are not performing satisfactorily by the end of any school year will not be invited to reapply for the following year.

V. DISTRICT POLICIES

A. Dress/Grooming

Substitutes should exercise discretion and good judgment in their attire. Dress should be appropriate for the assignment. T-shirts, jeans, and tennis shoes are discouraged in the classroom, except in physical education. Visible tattoos deemed offensive or inappropriate, must be appropriately covered. A more detailed description of the rules for professional dress and grooming will be covered during training.

B. Student Surveys/Personal Questions

District policy prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. Also, **personal questions** of a sensitive or private nature not included in the teachers' lesson plans should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life. Finally, substitute teachers should also refrain from discussing their personal lives with students, especially as it pertains to religion, sexual preferences, and other aspects of their personal life of no relevance to the instructional content being presented or reviewed.

C. Sexual Harassment

Bandera ISD takes very seriously its commitment to stopping sexual harassment in the workplace. All allegations of sexual harassment are investigated and appropriate action taken.

1. Employee to Employee

Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. Sexual harassment includes, but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently

because of their sex, or the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with **Dr. Kevin Dyes, BISD Superintendent**, in the BISD Central Office @ 796-3313.

2. Employee to Student

Sexual harassment of students includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would reasonably be construed as sexual in nature. In the instance of employee to student sexual harassment, it doesn't matter who initiates the contact or whether the contact is welcome or not. **Avoid all physical contact that may be represented by the student as sexual in nature.**

3. Student to Student

Sexual harassment may also occur between students. When this is observed, the substitute teacher should report the activities to the administration and let them take whatever action is deemed necessary and appropriate. The rules of conduct regarding sexual contact between students are spelled out in the student handbooks.

4. Investigations

All allegations of sexual harassment are taken seriously and are investigated thoroughly. The investigations may lead to disciplinary action against the employee, including a recommendation for termination.

D. Advancement of Religion

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to pray, lead prayer, or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students. (Board Policy EMI-Legal)

E. Child Abuse/Neglect

State law and Board Policy FFG and FFG (LOCAL) require a nonaccusatory report of suspected child abuse. A person commits a Class B misdemeanor if the person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to make a report within 48 hours of the event that led to the suspicion of abuse or neglect. (Texas Family Code 261.109) The legal duty to report lies with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense. (Texas Family Code, Section 261.101) A person reporting or assisting in the investigation of a report pursuant to the law is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Immunity extends to participation in any judicial proceeding resulting from the report. (Texas Family Code 261.106)

School staff should be alert to signs or symptoms suggesting child abuse (e.g., unexplained bruises, cuts, burns, welts). Students' comments are often the key to discovering suspected neglect or emotional or sexual abuse.

Procedure:

When an employee first suspects abuse, the employee should take the child to the nurse to document suspected abuse. Principal is to be informed of the situation. The employee must then make a report (oral report) to the Child Protective Services Division of the Department

of Protective and Regulatory Services (formerly Department of Human Services). This must be done as soon as possible, but no later than **48 hours** after suspecting the abuse.

The employee and nurse then collaborate to complete and file the written report. This report must be done within five (5) days after oral reporting. .

F. 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 immediately.

G. Visitors in the Workplace

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

H. Cell Phones/Pagers

Cellular phones and pagers are allowed on the school campus as long as they are turned off and out of sight during the school day. No personal calls should be made or received during the instructional day or during after school meetings with the exception of limited personal calls which may be made during planning period and lunch.

I. Smoking/Tobacco Products

District policy prohibits the use of tobacco products anywhere on school property as well as at school sponsored events.

J. Drug Free Workplace

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction. Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

K. Substitute Employee Agreement for the Acceptable Use of the District's Electronic Communications System

Note: The District's policy regarding computer use is summarized in training and a copy is attached.

However, Substitutes are instructed not to use District computers for personal use. They should only use District computers when expressly instructed to do so by a District employee with the authority to authorize use of the computer.

Although substitute employees will be given access to District telephones, they generally are not given access to District computers or other electronic communications systems. On specific, rare occasions approved only by District administrators, substitute employees may be given access to the District's electronic communications system. **The electronic communications system is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, and any other technology designated for use by an authorized supervisor to the substitute employee.** Please note that Internet access is part of the District's electronic communications system. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to employee. It is possible for employees to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each employee's responsibility to follow the rules for appropriate and acceptable use.

SOME RULES FOR APPROPRIATE USE

- Substitute employees must only open, view, modify, and delete their own computer files, unless they have specific permission from a supervisor to do otherwise.
- Internet use must be directly related to work assignments and projects.
- Some substitute employees may be assigned individual accounts to District resources and must only use accounts and passwords they have been granted permission by the District to use. All account activity should be for District purposes only.
- Substitute employees are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

SOME EXAMPLES OF INAPPROPRIATE USES

- Using the District's electronic communications system for illegal purposes (e.g. gambling, pornography, computer hacking).
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- Sharing your username and password with others, borrowing someone else's username (i.e. staff or student), password or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the District's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting or abusing school resources through **unauthorized** system use (e.g. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, checking personal e-mail, etc).
- Gaining unauthorized access to restricted information or network resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's electronic communications system;
- Revocation of the District's electronic communications system account(s); and/or
- Other appropriate disciplinary or legal action in accordance with applicable laws.

NOTE: The employee agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an addendum to all handbooks for your review.

L. Criminal Records Check (DC Local)

1. Pre-employment

A criminal history background check is run on all applicants when they apply to be a substitute teacher. If the applicant clears the background check, they may be hired as a substitute teacher.

2. Annual

Additional criminal history background checks are run every year on current employees. Pre-employment screenings coupled with additional annual background checks assure the parents and community that only substitutes who are in compliance with District policy regarding criminal histories will continue to work with the District's children.

3. On-going

If an employee is **arrested at any time**, he must report the arrest to the Human Resources administrator within three calendar days. After Human Resources receives the report, a determination will be made whether or not the employee will be allowed to continue as a substitute teacher.

VI. COMPLAINTS AND GRIEVANCES

Bandera ISD provides for orderly and equitable procedures for resolving employee complaints. The following steps should be followed carefully, with special attention given to the timelines.

A. Purpose

The purpose of Policy DGBA (Local) is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level. Additionally, since many employee concerns can be more effectively resolved through direct communication with the immediate supervisor or through channels provided for communication with senior staff than by resorting to this official process for presentation of complaints, the Board expects employees to take full advantage of those less formal processes when they are appropriate.

B. Other Review Processes

Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series DF and at DCD(LOCAL). An employee's dismissal or nonrenewal may be the subject of a complaint under this policy only if the District does not otherwise provide for a hearing on the matter. For complaints against peace officers, see CKE(LEGAL).

C. Nondiscrimination

The names of District coordinators for compliance with federal nondiscrimination laws are found at DAA(LOCAL). Issues specific to sexual harassment complaints are found at DHC.

D. Notice to Employees

The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy (DGBA Local). Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

E. Definition

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability, or on the basis of the employee's exercise of constitutional rights. [See DHC(LEGAL)]
A complaint must specify the individual harm alleged.

F. Consolidation

When the administrator hearing a complaint determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

G. Freedom from Retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.[See DG(LEGAL)]

H. "Whistleblower" Complaints

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within fifteen (15) calendar days after the date the alleged employment action occurred or the employee first knew of the alleged adverse employment action.

I. General Provisions

Complaints shall be heard in informal administrative conferences. An employee should try to **resolve the complaint informally** with the administrator. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. The party incurring them shall pay costs of any complaint.
In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to working days unless otherwise stated.
The appropriate administrator at each level shall respond to the employee within ten working days of a complaint conference. Written complaints shall receive a written response.

VII. SAFETY AND HEALTH

The Board of Trustees, Superintendent, and administration of the District are committed to providing a safe and healthy work environment for all employees, students, and others who may work in or visit our schools and facilities. All employees are expected to comply with all safety and health requirements, whether established by the District or federal, state, or local law. While the District is not subject to the jurisdiction of OSHA, these regulations shall be used as a resource in establishing safe work procedures and practices. All employers have a nondelegable duty to provide a safe and healthy workplace. It is the position of the District that quality job performance and accident prevention shall co-exist and be merged to create an atmosphere of efficiency, productivity, and safety. The ultimate safety for employees lies with each employee regardless of station, location, or rank. Each employee has an important role to play in the identification of hazards and prevention of unsafe work practices.

A. Employee Injuries

Any on-duty accident resulting in injury must be immediately reported to the supervisor on duty. All Supervisors with knowledge of an employee injury have the responsibility to report the occurrence in spite of assertions by the injured worker indicating they do not want to file a Workers' Compensation claim. If the injury warrants medical examination, the employee may go to the doctor of his/her choice or the Business office can assist the employee with a choice of medical referrals as necessary.

Note: An employee must verify that the doctor chosen is on the Texas Department of Insurance Division of Workers' Compensation Approved Doctors' List (ADL). Medical treatment and/or lost time authorized by a non-ADL doctor will not be covered under Workers' Compensation.

Injured employees are required to submit a medical update to the Personnel Office **after each doctor visit**, regardless of change in condition or limitations. If an employee is unable to work for seven (7) calendar days due to the injury, Workers' Compensation indemnity benefits will be initiated on or about the 13th day of medically documented disability. Please direct your Workers' Compensation benefits questions to the District Claims Specialist-L. Skelley in the Business Office (796-6214).

B. General Safety

All employees are expected to work in a safe and prudent manner abiding by all safety related District policies and procedures. A clean, safe and organized work environment is essential! Using good housekeeping practices reduces the potential for accidents that may result in injury. Good housekeeping also reduces the potential for and may lessen the severity of fires, which may result in injury and/or property damage. Additionally, good housekeeping practices ensure the best use of space and creates a positive and pleasing school and/or departmental environment for students, staff, patrons and employees. Each employee is responsible for the safety and care of the building and environment. Slips and falls are the leading cause of injuries. Be sure walkways and corridors are clean and free of obstructions. Spills should be cleaned up immediately. Always use WET FLOOR SIGNS when mopping or performing wet floor care procedures. Ladder safety is an important method of preventing falls. When it is necessary to accomplish high tasks staff should endeavor to use the proper apparatus such as a step stool or ladder. However, we do recognize that step stools and ladders are not always available.

When a step stool or ladder is not available, staff may use a sturdy chair or piece of furniture. If a sturdy chair or piece of furniture is used staff should be accompanied by another staff member. Never climb on furniture with wheels to access high places. Slips and falls are the leading cause of injuries. Be sure walkways and corridors are clean and free of obstructions. Back injuries resulting from improper lifting are another leading cause of employee injuries. Always practice proper body mechanics when lifting bulky or heavy objects. Break down large or heavy loads when possible. Get assistance with heavy objects. Use a back safety belt only after receiving proper fitting and training.

Lighted candles or open flames will not be used for any purpose in schools or departments (only as related to established and approved curriculum). The District requires drivers of District vehicles and drivers of personally owned vehicles (furthering the business of BISD) to practice safe driving techniques to prevent collisions or damage and traffic violations. Driver records will be evaluated under District guidelines to determine an employee's eligibility to drive.

C. Safety and Protective Equipment

Employees are required to use all safety and personal protective equipment in the performance of their duties as required or directed by the supervisor. Safety glasses, chemical gloves, and district approved shoes are a few examples of protective equipment employees are required to use.

D. Communicable Diseases

Certain infectious diseases are transmitted through contact with the body fluids of an infected person. Disposable gloves and safety glasses should be worn when handling any person, clothing, or equipment with body fluids on them.

E. Texas Hazard Communication Act

As required by the Texas Hazard Communication Act (revised 1993) codified as Chapter 502 of the Texas Health and Safety Code, the District provides employees with specific information and training on the hazards of chemicals, measures to protect themselves from these hazards, including appropriate personal protective equipment. Each District location has **Material Safety Data Sheets** (MSDS) for chemicals and hazardous materials found at that specific location.

The MSDS's are available for the employee's use and review at any time. It is the employee's responsibility to familiarize him/herself with the following related to each chemical and hazardous material:

- How to recognize hazardous substances
- The properties and hazards of each chemical
- Safe handling procedures
- What to do in the event of a spill or accidental release
- How to control exposure to the substance
- First-aid procedures

Each District employee working with hazardous chemicals is required to review the chemical label and MSDS before use. Contact your supervisor for access information to your campus/department chemical list and MSDS's.

F. Asbestos Regulations

The Asbestos Hazard Emergency Response Act (AHERA) requires that notification of the availability of Asbestos Management Plans be made to all District employees each school year.

G. Pesticides Regulations

In accordance with the Texas Structural Pest Control Act, article 135b-6, Bandera Independent School District hereby notifies District employees that pesticides are periodically applied at District facilities. The District has adopted an Integrated Pest Management (IPM) plan and will integrate IPM procedures for the control of structural and landscape pests. Employees, as building occupants, should be concerned about the safety and effectiveness of the pest control methods used. The most important responsibility of the staff is sanitation. Much of the prevention and reduction of pest infestation at District facilities depends on a clean environment. Employees should immediately report any evidence of pest activity to school administrators or the facility director. Additional information is available through the school principal or facility director, and District IPM Coordinator in the Maintenance Department.

Notices of planned pest control treatment will be posted in a District building forty-eight (48) hours before the treatment begins. Notices are generally located in common access areas within the building.

H. Clean Air Act

The Clean Air Act addresses chlorofluorocarbon (CFC) in the atmosphere. It is the policy of the Bandera Independent School District to conform to Section 608 of the Clean Air Act amendments of 1990 and the Environmental Protection Agency recovery and recycling regulations. The District's technicians shall not knowingly release/ vent refrigerants into the atmosphere during the service, repair, maintenance and disposal of air conditioning and refrigeration equipment. Bandera requires service technicians to be trained and certified to recover/recycle refrigerants.

I. Campus Procedures

- **Drills.** Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.
- **Emergency Plans.** Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel.
- **Evacuation Procedures.** The Superintendent or a designee shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that
- evacuation diagrams are appropriately posted.

- **Fire Extinguisher.** Fire extinguishers shall be kept in each building and all District employees (instructional, operational, and cafeteria) shall know where to find them and how to use them.
- **Electrical Heating Appliances in the Classroom.** Teachers are discouraged from using microwave ovens, hotplates and other electrical heating appliances in their classrooms, unless carefully supervised and used as a part of an approved curriculum.
- **Crisis & Emergency Resource Manual**
- District facilities have been supplied with a Crisis & Emergency Resource Manual. The Crisis Manual provides each campus with instructions and resources needed to develop its own unique and appropriate crisis management plan. Guidelines for prudent response in a variety of crisis/emergency situations are included in the manual. District employees required to respond in emergency situations should thoroughly review the crisis manual.

IX. Closing Comments

Thank you for choosing one of the most difficult jobs in education – that of the **substitute teacher**. Most teachers will tell you that while they could not do their jobs without you, they wouldn't trade with you for a day! In many ways the job of the substitute is much more difficult than that of the full time teacher. But your job can be very rewarding as well. You will have the opportunity to meet and work with thousands of children from scores of campuses, not just a few from one. Yours will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute teacher. We hope that this Handbook will assist you in your successes as well. Welcome to Bandera!

