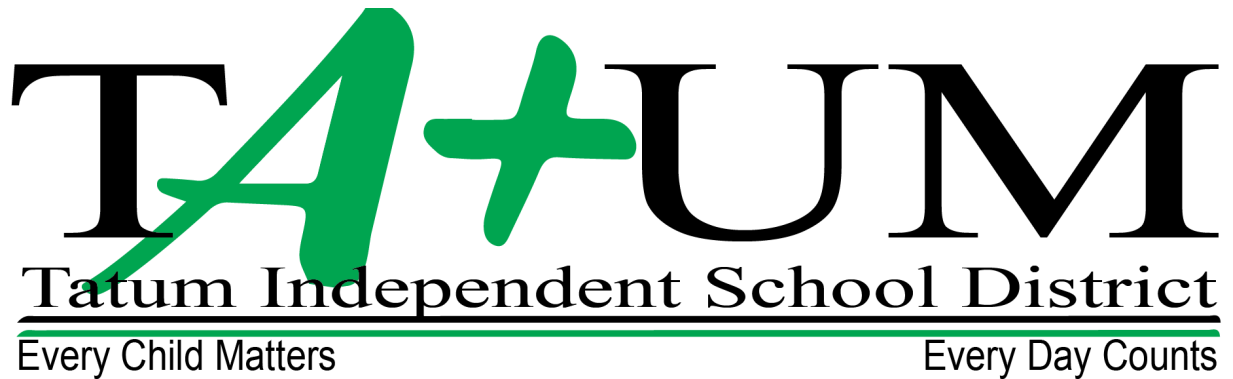


Tatum ISD



Substitute Handbook

Introduction

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. Suggestions for additions and improvements to this handbook are welcome and may be sent to Drenon Fite., Jr., Assistant Superintendent of Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it 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 related to employment. These policies and procedures may 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, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.tatumisd.org.

Tatum ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended.

The substitute handbook contains general information and guidelines for substitute teachers. Each campus may furnish additional campus-specific information upon the substitute teacher's assignment to the campus.

TO ALL SUBSTITUTES:

We welcome you as a substitute with the Tatum Independent School District.

It is important that you read the complete handbook before accepting your first assignment.

You are responsible for abiding by the material found within the handbook. Failure to comply with the following directives and guidelines is grounds for removal/dismissal from the active sub list for Tatum I.S.D.

Should you have questions or concerns at any time, please feel free to e-mail Michelle Young at the following email youngm@tatumisd.org.

We will be happy to help you now and anytime throughout the year.

Frequently Asked Questions

1. How do I change my address?

- In person at the Administration Office - Please contact Michelle Young

2. How do I change my school selections?

- E-mail youngm@tatumisd.org with changes requested
- In person at the Administration Office

3. How do I receive my paycheck?

- Direct Deposit

4. What if I am overpaid?

If a substitute is overpaid, it is their responsibility to notify Danin Turner in the Payroll Office immediately at 903-947-0164. Should a substitute not report an overpayment, upon discovery of the error by the Payroll Office, overpayment monies will be deducted from one paycheck.

5. When should I contact the Payroll Department directly?

You should contact in Payroll – Danin Turner 903-947-0164 or turnerd@tatumisd.org for the following:

- Missing paycheck. *Remember, monies are not guaranteed until designated pay date!*
- Failure to receive W-2 form
- Change in W-4
- Not compensated for days worked

6. Can a campus cancel an assignment if I am late?

Yes, campuses reserve the right to cancel any assignment if the substitute is late without notifying the campus. Classes must have coverage and our students are the first priority.

Should a substitute be late with no explanation, the campus is NOT obligated to pay the substitute.

7. Can a campus cancel any assignment?

Yes, campuses reserve the right to move substitutes to any position of greatest need.

8. Do substitutes have a conference period?

No, substitutes in regular day-by-day work are NOT guaranteed a conference period. Substitutes are guaranteed a 30 minute duty free lunch; however, the time of this duty free lunch period is NOT at the discretion of the substitute; it is designated by the campus.

9. What if I need references for another job?

The Human Resource Office cannot provide references to other school districts or employers, as we do not observe a substitute in the performance of his/her duty on each campus. If contacted, we can only:

- a. Verify the total number of days worked
- b. Beginning and/or ending date(s) of employment

READ CAREFULLY

Dress & Grooming

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

The classroom teacher and other staff should always exemplify high standards of personal appearance and physical characteristics, which are conducive to effective teaching and learning. Students view their teachers as role models; therefore, it is incumbent upon all employees to portray the best possible image in the community of Tatum. All personnel will be expected to dress in a manner that is becoming and fashionable to the teaching (educational) profession. A teacher's attire should always reflect the respect he/she has for himself/herself and others. It should also be of such a nature as to elicit respect from students and generally teach respect for authority. All clothing must be cleaned and pressed.

- Tattoos that are deemed inappropriate must be covered and hidden from view.
- Jewelry used in conjunction with body piercing such as nose rings, lip rings, eyebrow rings, gages of any kind, and tongue studs are **prohibited**.
- Males shall not wear earrings. Females may wear no more than two earrings in each ear.
- Employees' hair shall be clean and well-groomed at all times and shall not obstruct vision. No extreme style or color shall be allowed. No symbols, letters, or extreme designs cut in the hair shall be permitted.
- Mustaches must not extend past the corners of the mouth. Mustaches and beards are to be well-groomed, trimmed, and maintained.
- Female employees must not wear skirts, skorts, or dresses that are more than three inches above the knee or have a slit that is cut more than three inches above the knee.
- Women's clothing should not be revealing in cut, style, or material. No halter-tops or tank tops are allowed. Sleeveless tops are allowed as long as they are covered at all times.
- Cotton and knit pants are permitted as long as they are not tight fitting. Pants should not be worn above the mid-calf. No spandex/stretch pants, stirrup pants, or warm-ups are allowed.
- Clothing that advertises, condones, depicts, or promotes the use of alcohol, tobacco, or drugs shall not be permitted. Clothing with vulgar or obscene language or with images or writing that promotes disruption shall not be permitted. Clothing with political language shall not be permitted.
- Beach, shower, and house shoes shall not be permitted.
- Ragged or torn jeans shall not be permitted.
- Hats and caps shall not be worn inside the school building. Exceptions may be granted for medical or religious reasons and special events

- Coaching shorts/wind suits may only be worn during athletics/P.E. instructional periods. During classroom instruction, PE/coaching staff must follow the employee dress code.
- Ked-type shoes and sandals are allowed if they are clean and well kept. No flip-flops, rubber or foam shoes, house shoes or crocs are allowed. Dress casual shoes are appropriate.
- Belts are required in all clothing that has belt loops.
- Male instructional staff shall be expected to wear collared shirts, polo's, or sweaters. Shorts, sweatshirts, jeans, and wind suits may be worn on days with prior approval by the principal. Clothing for field trips, field days, and other "special" days are subject to principal approval.
- Shorts, sweatshirts, jeans, and wind suits may be worn on days with prior approval by the principal. Clothing for field trips, field days, and other "special" days are subject to principal approval.
- Fridays will be designated as "Eagle Spirit" day. Staff may wear appropriate jeans, a dress code colored shirt or an Eagle Spirit Shirt.
- The principal or immediate supervisor will address any dress perceived unprofessional.

Tips for a Successful Day

Great Beginnings

- Arrive at the assigned school at least 20 minutes before classes begin.
- Park in the faculty parking lot – you are one of us now, not a visitor or parent.
- Report to the campus office for sign-in and for any instructions regarding your assignment.
- Be prepared for a last minute change in assignment based on the needs of the campus.
- Introduce yourself to your neighboring teachers in case assistance is needed during the day.
- Look over lesson plans, schedules and duties so you will be familiar with your responsibilities for the day.
- Become familiar with the teacher’s classroom behavior management plan as well as the campus behavior management plan.
- Stand in the doorway to greet students when they enter and during each class change during the day, keeping an eye on what is going on in the hallway and in the classroom.
- Keep an accurate record of student attendance.

Teaching and Learning

- Follow lesson plans as closely as possible to ensure the continuation of the lesson in the teacher’s absence. If something is highlighted, please read that part extra carefully. Make note of any changes that must be made.
- Maintain an orderly classroom and follow the behavior management plan of the classroom and the campus.
- Establish a signal for getting students’ attention, such as a raised hand. Ask students if they already have a signal established and if so, use that. Other examples of signal used for getting student’s attention include the teacher saying, “One, two, three . . . Eyes on me.”

- **NEVER** leave students alone. Students must **ALWAYS** have an adult present, even if personal needs arise.
- Maintain a positive learning environment. Find something positive to say about a student's work before pointing out problems.
- Maintain professional dress and conduct.
- Avoid any language or conduct which may be deemed inappropriate for a public school classroom.

A Fantastic Finish

- Have students pick up paper and straighten up the room.
- Complete the day's work and organize the materials collected from students in an orderly manner.
- Always leave a note for the teacher letting him/her know how the day went. Leave notes about the positive parts of your day as well as notes about any disciplinary concerns or changes to the teacher's plan that needed to be made.
- Check out in the main office.

Good Practices

Word spreads fast, and the faculty soon learns which subs are the best at managing student behavior and continuing teaching and learning in the teacher's absence. The following good practices will not only help you have a successful day, but will also lessen the stress on the teacher upon returning from an absence.

Teacher's Desk, Filing Cabinets, Closets, etc. . . .

It is not necessary to go through the teacher's desk, filing cabinets, and other areas unless specifically told to do so in the lesson plans for that day or by the campus administration. Anything you need should be left out for you. If you have any questions about other materials, you may need, please ask the teacher next door. Teachers generally do not appreciate a substitute going through things and pulling materials that were not intended to be used that day. Please refrain from helping yourself to the teachers bottled water, snacks, soda, etc. . . unless the teacher has specifically offered these items to you.

Grade Book

If the teacher absence was sudden, and there was not time to secure all confidential materials, the grade book as well as graded papers, etc. . . . may still be on the desk. Please make sure that students leave these materials alone. As a general rule, students should not

be allowed access to the teacher's desk, cabinets, filing cabinets, etc. . . .

Follow the lesson plans

When asked what message they would most like to relay to substitute teachers in the training session, teachers most frequently mention this one first. Please follow the lesson plans as closely as possible, paying extra close attention to any highlighted instructions.

Grading Papers

If you can confirm that the teacher wants you to grade papers that will be a huge help when she/he returns to work. If you are not sure, then it is best to leave the ungraded papers for the teacher.

Keep noise levels at acceptable levels

If teachers in classrooms close to your room complain about the excessive noise, including loud voices, furniture being moved, objects hitting the wall, etc. . . then the teacher and administration will know that lesson plans are probably not being followed.

Securing the Classroom

If you are given a key, it is best to lock the room any time you leave in order to prevent items from disappearing and to prevent unauthorized access to confidential materials.

Memos and Notes

Keep all memos, notes, etc. . . received during the day and leave for the teacher in the substitute teacher folder.

Parents

Be responsive to parent contact should it occur, but leave parent conferences to the regular teacher.

School Property

Protect and safeguard equipment and other school property. Teachers like to return to the classroom when the sub has maintained order and no damage or theft has occurred.

General Information

Fingerprinting Requirement: Senate Bill 9 requires all substitute teachers be fingerprinted. You must either submit proof that you have been fingerprinted through the State Board for Educator Certification fingerprinting process or get fingerprinted. When you submit your application, driver's license and social security card, a FAST pass will be emailed to you. It will be your responsibility to register, secure an appointment, and get fingerprinted before filling any vacancies. If you have already been fingerprinted, we will subscribe to you through TEA.

Confidentiality (including Facebook and other social media):

Employees, including substitute teachers, are required to maintain student confidentiality. Do not share any information with your family or friends that you learn about students. Be careful about sharing any work related information on social media. Photos of students or

student work should never be posted on your personal social media accounts. Student names should never be posted on your personal social media accounts.

Bad Weather Procedures – At the direction of the Superintendent, school may be cancelled or delayed in opening for the day, due to bad weather. Announcements will be made on local radio, social media and TV stations in a timely manner.

Accidents/Illness - Refer to the nurse or to the principal as soon as possible. Any hit to the head should be referred to the campus principal.

Care of District Tools and Equipment – Reasonable care and caution should be taken when using any tools or equipment, which are the property of the District. No equipment or supplies may be removed from the schools.

Substitute teachers are not authorized to use computers in classrooms. This also includes the use of emails.

Cell Phones: The use of cellular phones in the classroom during instructional time is prohibited, except in unusual or extenuating circumstances as approved by the principal. Please set the proper example for students by taking your own work seriously rather than spending time on your cell phone while on duty.

Collection of Money: Substitutes should NOT accept money from students unless instructed to do so. If money is collected, he/she should deposit it with the appropriate main office personnel at the first available opportunity. Do NOT leave money unattended in the classroom. Substitute teachers should never lend money to students for any reason.

Computer Use: Substitute teachers are NOT to utilize the classroom computers at any time without permission from a campus designee. Computers should only be accessed as directed in the teacher's lesson plans and are not to be accessed for personal use.

Substitutes are held responsible for computer usage by the students under their charge. Close supervision is required to ensure that students access appropriate material.

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 you will need to call the office for additional support. 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.

Firm, Fair & Consistent: Research on substitute teaching indicates that in order to be successful in his/her treatment of students; the substitute needs to treat them in a FIRM, FAIR and CONSISTENT manner. Fairness and consistency are key issues with students. The substitute must not "play favorites" when dealing with student behavior or performance.

Injuries on the Job: If you should become injured while substituting, report immediately to the principal and/or school nurse.

Injuries to Students: All accidents involving students on the school grounds, in the building, on the way to or from school, or occurring in any area while the pupil is under the supervision of the school, shall be referred to the school principal and nurse immediately. Injured students should be sent or taken to the school nurse immediately. If unable to send or take them to the nurse, ask another student to seek help. A substitute is never allowed to administer medication (not even a cough drop). Refer all students needing medication to the school nurse or main office.

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 except during the duty free lunch period. Additionally, the substitute should sign in and sign out with in the office.

Personal Profile Information: Throughout the year, the substitute has the responsibility of keeping current the information that is stored in the Human Resources office. This includes your current address, phone number and email.

Release of Students: Any person(s) coming to the classroom for any type of information regarding a student or asking that a student be released from school **MUST** be directed to the main office. **Students are never to be released from the classroom without an official notice from the office.**

Candy rewards and other edible treats:

Public schools are under strict guidelines regarding giving students anything to eat or drink during the school day. Please do not bring candy or other edible treats to give out to students.

Removal from Service: A substitute who goes for a period of time without accepting any jobs or who does not show up for jobs he/she has accepted will be considered inactive and may be removed from the active calling list. Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. If circumstances warrant it, the substitute may be restricted immediately from service if the school administration and the Human Resources Administrator conclude it is in the best interest of the district to do so.

Seeking Help: At all times, and in all matters related to substitute teaching, the substitute 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. 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 departmental heads.

Unattended Classrooms: 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.

Use of Electronic Equipment: Substitutes are NOT to use cameras and/or camera phones to take pictures during the school day without prior approval from school administration. The same applies to the use of other electronic equipment such as MP3 players, laptops, etc. on their campus; repeated failure to do so will result in the substitute being restricted from working anywhere in the district.

Dress:

Dress professionally and appropriately for your job assignment. Always dress at least one notch above your students. There should be no doubt who is the teacher. Students work harder and show more respect for a teacher who dresses professionally.

Manners:

Watch your language – no swearing, profanity or inappropriate use of slang.

Watch your grammar – model good English at all times.

Use humor carefully – do not assume your humor is acceptable to every audience. Never use off-color humor or innuendos.

Never criticize teachers or students.

Substitute Teachers and Physical Contact:

Maintain a professional distance when assisting students. Do **NOT** assume that a touch, a pat, a hand on a student’s shoulder is acceptable for a substitute.

Do **NOT** be in a room alone with a student.

Do **NOT** react in frustration or anger by pushing, shoving or physically moving a student from one location to another.

Do **NOT** attempt to break up a fight between students! Immediately seek assistance from campus staff.

Inappropriate or overly aggressive physical contact can be grounds for immediate dismissal. If a substitute, for any reason, has physical contact with a student beyond normal expectations, i.e., a hug from a kindergarten student, the substitute should report said incident to the campus principal immediately.

Note: Small children will take your hand or try to hug “their teacher”. Be respectful, cautious, and kind with these actions. All other type of physical contact is absolutely unacceptable.

Writing Discipline Reports:

- Ask about discipline procedures (in case of emergencies).

- Some campuses have call buttons for emergencies.
- Should it become necessary to involve an Assistant Principal, be prepared to provide details regarding your attempt to handle the situation.
- Be specific when writing discipline reports.
- Do not use vague or general language.
- If you send a student to the Principal, always leave a note for the teacher. Students may be sent back to class for certain infractions. If this happens, do not assume you are not being supported. Serious infractions will be handled by the Principal's office in an appropriate manner.

The Substitute and Accidents:

Accident Involving a Student:

- Send for assistance from the clinic or have another student escort the injured student to the office. Do not assume an injury is minor!
- As soon as you can, report to the campus administrative offices and complete an accident report. This is required!

Accident Involving a Substitute:

- Report to the office for an assessment.
- If you are injured while at work as a substitute, you must fill out an accident report immediately. Contact the Campus secretary to complete an accident form. If medical attention is necessary, the Campus secretary will contact Danin Turner.

Computer Use-Technology

Tatum ISD employees, students, and volunteers may not duplicate any licensed software or related documentation for use either on Tatum ISD premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the United States Copyright Act.

Employees, students, and volunteers may not give software to any third party including relatives, clients, contractors, etc. Tatum ISD employees, students, and volunteers may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

All computer software installed on Tatum ISD equipment, must be purchased, reported to and installed by Technology Services (or its designee). Software acquisition channels are restricted to ensure that the school district has a complete record of all software that has been purchased

for Tatum ISD computers and can register, support, and upgrade such software accordingly. Software on district computers, used for instructional and/or administrative purposes, must be approved by district Technology Services.

DISCLAIMER

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. TISD makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. TISD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. TISD specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district.

TISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

ELECTRONIC COMMUNICATION & DATA MANAGEMENT

The superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access - Limited Personal Use

Access to the district's electronic communication system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. imposes no tangible cost to the district;
2. does not unduly burden the district's computer or network resources; and,
3. has no adverse effect on an employee's job performance or on a student's academic performance.

Acceptable Use

The superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the district and with law and policy governing copyright. (See CY). Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or access or termination of privileges and other

disciplinary action consistent with district policies. (See CQ, DH, FN series, FO series, and the Student Code of Conduct). Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Internet Safety

The superintendent or designee shall develop and implement an Internet safety plan to:

1. control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. ensure student safety and security when using electronic communications;
3. prevent unauthorized access, including hacking and other unlawful activities; and,
4. restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Filtering

Each district computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the superintendent or designee.

The superintendent or designee shall enforce the use of such filtering devices. Upon approval from the superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Monitored Use

Electronic mail transmissions and other use of electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes.

Intellectual Property Rights

Students shall retain all rights to work they create using the district's electronic communications system with the exception of work created for district-related purposes.

As agents of the district, employees shall have limited rights to work they create using the district's electronic communications system. The district shall retain the right to use any product created in the scope of a person's employment even with the author is no longer an employee of the district.

Disclaimer of Liability

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Blood-Borne Pathogen Safety

Not every educator is occupationally exposed to blood-borne pathogens while performing his or

her job. However, it is important for everyone in an educational setting to understand the dangers of infection and the safe procedures to minimize risk.

All new and existing employees are required to receive Blood-Borne Pathogen Exposure Training annually to ensure that our district is in compliance with state and local policy.

Blood-borne disease includes HBV (the Hepatitis B virus) and HIV (the human immunodeficiency virus that causes AIDS.) Three types of body fluid primarily spread these diseases: blood, vaginal secretions, and semen.

Blood-Borne Pathogens Can Enter Your Body Through a Variety of Ways:

1. Open cuts
2. Nicks
3. Abrasions
4. Mucous membranes – mouth, eyes, nose
5. Accidental injury (broken glass, needles, knives, sharp metal, exposed ends of orthodontic wires)
6. Indirect transmissions (touching an object or surface contaminated either by blood or other infectious material and transferring the infection to your mouth, eyes, nose or open skin)

Consider every person, all blood and body fluids to be a potential carrier of infectious diseases.

General Guidelines to Follow Include:

Avoid contact:

1. Allow the injured party to tend to his/her own injury, if possible.
2. Allow him/her to dispose of contaminated material appropriately.
3. Do not eat, drink, or apply cosmetics/lip balm in areas that might be exposed to blood or other potentially infectious materials (OPIM).
4. Do not store foods or drink anywhere blood or OPIM are present.
5. Use a mouthpiece, resuscitation bag, pocket mask, or other ventilation device when giving rescue breathing.

Protect yourself:

1. Clean up afterward. Wear latex gloves when in contact with blood or OPIM.
2. Pick up items that could puncture gloves with tongs, forceps, or brush & dustpan.
3. If exposure to human bite is a possibility, wear long sleeves or other protective clothing.

Clean up afterward:

1. Wash hands with water and soap, dry with single-use towels or hot-air drying machine after contact with blood or OPIM.
2. If unable to wash your hands immediately, clean them with an antiseptic towel or hand cleaner.

3. Sanitize areas exposed to blood or OPIM with a bleach/water mixture.

Report any exposure to your supervisor.

Code of Ethics and Standard Practices for Texas Educators

Professional Ethics for Substitutes

The substitute teacher has a professional obligation, even though he/she is not a regular classroom teacher. Keeping this in mind, the following should be observed:

1. The school exists for the student. The first obligation of the teacher is therefore to the student.
2. Substitute teachers have an obligation to conduct themselves in an ethical manner in all things pertaining to school operation and school information.
3. It is unethical and unprofessional to criticize and complain about students, school personnel and school policies. Valid constructive concerns should be made privately only to the principal of that campus in a professional conference. Under NO circumstance should a substitute teacher criticize a regular teacher, administrator, or student in the presence of other teachers, students or members of the community.
4. Substitute teaching is a position of public trust. Observe the same rules of confidentiality that professional school district personnel must observe. Confidential information concerning individual students must not be disclosed. Do not discuss students' conduct, grades, or abilities with anyone outside the school district or with unauthorized personnel in the school community.
5. Use extreme caution in expressing personal reactions and opinions about what is seen or heard in the classrooms. Refrain from gossiping about students and/or faculty.
6. All employees are expected to dress in a clean, neat and mature manner to reflect their position as a role model for the students.

Criminal History:

Background and criminal history checks will be conducted prior to employment with the District and randomly throughout the employment period.

Title 19 of the Texas Administrative Code, Section 249.14 requires school districts to notify the State Board for Educator Certification (SBEC) of any reported criminal history of a school district applicant or employee who holds a certificate or permit issued by SBEC. A reported criminal history includes arrests, indictments, prosecutions, convictions or other dispositions (such as a probation or deferred adjudication) by the criminal justice system.

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 relationship 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.

Professional Ethical Conduct, Practices and Performance:

The Texas educator shall maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

Standard 1.1: The educator shall not intentionally misrepresent official policies of the school district or educational institute and shall clearly distinguish those views from personal attitudes and opinions.

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.

II. Ethical Conduct Toward Professional Colleagues:

Standard 2.1: The educator shall not reveal confidential health or personal 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 of 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.

III. 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.

Human Resources Employee Standards of Conduct

Tatum ISD is committed to high standards in the workplace requiring the focus of all employees on contributing positively to the education of students.

Courtesy:

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District.

Safety Requirements:

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Arrests and Convictions:

Any employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.

Moral Turpitude:

Moral turpitude includes 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; drug- or alcohol-related offenses; or acts constituting abuse under the Texas Family Code.

Drug-Free Workplace Requirements:

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants and alcohol in the workplace. 41 U.S.C 702(a) (1) (A); 28 TAC 169.2

Tobacco Use:

Employees shall not use tobacco products, in any form, including E-cigarettes, on District premises, in District vehicles, nor in the presence of students at school or school-related activities. (DH LEGAL). Each building shall be equipped with facilities for extinguishing smoking materials.

Firearms

Legislation enacted by the 74th Regular Session of the Texas Legislature regarding the bearing of firearms provided employers with the right to prohibit firearms from the workplace. Firearms are prohibited from any and all property of the Tatum Independent School District with the exception of licensed peace officers who are serving in their official capacity. This prohibition includes vehicles on any school property.

Pagers, Phones in the Workplace

The use of electronic communication devices (pagers, cellular phones, etc.) is not allowed during the designated workday of employees without prior approval of the supervisor.

Private Business

No employee shall engage in the sale or transmittal of private business enterprises on school premises during school hours. This policy does not restrict participation in fundraising projects for school-sponsored activities.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees, when:

1. the advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive work environment; or
2. submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
3. submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions.

Employees shall not engage in conduct constituting sexual harassment. Sexual harassment is against district policy and is a violation of law. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment, up to and including termination.

The district forbids retaliation against complainants and will take disciplinary action against anyone who retaliates against complainants, up to and including termination.

An employee who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the principal or immediate supervisor, in accordance with the district's sexual harassment complaint procedure [see DIA LOCAL] in the board policy book. However, no procedure or step in that policy shall have the effect of requiring the employee alleging such harassment to present the matter to a

person who is the subject of the complaint.

LONG-TERM SUBSTITUTE ASSIGNMENTS

Throughout the school year, requests are frequently made for a substitute to work in the same position for an extended number of days. A long-term assignment is defined as an assignment for an unfilled vacant position or for a single employee for six (6) or more days for teachers or paraprofessionals. Working for several employees at a single campus for several consecutive days is not a long-term assignment.

The District's goal is to fill long-term substitute teaching positions with a substitute certified in the appropriate area; however, non-certified substitutes may also be considered. The principal or their designee makes the final decision on who is selected for long-term assignments.

The long-term substitute teacher is the “*teacher of record*” for the length of the long-term assignment. A substitute should consider the responsibilities and commitment he/she is making before accepting a long-term assignment.

As the “teacher of record”, the long-term substitute will be actively involved in:

- Implementing and/or creating lesson plans following district guidelines.
- Grading, maintaining accurate grades and submitting grades for report cards.
- Attending all faculty meetings as called by administrators.
- Participating in planning sessions with teams, departments, and other curriculum duties.
- Maintaining duty stations both during and after the school day as assigned by administrators on campus.
- Attending district wide staff development. (Long-term substitutes are not expected to attend staff development during non-school hours. Long-term substitutes will not be compensated for any work performed during non-school time. Do not assume any extra duties without contacting the Human resources Department).
- Long-term substitutes will not be paid for time equivalency days, or any days when staff and students are not in the building.

Absences During a Long-Term Assignment:

Before entering a long-term assignment, a substitute should pay careful attention to their obligations before and after school. A long-term substitute fulfills all the duties of the assigned staff member, including all activities through the official end of the campus’ day. Arrangements must be made for childcare, etc.

Should a long-term substitute have to be absent, the campus secretary should be informed in advance, when possible. Each long-term situation can be different on each campus, with each position.

A substitute in a long-term teacher assignment will receive additional compensation for that assignment. However, if a substitute is absent, the pay reverts back to standard pay until the eleventh consecutive day.

TRS RETIREES

Definition of a Substitute:

This is a retiree who works for an absent employee, who is expected to return to their position. This type of substitute work is unlimited each month as long as a retiree works only in this capacity for the particular month. All aspects of this absence must be attached to the absent employee including any days allotted for observation.

Definition of a Part-Time/Half-Time Substitute/Employee:

Retiree Substitutes:

Effective September 1, 2016, the definition of “Substitute” is changing for employment after retirement purposes in order to expand the opportunities for retirees to work as “substitutes”. The current rule allows a retiree to substitute without limit in a position held by a current employee, provided the retiree is only working as a TRS-defined “substitute”. The changes in the rule will allow retirees to also serve in a vacant position for NO more than 20 days in each vacant position and still be considered a “substitute” for employment after retirement purposes.

Should you have questions regarding the new rules please contact Danin Turner or TRS.

A retiree who chooses work in a vacancy position. This indicates that there is no employee assigned to this position. This type of assignment can also be coded as “additional assistance.” This type of substitute work by a TRS retiree is LIMITED to no more than 20 days.

TRS retiree substitutes are responsible for knowing the number of days they can substitute in this type of position. It is NOT the responsibility of the District or an individual campus to know or be accountable for this information.

Each month stands alone for accountability purposes.

UNAVAILABILITY & RESIGNATION

Definitions:

- **Active Substitute** - one who is available to be called by the campus secretary and accept jobs
- **Inactive Substitute** - one who has been inactivated by administration
- **Unavailable Substitute** - one who has blocked a period of time or days of the week so that the Campus secretary will not offer jobs during that time

Unavailability:

It is required that the Human Resource Department be notified if a substitute makes themselves unavailable for a period of time that lasts longer than a month. This can be done by calling the

Human Resource office or via e-mail. (youngm@tatumisd.org)

Throughout the year, the Human Resource Department will review all substitute files. If an active substitute has declined thirty (30) jobs or has not accepted an assignment for two (2) months without contacting the Human Resources Department, the substitute will be removed from the active substitute call list.

Leaving these names on the active list causes the campus secretaries to spend an excessive amount of time calling people who do not work.

Resignations:

Please contact the Human Resources Department via email (youngm@tatumisd.org) if you wish to resign from the substitute list. Upon our receipt of a signed, written letter of resignation that includes an effective end date your name will be removed from the active sub list.

REACTIVATING YOUR SUBSTITUTE STATUS

At the end of each school year, all active substitutes will receive a Substitute Letter of Reasonable Assurance.

It is the responsibility of the substitute to complete the Letter of Reasonable Assurance and return it to our office by the designated date

Incorrect addresses do no warrant a waiver for reactivation as it is your responsibility to see that your personal information stays updated with our school district.

If a Letter of Reasonable Assurance is not received from the substitute, the substitute will be removed from the active sub list, is considered to no longer be interested in the position held as a substitute for Tatum I.S.D. and therefore removed as an active employee.

Tatum ISD Substitute Handbook Receipt 2024-2025

I acknowledge the Tatum ISD Substitute Handbook and accept responsibility for accessing it according to the instructions provided. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I understand that I am responsible for my actions as a substitute teacher for Tatum I.S.D.

I also have a clear understanding that I will be held responsible for following and adhering to the information/guidelines provided to me in the 2024-2025 Substitute Handbook and failure to comply will warrant removal and/or dismissal or termination from the active substitute pool for Tatum I.S.D.

I have read and clearly understand the aforementioned statement.

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 to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

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

Printed Name

Signature

Address (including city, state, zip code)

Phone

Date