



**Substitute Handbook**  
**2025-2026**

## **Employee Handbook Receipt**

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Employees must acknowledge receipt of the Big Sandy ISD Employee Handbook.

The Employee Handbook may be viewed at any time on the Big Sandy ISD website at

<https://tinyurl.com/5n94j6sc>

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

Employees have the option of receiving the handbook in electronic format or hard copy. If you wish to have a hard copy of the handbook, please indicate on the Handbook Receipt and send via email to [hr@bigsandyisd.org](mailto:hr@bigsandyisd.org).

Employees have an obligation to update personal information such as phone numbers, addresses, etc. Employees are responsible for contacting their supervisor or the Business Office if they have questions, concerns or need further explanation.

## **Notice**

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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. It is merely a guide to and a brief explanation of district policies and procedures related to employment. These 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, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/PolicyOnline?key=1165>

## **Mission & Vision Statements**

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The faculty and staff of BSISD are committed to developing young men and women with active and creative minds. We will provide safe educational opportunities, quality instruction, and learning opportunities which inspire classroom success, personal excellence, and responsible citizenship.

Big Sandy ISD...Where kids come first.

### **Big Sandy ISD Campus Information**

Big Sandy Elementary 903-636-5287	Kelly McQueen – Principal Rebekah Gillespie - Assistant Principal Billie Lortie – Secretary	ext 260 ext 321 ext 224
Big Sandy Middle School 903-636-5287	Helene Cortinas – Principal Chris Broyles - Assistant Principal	ext 227 ext 225
Big Sandy High School 903-636-5287	Helene Cortinas – Principal Chris Broyles - Assistant Principal Misty Hartman – Secretary	ext 227 ext 225 ext 221

In its efforts to promote nondiscrimination and as required by law, Big Sandy ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs and activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX Coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Rhonda Turner, Interim Superintendent, 102 E. Gilmer St., Big Sandy, Texas 75755, [Rhonda.turner@bigsandyisd.org](mailto:Rhonda.turner@bigsandyisd.org), 903-636-5318. Reports can be made at any time and by any person, including during non-business hours, by mail, email or phone. Reports may be made in person during regular business hours.

The district designates and authorizes the following employee as the ADA/Section 504 Coordinator for employees with concerns regarding discrimination on the basis of disability: Rhonda Turner, Interim Superintendent, 102 E. Gilmer St., Big Sandy, Texas 75755, [Rhonda.turner@bigsandyisd.org](mailto:Rhonda.turner@bigsandyisd.org), 903-636-5318.

## **Application Process**

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Substitute employment occurs according to the needs of Big Sandy ISD and the qualifications of the applicant. An application must be completed in order to be considered for substitute services. All new substitutes must follow this process:

- Apply online or paper application.
- Provide documentation (driver's license, social security card, transcripts, etc.).
- The hiring process will include fingerprinting through Texas DPS and the State Board of Education Certification (SBEC).

## **Fingerprinting Requirement**

Prior to employment: Senate Bill 9 (SB 9) requires expanded criminal history information reviews of all school district employees and other persons who are in contact with students. Individuals required by SB9 to submit fingerprint information to the Texas DPS are:

- All certified and non-certified employees
- All classroom substitute employees, both certified and non-certified
- Contractor employees who may have direct contact with students, including independent contractors and employees of subcontractors
- All others who have direct contact with students, including coaches and tutors

During employment: National criminal history information will be entered into the TX DPS FACT Clearinghouse. This database provides the District with access to all employee's current national criminal history and updates the employee's criminal history. Big Sandy ISD will be notified of any new information received while the substitute is an active employee.

**Any adverse notification from DPS FACT Clearinghouse may result in immediate removal from the Big Sandy ISD substitute list.**

### **Substitute Training**

Upon completion of all required paperwork, substitutes will be required to attend district training. Training will be held at least 2 times per school year, 1 prior to the beginning of the first semester and another will be conducted around the beginning of the second semester.

### **Qualifications and Classifications**

Big Sandy ISD substitute educators are required to meet the qualifications before they are approved to begin work in the district. Based on those qualifications substitute educators are placed in one of three classifications.

- **Non-Degreed**

Substitute educators in this classification must be a high school graduate or have received their GED.

- **Degreed**

Substitute educators in this classification must hold a Bachelor's degree or higher and must provide an official transcript showing their conferred Bachelor's degree, regardless of major.

- **SBEC Certified**

Substitute educators in this classification must hold a valid Texas teaching certificate and must provide a copy to the Business Office.



**BIG SANDY ISD**  
**2025-2026**  
**SUBSTITUTE PAY RATES**

Cafeteria/Custodial/Maintenance.....\$  
10.07 per hour

Paraprofessionals (Aides,  
Secretaries).....\$65 per day

Teachers  
(non-degreed).....  
\$75 per day

Teachers  
(degreed).....  
...\$80 per day

Teachers (SBEC  
Certified).....\$85 per  
day

LONG-TERM SUBSTITUTES Teachers, Librarians, Counselors, Registered Nurse

CERTIFIED:

First 10 consecutive days (1-10) in the same assignment.....\$85  
per day

After 10 consecutive  
days.....\$180 per day

DEGREED/NON-CERTIFIED:

First 10 consecutive days (1-10) in the same assignment.....\$80 per day

After 10 consecutive days.....\$150 per day

**NON-DEGREED:**

First 10 consecutive days (1-10) in the same assignment.....\$75 per day

After 10 consecutive days.....\$120 per day

**Automatic Payroll Deposit**

Employees are required to have their paychecks direct deposited into a designated account. A notification period of 3 weeks is required for changes. Paystubs are available on the District's Ascender Employee Portal. Instructions on setting up your account are at the end of this handbook.

**Timesheets**

It is the responsibility of the substitute to keep a record of jobs and dates worked at each campus. Discrepancies in pay and/or number of days worked should be directed to the campus secretary in question.

Other questions or concerns regarding paychecks should be directed to the Business Office.

**Substitute Payroll Schedule**

<b>September 26, 2025</b>	<b>August 4 – August 29</b>
<b>October 24, 2025</b>	<b>September 2 – September 26</b>
<b>November 21, 2025</b>	<b>September 29 – October 31</b>
<b>December 19, 2025</b>	<b>November 3 – November 28</b>
<b>January 26, 2026</b>	<b>December 1 – December 26</b>
<b>February 26, 2026</b>	<b>December 29 – January 30</b>
<b>March 26, 2026</b>	<b>February 2 – February 27</b>
<b>April 24, 2026</b>	<b>March 2 – March 27</b>
<b>May 26, 2026</b>	<b>March 30 – April 24</b>

June 25, 2026	April 27 – May 29
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### **Campus/Department Acceptance**

Substitutes are encouraged to work at all campuses but have the right to designate a specific campus or campuses. If you have a preference it is your responsibility to notify each campus secretary.

### **Substituting After Texas School District (TRS) Retirement**

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A **SUBSTITUTE** for TRS purposes is a person who serves on a temporary basis in the place of a **current** employee. ([www.trs.state.tx.us](http://www.trs.state.tx.us))

#### TRS Guidelines:

A TRS retiree can work unlimited days in a position occupied by a current employee.

- Beginning September 1, 2016, a TRS retiree can serve in a vacant position for no more than 20 days. This position cannot be one the retiree retired from. Starting on the 21<sup>st</sup> day the retiree would be considered full-time, combination of substitute and one-half time, or one-half time rather than as a substitute. This status could cause the retiree to lose their retirement annuity.
- If combining substitute work and one-half time work (i.e. tutoring) in the same calendar month, the retiree cannot work an unlimited number of days. Working any part of a day as a substitute counts as working a full day. Reference Employment After Retirement guidelines on the TRS website or contact TRS for more information or questions.
- Retirees are encouraged to contact TRS before accepting any assignments. Big Sandy ISD takes no responsibility in TRS retirees working as substitutes and the effect that position can have on their retirement benefits.
- Substitute services performed 90 days or more during the school year may be credited a year of service toward retirement. Eligible individuals are responsible for contacting TRS for more information.

### **Employee Conduct and Welfare**

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#### **Standards of Conduct**

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



- Recognize and respect the rights of students, parents, other employees and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance, or as early as possible, if they will be late or absent. Unauthorized absences, absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause of removal from the district's substitute list.
- Know and comply with all District policies and procedures.
- Express concerns, complaints, or criticism through the proper channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to an administrator immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees, including substitutes, shall adhere to the Texas Educators' Code of Ethics. All employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent learns of the incident.

### ***Texas Educators' Code of Ethics***

#### **Purpose and Scope**

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

#### **Enforceable Standards**

##### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational

institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

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

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Violations**

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements or standards associated with their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

## **Responsibilities of Substitutes**

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- Arrive ON TIME and report to the campus office/department immediately and sign in accordingly.
- Familiarize yourself with campus as needed.
- Do NOT touch a student unless they are putting themselves or someone else in imminent danger.
- Substitutes serve the campus of the accepted job assignment. It may be necessary to move to another if needed.
- Substitute responsibilities cover the student, the equipment, the materials and the classroom.
- Lesson plan books, seating charts, attendance rolls, teacher books and assignments are confidential.

- Follow the lesson plans and instructions left by the teacher or aide. Substitutes should maintain the regular routine of the class.
- Active observation and participation is required at all times.
- Under NO circumstances are you to take a book, newspaper, or any other reading materials, crafts, etc. to be used during your time as a substitute employee.
- Accessing a computer or other electronic device for personal use is strictly prohibited while performing your job duties.
- Follow all campus procedures regarding electronic devices for student use.
- DO NOT leave the campus during the day. If an emergency arises notify the campus secretary immediately.
- Substitutes are responsible for reporting accurate attendance according to the campus policy.
- Substitutes must be aware of the campus class times and should never release students or admit students early.
  - Students should be received and dismissed in an orderly fashion.
  - Students should not be released from the classroom without written notification from the office, another teacher, or principal.
  - Use discretion and caution when issuing hall, restroom, library, nurse, counselor and office passes.
- Under NO circumstances should a class ever be left unattended. Ask a neighboring teacher to oversee the class or notify the campus office for immediate assistance.
- Never accept money for any reason unless instructed to do so. Money should never be left unattended.
- Report any issues or incidents to the campus office or a campus administrator as soon as possible.
- At the end of the day leave the classroom in order and all items in place.
- Return any keys, supplies, etc.
- Sign out in the campus office.

## **Dress Code**

Administrative, professional, and paraprofessional staff members are expected to dress professionally and educationally appropriate for the lesson or activity. The following guidelines shall apply:

- Denim jeans may be worn with a collared shirt, blouse, spirit shirt, or college shirt. *Jeans cannot have holes above the knees.*
- Leggings may be worn with dresses only.
- Scrub sets for nursing staff, life skills staff, and the health science technology teacher are permitted.
- Dresses, skirts, and split skirts must meet the Big Sandy Student Code of Conduct.
- Excessively short, low-cut, or see-through clothing is not appropriate.

- Physical education teachers are allowed to wear coaching or walking shorts or jogging suits while teaching physical education.
- Coaches that transition from court/field to classroom should maintain a semi-professional dress. (ex. collared shirt and wind pants)
- Caps are not permitted inside the building.
- Tattoos must be school appropriate.
- Clothing cannot have emblems or writings that are disruptive, obscene, and vulgar, depict death, sex, violence, blood, gore or suggest the use of prohibited substances of any type; or is racial or sexual in nature.

### **Accidents/Illness**

If a student becomes ill, has an accident, or is injured in any way, the student should be accompanied to the nurse or an administrator immediately. In the case of a serious illness, accident or injury DO NOT move the student; send for the school nurse and an administrator immediately.

If the substitute becomes ill or is involved in an accident, report to the nurse and/or an administrator immediately.

### **Substitute Campus Exclusions**

A campus administrator may at any time exclude a substitute from working on their campus. In this event the substitute is NOT to contact the campus.

### **Substitute Resignations**

Substitute who wish to no longer be an active member of the District's substitute list should notify the Business Office in a timely manner.

### **Inclement Weather**

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and Facebook.

It is the responsibility of the substitute to contact the campus for operational information.

### **Emergency Drills**

The substitute teacher should be familiar with emergency drill procedures (see fire drill and other emergency routes posted in the classroom or substitute folder).

### **Computer Usage and Cyber Security**

District computers are not for personal use. All district computer use and cybersecurity policies, guidelines, and expectations are to be followed. Failure to do so may result in the temporary or permanent removal from the district's substitute list.

## **Social Media**

Substitutes are to conduct themselves in a professional manner at all times, therefore eliminating the possibility of having their actions or behavior posted on a social media website or shared via electronic communication. Inappropriate or adverse pictures or information on a social network may result in removal from the Big Sandy ISD substitute list. Substitutes may not friend/accept any student on any social media.

## **Security of Personal Belongings**

When working as a substitute, access to a locked cabinet or desk may or may not be provided. Substitutes are encouraged to leave items of value locked in their vehicle or at home. Substitutes should only take items necessary to substitute for the day. Big Sandy ISD is not responsible for lost, broken, or stolen personal items.

Substitutes assume the duties of the permanent educator. Therefore, substitutes are required to fulfill all duties including bus duty, before and after school duty, lunchroom duty, etc. Follow the campus guidelines for more information.

**Lunch:** Big Sandy ISD provides a free lunch to all employees and substitutes in the district cafeteria.

## **Employee/Student Relationships**

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### **Policy DHB Legal**

Big Sandy ISD staff must be ever mindful of their responsibility in their interactions with the district's students. All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

Employees shall refrain from engaging in any actions, conduct or solicitations of a sexual nature (verbal or physical) directed at a student, including, but not limited to, sexual advances, requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of the age of the student. Any sexual relationship between a District employee and a student is prohibited, even if consensual. See specific information regarding electronic communications with students.

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an employee of a relationship with a

student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity but does not include appropriate employee-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an employee of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the employee's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent that the employee attempts to conceal the communications;
  - f. If the employee claims to be counseling a student, SBEC may consider whether the employee's job duties include counseling, whether the employee reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or in the case of alleged abuse or neglect, whether the employee reported the abuse or neglect to the appropriate authorities; and
  - g. Any other evidence tending to show the context of the communications between employee and student.
2. Making inappropriate comments about a student, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with a student.



*19 TAC 249.3(50) A superintendent may notify SBEC of any employee misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC. 19 TAC 249.14(d).*

## **Professional Standards for Substitutes**

A substitute shall be subject to all duties of a regular classroom teacher or assistant.

The substitute must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act).

The substitute must NEVER make comments or statements that could be regarded as derogatory in any way, regardless of intent.

The substitute must be thoughtful and aware of the diversity of our students and staff at all times and must refrain from any comment or action that could be considered demeaning toward another race or culture.

The substitute must use extra caution in expressing personal opinions and/or reactions about any subject.

The substitute should NEVER transport any student in a personal vehicle, other than his or her own child, to or from school or any school-related activity.

The substitute must never criticize a teacher or a student in the presence of other teachers, assistants, parents, volunteers, or students.

The substitute must avoid comparing one school with another or comparing the children on one campus with those on another campus.

The substitute should not provide students with personal information or receive personal information from students.

**Violations of the above standards may result in removal from the substitute list.**

## **Substitute Disciplinary Action**

The following could result in temporary or permanent removal from the substitute list:

- Unsatisfactory performance submitted by a district or campus administrator
- Any single incident as determined by the district to be inappropriate
- Adverse criminal activity notification from the DPS FACT clearinghouse
- Derogatory comments deemed inappropriate about the district or campus
- Multiple cancellations by the substitute of accepted jobs
- Repeated cancellations on the day of the assignment
- Failure to complete the duty hours of the job
- Multiple instances of being unavailable to accept substitute jobs
- Multiple negative reports received from campuses during the school year

Failure to comply with district and campus substitute policies, guidelines, and expectations may result in disciplinary action including, temporary or permanent removal from a campus or campuses, or removal from the District substitute list.

## **Drug and Alcohol-Free Environment**

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Big Sandy ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. Employees shall not lawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana.
2. Any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
3. Alcohol or any alcoholic beverage.
4. Any abuse of glue, aerosol paint, or any other chemical substance for inhalation.
5. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

## **Tobacco and E-Cigarette Usage**

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle.

## **Safety**

The District shall take every reasonable precaution regarding the safety of its students, employees, visitors, and all others with whom it conducts business. The Superintendent or designee shall be responsible for developing, implementing, and promoting a comprehensive safety management program and safety manual.

## **Reporting Suspected Child Abuse**

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### **Policies DG, FFG, GRA**

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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