

Joaquin ISD



Substitute Handbook
2017-2018

Welcome to Joaquin ISD!

TO ALL SUBSTITUTES:

We welcome your employment as a substitute with the Joaquin Independent School District. In order to assist you in your job as a substitute, we have created this handbook to address a wide variety of subjects.

It is important that you read the complete handbook now located on-line before accepting your first assignment. You are responsible for the material found within this handbook.

Should you have questions or concerns at any time, please feel free to e-mail Donna Vergo at the address or phone number listed below. I will be happy to help you now and anytime throughout the year.

**Joaquin ISD
11109 Hwy. 84 East
Joaquin, Texas 75954
936-269-3128 Extension 225
Fax: (936) 269-3615
dvergo@joaquinisd.net**

**On-Line Handbook Access:
www.joaquinisd.net
Administration>>Human Resources>>Substitutes**

Hard copies of the Substitute Handbook are available in the Administration Office for those without Internet access.

District Office Leadership

Superintendent.....936-269-3128
Mr. Phil Worsham (pworsham@joaquinisd.net) ext 221

Director of Finance936-269-3128
Mrs. Joel Bumback (jbumback@joaquinisd.net) ext 223

District Office Support Staff

Administrative Assistant to Superintendent.....936-269-3128
Accounts Payable ext 221
Mrs. Jennifer McCann (jmccann@joaquinisd.net)

Human Resources.....936-269-3128
Payroll/ Benefits Administrator
Mrs. Donna Vergo (dvergo@joaquinisd.net) ext 225

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Phil Worsham, Superintendent and Title IX coordinator.

Substitute Hiring Process

Substitutes are hired throughout the year based on the needs of the district. The following outlines the general substitute hiring process of Joaquin ISD.

1. Complete an online application for “Substitute Positions” by visiting the district website at www.joaquinisd.net under Employment Opportunities. You will be routed to the Region VII Online Application System where you will be directed to create an account and complete the application. Please read the instructions carefully and complete the application and then apply for the position at Joaquin ISD. Your application will be kept on file in this system to be updated by you and accessed by the district.
2. After applications have been reviewed for qualifications, selected applicants will be contacted to start the required background checks. Please provide proof of highest level of education earned (diploma, GED, official college transcripts, etc.) to the Human Resources Department located at the Joaquin ISD Administration Office.
3. Background checks are completed, credentials verified, and approved applicants will be added to the substitute list.
4. Approved substitutes will complete online Substitute Training courses offered by Region VII. An internet link will be sent for you to access this course. Substitutes should print their certificates of completion.
5. Substitute applicants must complete the state mandated fingerprinting process. The HR department will initiate this process with the required information provided by you. The applicant is responsible for scheduling an appointment with an approved fingerprinting agency and paying an approximate fee of \$50.00 to the agency for this service. Please notify the HR department when you have been fingerprinted.
6. Once the applicant has completed the above requirements the substitute will be added to the current sub list for the district.

Qualifications

A substitute must have a minimum of a high school diploma or its equivalent to be considered for hired by Joaquin ISD. Documentation for verification of credentials will be required for qualification and pay purposes. All potential substitutes must comply with fingerprinting requirements as set forth by Senate Bill 9 prior to working and shall furnish the appropriate documents to establish employment eligibility in the United States as required by the Immigration Reform and Control Act of 1986. Substitutes will also comply with district required training through the Education Service Center and attend the yearly scheduled Orientation. It is the responsibility of each substitute teacher to submit the appropriate paperwork to the Human Resources Department before beginning employment.

Joaquin ISD shall attempt to hire certified teachers as substitute teachers whenever possible. The district shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

Letter of Reasonable Assurance

Substitute teachers are issued Letters of Reasonable Assurance annually. This letter provides notice of reasonable assurance of continued employment with the district when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment benefits drawn on school district wages during any scheduled school break including but not limited to the summer, winter, and spring breaks.

This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

This is not an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible.

Failure to complete and return the annual Letter of Reasonable Assurance by the published due date will be deemed as a voluntary resignation. The substitute will be removed from the active list.

Separation from Service

Substitute may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District. If you wish to terminate employment with the District, please notify the Human Resources department.

Assignments

District substitutes are limited to 30 hours per week (three and a half days). The campus secretaries will track your working time and will attempt to stay at this limit. Exceptions are made in long term assignment situations and emergencies. Campus secretaries will contact approved substitutes via home telephone, cell phone, or email to secure classrooms are staffed. Campus secretaries will also coordinate with each other to ensure that there is not an overlap of assignments or scheduling subs for more than a 30 hour workweek.

Joaquin ISD Schools

Joaquin Elementary School

School Hours – 7:30 a.m. – 3:20 p.m.

PRINCIPAL.....936-269-3128

Mrs. Sherry Scruggs (sscruggs@joaquinisd.net) ext 321

ASSISTANT PRINCIPAL.....936-269-3128

Mr. Bert Coan (bcoan@joaquinisd.net) ext 321

CAMPUS SECRETARY.....936-269-3128

Mrs. Shonda Prnka (sprnka@joaquinisd.net) ext 337

PEIMS SECRETARY..... 936-269-3128

Mrs. Lindsey Duck (lduck@joaquinisd.net) ext. 322

Joaquin Jr. High School

School Hours - 7:30 a.m. – 3:20 p.m.

PRINCIPAL.....936-269-3128

Mrs. Terri Gray (tgray@joaquinisd.net) ext. 434

CAMPUS SECRETARY.....936-269-3128

Mrs. Marfelia Martin (mmartin@joaquinisd.net) ext. 434

Joaquin High School

School Hours – 7:30 a.m. – 3:20 p.m.

PRINCIPAL.....936-269-3128

Mr. Jimmy Jackson (jjackson@joaquinisd.net) ext. 421

CAMPUS SECRETARY.....936-269-3128

Mrs. Carmen Belrose ext. 421

Substitute Eligibility for Health Insurance Coverage

Joaquin ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Joaquin ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, **you will be responsible for the full premium.** You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be deducted from your pay for the preceding month. If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the 10th day of the preceding month. If the 10th day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- you do not accept at least 5 assignments per year
- you do not timely return a letter of reasonable assurance

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA.

If you decline to enroll during the prescribed time period, you cannot enroll again until the next plan year.

You will receive an election form titled, Substitute Eligibility for Health Insurance Coverage. Please read it carefully and review the accompanying TRS ActiveCare plans and premiums. After reviewing the election form, you will be asked to make an election to: 1) enroll in the District's Health Insurance Plan; or 2) not enroll in the District's Health Insurance Plan.

Frequently Asked Questions

Please read before contacting Administration Office

1. How do I change my address?

- By Fax @ 936-269-3615
- By e-mail to dvergo@joaquinisd.net
- In person

If your change of address is not submitted to the Administration Office in a timely manner, there is a possibility your paycheck may be late due to forwarding through the Post Office.

2. How do I receive my paycheck?

Paychecks are mailed directly to the address provided upon original employment or based on any change of address notifications.

Direct deposit is also available, which can be initiated through the Administration Office. A "voided" deposit slip may be submitted to Donna Vergo or Joel Bumback. Please note that direct deposit monies are guaranteed on the actual pay date located in this handbook and not earlier.

3. What do I do if I believe my paycheck is incorrect?

Contact Donna Vergo immediately! The preferred method is:

- By e-mail to Donna Vergo (dvergo@joaquinisd.net)
 - Substitutes must have their records (dates, job numbers, and job location) ready for any discussion of discrepancies. Failure to have records in order could delay any corrections due.

4. What if I am overpaid?

If a substitute is overpaid, it is their responsibility to notify the Administration Office immediately. Should a substitute not report an overpayment, upon discovery of the error to Donna Vergo or Joel Bumback overpayment monies will be deducted from one paycheck.

5. When should I contact the Payroll Department directly?

You should contact Donna Vergo or Joel Bumback in Payroll (e-mail dvergo@joaquinisd.net or jbumback@joaquinisd.net) if missing paycheck or direct deposit. *Remember, monies are not guaranteed until designated pay date!*

- Failure to receive W-2 form by last day of January
- Change in direct deposit information
- Change in W-4 Information

6. What do I do if I receive a late call for a campus? Should I take the job?

If the call comes late and you decide to accept the assignment, do so. Inform the secretary or designee calling you that you will be late due to a late call.

7. What do I do if I have to cancel an assignment the night before or the day of an assignment?

Contact the secretary or designee that initially called you. They do not need an explanation; however, they do need to know you have cancelled.

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

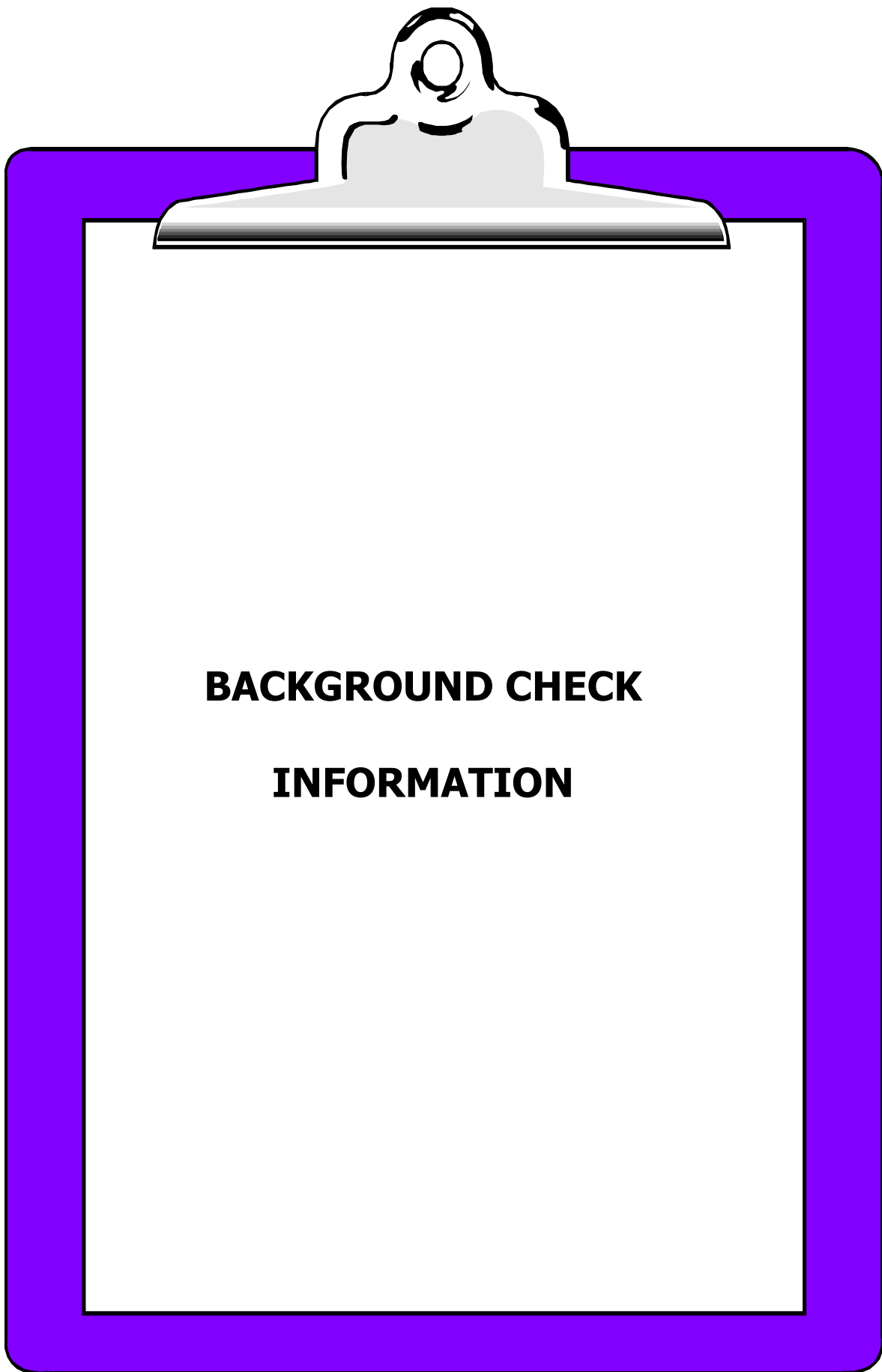
Campuses reserve the right to cancel any assignment if the substitute is late without notifying the campus. Classes **must** have coverage and our students are the first priority. And, should a substitute be late with no explanation, the campus is **NOT** obligated to pay the substitute

9. Can a campus reassign my duties

Yes, campuses reserve the right to move substitutes to any position of greatest need. If a substitute refuses to follow the campus directives, they are subject to removal and not being paid for the day's assignment.

10. Do substitutes have a conference period?

Substitutes in regular day-by-day substitute 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.



**BACKGROUND CHECK
INFORMATION**

BACKGROUND CHECK INFORMATION

Upon initial hiring, all substitute applicants will be required to have a background check. In subsequent years, all returning substitutes will be required to have a background check as part of the reactivation process.

Please read the following information carefully:

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment (TEC.22.083). Board Policy includes the following:

Obligation to Report

All employees of the District have an ongoing duty to report to his or her immediate supervisor when and if the employee is convicted of any crime other than a minor traffic offense.

Consequence of Failure To Report

Any employee who fails to report the conviction of a crime, as required under this policy, will be subject to disciplinary action up to and including termination.

Consideration by District

Conviction of a crime is not an automatic basis for termination. The District will consider the following factors in determining what action, if any, should be taken against the employee who is convicted of a crime during employment with the District: (1) the nature of the offense, (2) the date of the offense, (3) the relationship between the offense and the position to which the employee is assigned, (4) whether or not the applicant was truthful on his/her application

Texas Education Agency and Senate Bill 9 – Fingerprint Requirements (NEW)
Senate Bill 9 Frequently Asked Questions
<http://www.tea.state.tx.us/index2.aspx?id=5476>
updated 08/01/2009

Who is required by Senate Bill 9 (SB 9) to submit fingerprint information to the Texas Department of Public Safety (DPS)?

- A. All certified educators ((those holding an educator certification issued by the State Board for Educator Certification (SBEC))
- B. **All classroom substitute teachers and aides, whether certified or not**
- C. Noncertified employees hired by a district on or after 1/1/08
- D. Charter school employees, whether certified or not, who are working in a teaching or professional position that would require certification if they were employed in a traditional school district

What kind of criminal history review is required for persons not subject to the fingerprinting requirements of SB 9?

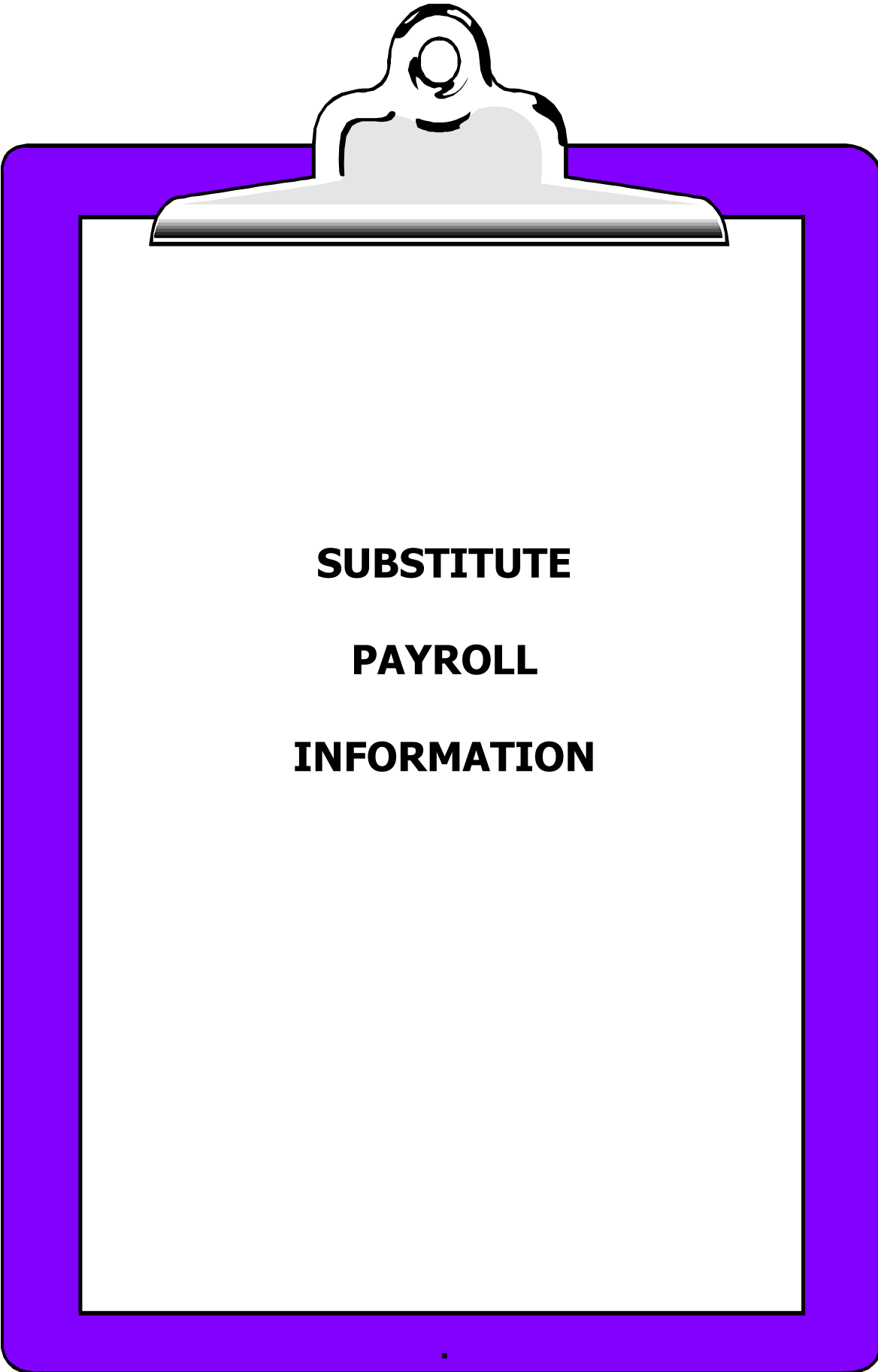
SB 9 requires that the following types of school employees and volunteers must have a name-based background check. These employees will not be required to be fingerprinted, will not be reviewed by TEA or SBEC, and will not go into the DPS Clearinghouse.

- A. Noncertified employees hired before 1/1/08
- B. Contractor employees hired before 1/1/08 who have direct contact with students
- C. Student teachers
- D. Volunteers, unless they are
 - a) a parent or guardian of a student,
 - b) accompanied on campus by a district employee, or
 - c) volunteering for a single event.

Substitutes are required by law to be fingerprinted through the state designated vendor. There is a fee of about \$50.00 that you will be responsible for. Joaquin ISD will take information from your application and submit it to the Texas Education Agency. A "Fastpass" will be issued and sent to you with fingerprinting instructions. You must be fingerprinted before you can be added to the substitute list.

IMPORTANT:

- ▶ **Do not start the fingerprinting process prior to notification from the Human Resources Office.**
- ▶ **Individuals who have already submitted fingerprints for the TEA criminal history review will not need to complete the process again.**



PAY SCALE

<u>Substitute Teacher/Tester Daily Rate</u>	<u>Full Day</u>	<u>Half Day</u>
• Non-Degree	\$60.00	\$36.00
• Degreed (4 year)	\$65.00	\$39.00
• Certified	\$70.00	\$42.00
• Non-Degreed more than 10 years as sub at JISD	\$70.00	\$42.00
Long-Term subs for more than 15 days		
• Long-Term Certified	State Base (begins 1 st day of extended absence)	
• Long-Term Degreed	\$100.00	
• Long-Term Non-Degreed	\$80.00	

Substitutes in the following areas not listed will be paid the hourly/daily rate Step -0- of the current local salary scale for the position they are substituting.

METHOD OF PAYMENT

Substitutes are paid once a month, with paychecks covering days worked for the **previous** time period. (Refer to schedule below for pay dates).

Please Note: Monies are guaranteed by the official pay date. Should a substitute NOT receive their paycheck or direct deposit, they need to contact Donna Vergo or Joel Bumback immediately at 936-269-3128 X 225 or 223 respectfully.

- \$\$** Substitutes **must** keep a record of all jobs worked!
- Jobs are assigned by the secretary or designee.
 - Do not accept a job from a teacher or paraprofessional. **Teachers and paraprofessionals cannot assign jobs!!**
- \$\$** Errors will be corrected on the next month's payroll. **Special checks will not be cut**

Payroll Dates

The schedule of pay dates for the 2017-2018 school year is as follows:

<u>Payroll Cut-off Date</u>	<u>Payday</u>	<u>Time in Period</u>
<i>September 1, 2017</i>	September 25 (Monday)	4 weeks
<i>October 6, 2017</i>	October 25 (Wednesday)	5 weeks
<i>November 3, 2017</i>	November 17 (Friday)	4 weeks
<i>December 1, 2017</i>	December 22 (Friday)	4 weeks
<i>January 5, 2018</i>	January 25 (Thursday)	5 weeks
<i>February 2, 2018</i>	February 23 (Friday)	4 weeks
<i>March 2, 2018</i>	March 23 (Friday)	4 weeks
<i>April 6, 2018</i>	April 25 (Wednesday)	5 weeks
<i>May 4, 2018</i>	May 25 (Friday)	4 weeks
<i>June 1, 2018</i>	June 25 (Monday)	4 weeks
<i>July 6, 2018</i>	July 25 (Wednesday)	5 weeks
<i>August 3, 2018</i>	August 24 (Friday)	4 weeks

TRS RETIREES

Teacher Retirement System of Texas

DEFINITION OF “SUBSTITUTE” FOR EMPLOYMENT AFTER RETIREMENT

“A substitute is a person who serves on a temporary basis in the place of a current employee. Retirees may substitute an unlimited number of days during the school year. If the retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period and there is no need to call the retiree on a *daily basis* to arrange for coverage. The retiree’s pay cannot be more than the daily rate of substitute pay set by the employer. If the position is **vacant** (i.e., no other person currently holds the position) the retiree is **not** a substitute for TRS purposes and the retiree cannot work in the vacant position or forfeiture of annuity payments could occur.”

For further information please contact the Teacher Retirement System of Texas at 1-512-936-8400

Information obtained from the TRS web site at www.state.tx.us



SECURITY BADGE

INFORMATION

**Reactivations
and
New Hires**

IDENTIFICATION BADGE INFORMATION

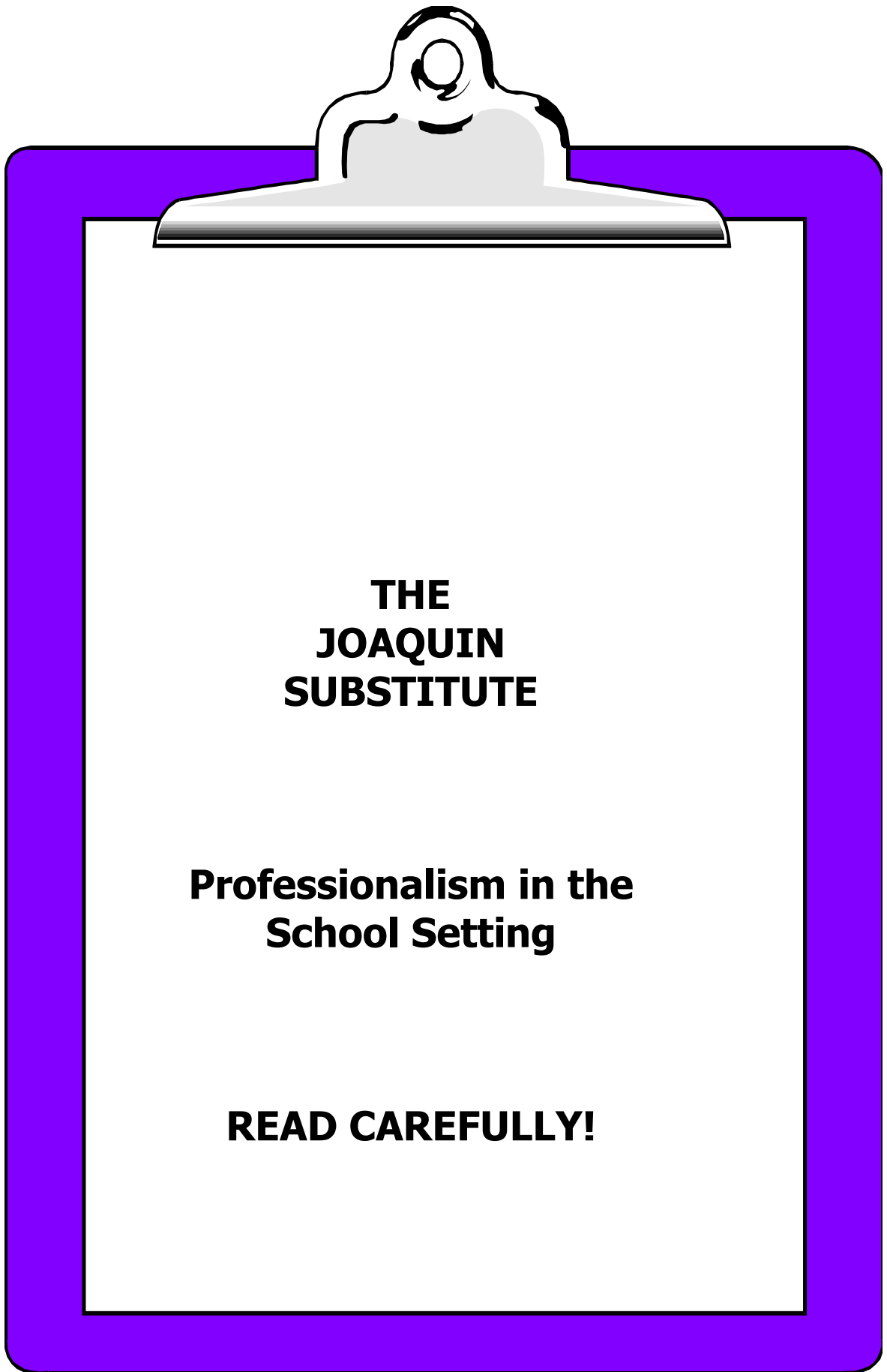
All substitutes must wear an official JISD identification badge when on a campus as a substitute in any capacity. When the substitute reports for duty at their assigned campus the secretary will issue an identification badge. Failure to wear this badge could result in the substitute being asked to leave that campus without payment for a job. This badge is created through the Raptor system that runs your driver's license for another background check for another layer of security for our students. Please wear this "badge" while on campus. One will be created for each assignment. This badge serves as a way to also record days that you work by keeping each badge in some form in order to help you determine that you have been paid for the the days that you work.

New Hire Substitutes:

All new hire substitutes must complete their hiring paperwork, attend a substitute training workshop, complete online course through Region VII Educational Service Center, and have a complete background check prior to working as a substitute in the district. After November of 2010 all substitutes will be required to be fingerprinted by the state designated vendor. Information will be provided about this requirement and the procedure.

Returning Substitutes:

All returning substitutes must also attend a substitute training workshop, complete online course through Region VII Educational Service Center.



**THE
JOAQUIN
SUBSTITUTE**

**Professionalism in the
School Setting**

READ CAREFULLY!

Professionalism Expectations:

- Dress professionally – jeans are acceptable only on Fridays or the last day of the week.
- Wear i.d. badge at all times. Failure to wear badge can result in substitute being sent home without pay.
- Arrive 30 minutes **before** start of school. Consistent and unexplained tardiness will result in a removal from a campus. A substitute can also be sent home without payment if they are late and have NOT contacted the campus.
- Call the campus if you are running late.
- If you must cancel an assignment on the day of the assignment, you are expected to contact the campus secretary to inform them.
- Substitutes are guaranteed a 30 minute duty free lunch. *This lunch period is assigned by the campus.* Substitutes may not eat in class or leave class to eat.
- Substitutes are **not** guaranteed a conference period.
- Personal reading material brought onto a campus should be appropriate for a public school setting and may only be read during substitute's 30 minute duty free lunch.
- Follow lesson plans as left by the teacher. Seek help if more activities are needed.
- Perform duties as assigned by administration.
- Leave professional detailed notes for returning employee.
- Leave room neat and organized.
- Check out with campus secretary or designee at end of assignment.
- If you are working on a campus where your child is a student, ***do not*** engage staff in discussions about your child's grades, etc. Please arrange for a parent/teacher conference at another time.
- Do not solicit or advertise personal businesses, charity events, or fundraisers while on campus as a substitute.
- Under no circumstances is a substitute to share their personal email address with students for ANY reason! No social media contact, only exception is relatives.

- Avoid critical comments (verbal or written) about students, staff members or campus.
- *Do not, under any circumstances, comment on or question a student's abilities/disabilities. This is **CONFIDENTIAL** information!*
- *Do not, under any circumstances, comment on a student's gender, ethnicity/race, religion, sexual orientation, or physical appearance.*
- *Do not offer advice to students on a particular situation, i.e., weight loss, pregnancy, etc. Remain professionally distant on any of these issues.*

Classroom Management Expectations:

- Wear your i.d. badge at all times.
- Write your name on board/overhead.
- Introduce yourself to staff and students. *A substitute is expected to be easily understood by students and staff.*
- Set out clear expectations for student behavior.
- Maintain a calm demeanor and a professional tone of voice in volume, attitude and age appropriateness with students at all grade levels. Do not demean students with sarcasm.
- Be actively engaged in classroom activities. *Talking on your cell phone, reading personal materials, or working on a computer is **unacceptable**.*
- Use proximity – walking around classroom. *Do not sit behind the desk!*
- Use age appropriate "attention getters". *"Shut up!" is **never** acceptable!*
- ***Do not in jest, in frustration, in retaliation, etc. throw any object at a student. There is never a reason for doing so as this is cause for immediate termination.***
- Substitutes are responsible for all materials used during a lesson. If materials or equipment go missing, the substitute must report this to the campus secretary immediately.
- Remain in the classroom with students. If a situation arises where a full-time employee dismisses you from class, i.e., co-teach situation, report to the campus secretary immediately.
- Handle minor disciplinary issues. Ask for assistance for major and/or repetitive disruptive behaviors.
- Be aware of such disciplinary tactics as "time out", "offices" or "centers" when working on an elementary campus. Substitutes **must** ask questions on when, if, or how they should implement these procedures.
- Before sending a student out of class alone, be very aware of the age of the student. For example, there is no reason for a kindergarten student to be sent unescorted away from the class room to the parking lot or other areas not contiguous to their classroom.

- Do not call out grades or allow students access to other students' grades. This is **CONFIDENTIAL** information!
- Do not go through an employee's desk or materials without permission. Do not allow students to do so without specific permission.
- Do not attempt to access or request access to district computers without formal campus authorization.
- **Do not work on personal laptops computers when in direct contact with students. Substitutes are to be actively engaged in monitoring student behavior and lesson implementation.**
- Do not talk on your cell phone during class time.
- Do not listen to your iPod during class time.
- Do not attempt to take away a student's cell phone, iPod, etc. Ask them to put the item away. Should they refuse, make a note for the teacher about the incident.
- Do not discuss or solicit students' personal information, including email addresses, facebook pages, blogs, cell phone numbers, Instagram, snapchat, etc.
- **Do not allow class discussion to gravitate toward anything of a personal or sexual nature.**
- Do not photograph students for any reason and do not ask for a photo of any student.
- Do not give students food products of any kind!
- Do not distribute any materials to students without permission from campus administration.
- Substitutes are to remain in the classroom at all times. **Do not leave a classroom unattended for any reason.** If you have an emergency, you must seek assistance in covering your class.

Substitute Teachers and Physical Contact:

- Substitutes are **NEVER** to touch a student!
- 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 substitute representative 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.*

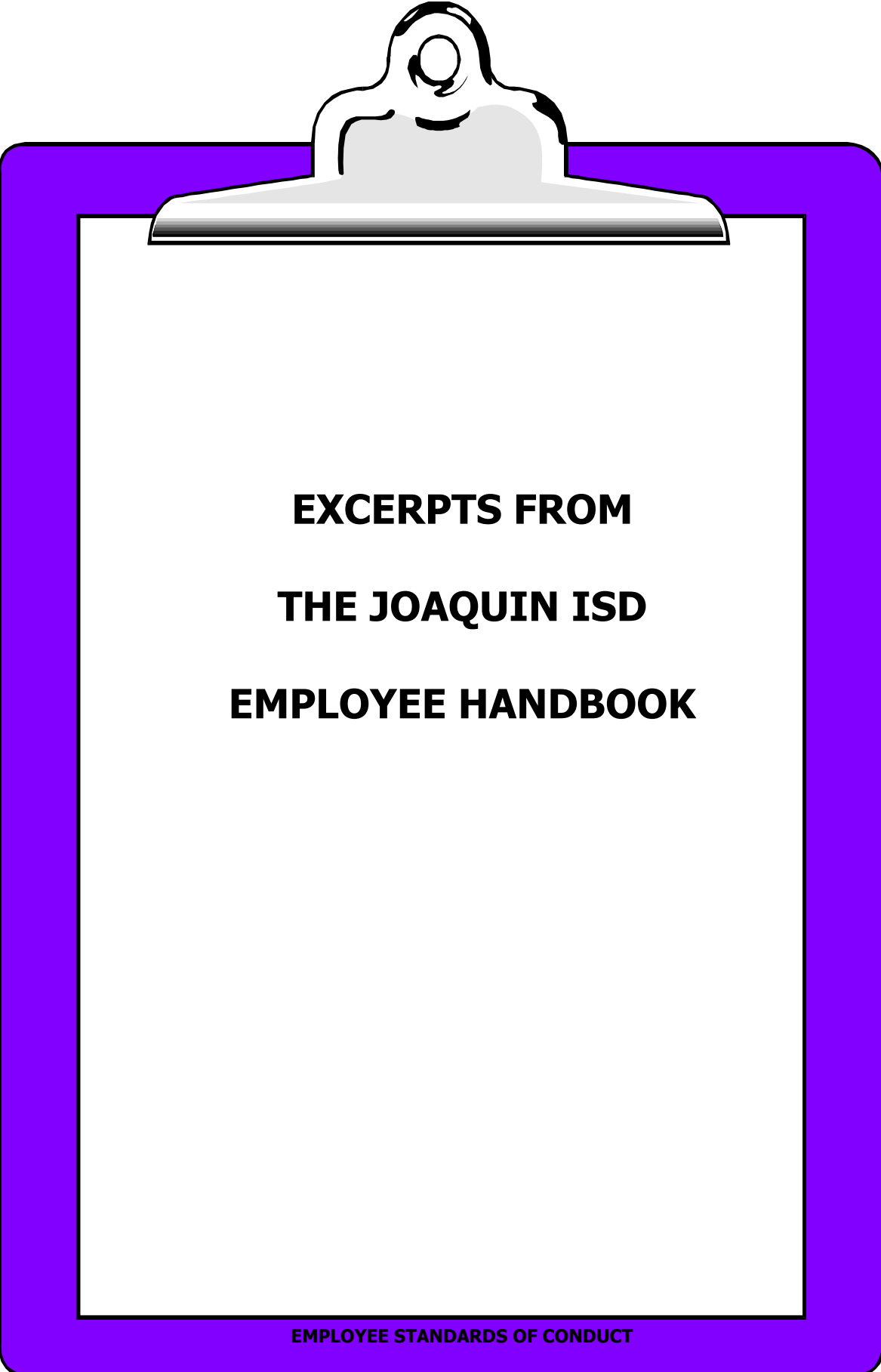
Writing Discipline Reports:

- Ask about discipline procedures (in case of emergencies).
- 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 Assistant Principal or Principal, always follow up with the office. 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 AP’s or principal’s office in an appropriate manner.

The Substitute and Accidents:

Accident Involving a Substitute:

- If you are injured while at work as a substitute, you must fill out an accident report immediately.



**EXCERPTS FROM
THE JOAQUIN ISD
EMPLOYEE HANDBOOK**

EMPLOYEE STANDARDS OF CONDUCT

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

Alcohol and Drugs

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or alcohol, as that term is defined in state and federal law, in the workplace or at any school-related event.

Tobacco/Smoking

Employee use of tobacco products in any form is prohibited on all school district property and in district vehicles. 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 Joaquin 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 responsible for their evaluation.

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.

EMPLOYEE DRESS CODE

The dress of the Joaquin ISD employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent. Professionally certified employees (teachers, counselors, administrators, etc.) must dress in a manner which demonstrates to students and parents that they are professional educators. Teachers aides and office personnel are also required to dress professionally.

In order to demonstrate effective leadership and encourage students to comply with the dress code, it is imperative that employees present a pleasing and wholesome personal appearance at all times. It should be remembered that the community tends to judge all the school by the worst example they see. Therefore, if we want to be considered as the professionals we are, we must dress, look and act the part.

The following articles of clothing are not permitted:

- All attire must be neat, pressed and clean.
- Dresses and skirts can be no shorter than 4" above the knee, front and back.
- Bermuda shorts, walking shorts, skorts, windsuits, jogging suits, and tee shirts (exception being school spirit tee shirts) are not allowed in the classroom.
- Physical Education teachers may wear shorts, no shorter than 4" above the knee, windsuits, jogging suits and tee shirts during designated physical education classes only.
- Tank tops, tube tops or articles of clothing that expose undergarments, excessive cleavage or bare midriffs will not be worn.
- Blue jean pants and blue jean capri pants may be worn on the last day of the week only. School spirit tee shirts may be worn on this day only.
- Stretch leggings must be worn with top or tunic which measures at least 5 inches above the knee

Principals, directors, and other supervisors may allow exceptions to the dress standards for good cause such as teacher workdays or for employees who serve in assignments where variances in the dress code would be more appropriate.

The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference within normal school operations. Employees shall come to school looking clean and neat wearing clothing and exhibiting grooming that will not be a health or safety hazard to others. The District prohibits pictures, emblems or writings on clothing that are lewd, offensive, vulgar, obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (L) and prohibits any clothing or grooming that in the principal's judgment may be reasonably expected to cause disruption of or interference with normal school operations.

Any clothing, insignia, or hairstyle that is unconventional and distracts from teaching and learning is unacceptable. The principal or designee is authorized to determine the suitability of attire and grooming.

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 DHC (L)] 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.

REPORTING CASES OF CHILD ABUSE/NEGLECT

All substitutes are reminded that under the Texas Family Code 261.101, a certified employee, including a teacher, counselor, nurse or administrator, is required to report suspected child abuse or neglect to Child Protective Services. If, during the course of your substituting, you identify any student that you suspect has been abused or neglected, you should immediately notify the principal's office as well as report your suspicions to CPS.

Personal Use of Electronic Media

Policy DH

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to

and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

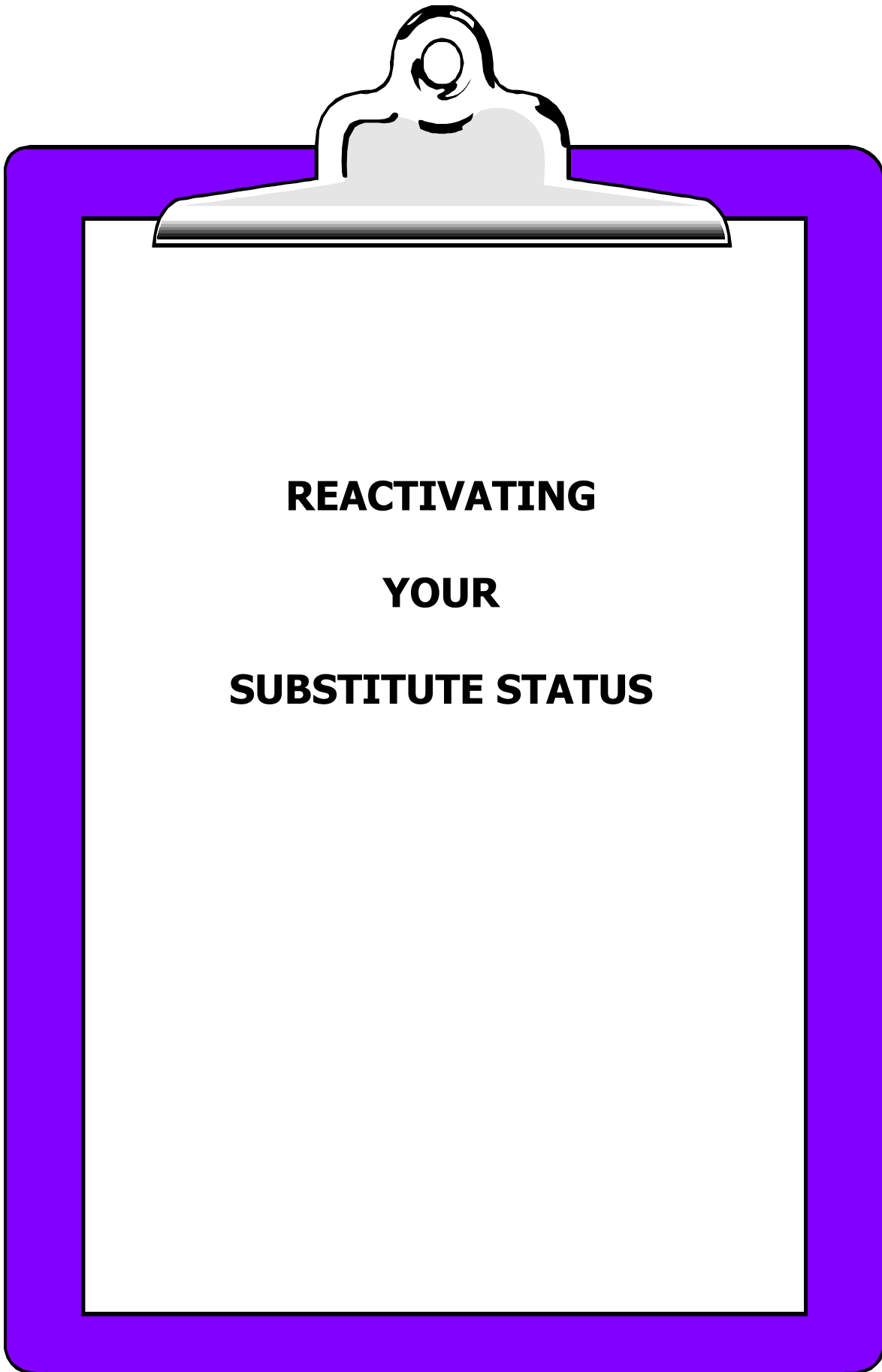
- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with

students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 12:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy EFE]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.



**REACTIVATING
YOUR
SUBSTITUTE STATUS**

Renewal of Service FOR THE NEW SCHOOL YEAR

At the end of each school year, all **active** substitutes for that year will be invited to reactivate for the next school year. Annually each substitute must attend Substitute Training/Orientation before working on any campus in any position.

A letter will be mailed to the address on file with Donna Vergo detailing training/orientation dates, times and locations.

If a substitute does not receive a reactivation letter by the end of May and wishes to reactivate for the next school year, they will need to contact the Administrative Office immediately for further instructions.

At reactivation, substitutes will:

- Complete a new data sheet
- Receive a new handbook

Renewal of Service

Substitute teachers work as “at-will” employees from school year to school year. If you want to continue subbing you must renew your status as a substitute every year. Prior to the completion of a school year, a letter providing reasonable assurance of employment in the fall of the upcoming school year on the same substitute basis will be mailed to each substitute’s home. **By virtue of this notice, please understand that a substitute is not eligible for unemployment compensation benefits during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring breaks.** This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e. lack of school funding, natural disasters, court-orders, public insurrections, war, etc.)

Removal from Service

Joaquin Independent School District reserves the right to remove an individual from its substitute roster, as it deems necessary.

Equal Employment Opportunity

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

Responsibilities of the School and Regular Teacher to Substitute

A. Responsibilities of the School

1. The substitute will be provided a schedule of the regular school program and any special schedule causing changes.
2. The substitute should be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc.
1. The substitute should be informed of the procedure for attendance reporting.

B. Responsibilities of the Regular Teacher

1. The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special needs students when appropriate, pupil seating chart, and key, if necessary.
2. Whenever the regular teacher anticipates an absence, he/she should prepare students to work with a substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior.
2. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of students. If the regular teacher does find it necessary to express dissatisfaction, this should be discussed with the school principal. Each regular teacher has been encouraged to complete "QUESTIONNAIRE FOR TEACHERS". This acts as an evaluation form for substitutes.

Thank you for attending this substitute training. Please be sure that you have completed all required employment paperwork before leaving.

The need for substitute teachers varies from campus to campus and school district to school district. The district cannot guarantee that you will be called to work as a substitute or the number of times that you will be called. Once called to work your performance will be evaluated and taken into consideration for future assignments.

You are encouraged to contact surrounding school districts to increase the number of days you work. Once you have completed the necessary fingerprinting process you are eligible to substitute statewide taking into consideration each district's additional requirements.

Thank you again for your interest in serving Joaquin Independent School District in a substitute capacity.

Joaquin I.S.D. Substitute Orientation

Verification of Attendance and Understanding of JISD Policies and Procedures

I HAVE ATTENDED ONE OF THE MANDATORY SUBSTITUTE ORIENTATIONS REQUIRED BY JOAQUIN ISD. THE FOLLOWING POLICIES HAVE BEEN REVIEWED WITH ME AT THE ORIENTATION AND HANDOUTS WERE PROVIDED. I CLEARLY UNDERSTAND THAT ANY VIOLATION OF THESE POLICIES IS GROUNDS FOR TERMINATION.

Discipline policies and procedures. I understand that under no condition am I to ever exercise corporal punishment with the student population of the Joaquin Independent School District. At no time am I permitted by the District to touch the children in an effort to discipline them or get their attention. This includes, but is not limited to pinching, touching with rulers, prodding with feet, hands or arms, and the use of any type of paddle. **Use of any physical discipline or corporal punishment will be grounds for immediate termination of employment with the District.**

Policies and procedures referring to employee standards of conduct: Sexual harassment policies DH (Legal, Local & Exhibit) and DIA (Legal and Local) have been reviewed and given to me during the workshop. Sexual harassment of any nature will not be tolerated by the District.

Access to Confidential Information: Violation of confidentiality may result in termination of employment. See: "Access to Confidential Information" in Substitute Handbook.

Computer Access: All District employees must conduct their use of the internet/network resources in a manner consistent with Joaquin ISD policies.

Professional Performance: Professional performance of all substitutes will be reviewed by school administrators and staff. Reports of any performance problems will be reported to the Human Resources Department. In the event that you are recommended by a principal to not return as a substitute to their campus, you will be removed from that particular campus. The Joaquin I.S.D. reserves the right to recommend your termination as a substitute if it is felt to be in the best interest of the school or the district.

At-Will Employee: Nothing contained herein construes an employment contract. Your employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason except for legally impermissible reasons. At-will employees are free to resign at any time for any reason. Please understand that you will not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the Summer, Winter, and Spring breaks.

Dress Code: Business Casual dress recommended (varies depending on the assignment)

- 1. Payroll:** Payroll schedule and Payroll information including rate of pay for substitute teachers and assistants has been provided in the Substitute Handbook.

Name printed

Signature

Date

JOAQUIN INDEPENDENT SCHOOL DISTRICT

Access to Confidential Information

Confidentiality: Substitute teachers have an important responsibility to ensure that confidentiality is used concerning sensitive and student record information. Student personal information, student behavior, performance and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. Taking pictures of students without parent permission is also not permitted. This includes pictures taken with cell phones or other technology related devices. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing the children assigned to them and should never discuss medically related or other sensitive information with those outside the school setting or who do not have a need to know such information.

As a requirement of my job duties I may have a school business need to access student and/or District information. I understand that information concerning any District employee or a student is to be held in the strictest confidence. (See GBA Legal)

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 Code of Federal Regulations (CFR) Part 99. FERPA is specifically incorporated into the Texas Open Records Act as an exception to records, which are subject to disclosures to the public.

In addition, I understand that any data files or output reports I may generate with individual employee or student data are confidential. I will not disclose to any unauthorized person any data files or reports which I am given or devise. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of password(s).

I also understand that failure to observe these restrictions constitutes a “breach of computer security” as defined in the Texas Penal Code, Chapter 33 Sec. 33.02, B, and that such an offense constitutes a class A misdemeanor and may result in immediate termination of employment.

TO: Human Resources
Joaquin Independent School District
11109 US Hwy. 84E
Joaquin, Texas 75954

RE: 2017-2018 Substitute Teacher Handbook

I have been given a copy of the above-mentioned handbook and understand its contents.

Name printed

Signature

Date

