



SUBSTITUTE TEACHER HANDBOOK

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COMMUNITY INDEPENDENT SCHOOL DISTRICT

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Community Independent School District

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The Community Independent School District does not discriminate on the basis of sex, race, religion, national origin, age, or handicapping conditions in its educational programs, support activities, or employment.

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Print Name: _____

Date: ____/____/____

Job Title: Substitute

Wage/Hour Status: Exempt

Reports to: Campus Principal

Essential Job Functions:

The substitute teacher is responsible for managing an assigned classroom, carrying out appropriate learning activities, and following lesson plans developed by the classroom teacher to ensure that students' education is not disrupted during the classroom teacher of record's absence. The substitute teacher works as a temporary, on-call, at will employee. Community ISD does not guarantee any amount or period of work. Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

- Reports to the principal or school secretary upon arrival at the school
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
- Assumes the responsibilities for instructing classes when a teacher is absent
- Assumes other responsibilities for that teacher during the time the teacher is absent
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
- Consults, as appropriate, with the principal or department or grade level head, before
- initiating any teaching or other procedures not specified in the lesson plans
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent
- Provides for individualized and small group assistance for students as indicated by lesson plans
- Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates
- Any other duties as assigned

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons

DUTY HOURS

A substitute will be paid for a **full day** from:

ELEMENTARY: 7:15 am - 3:15 pm
MIDDLE: 8:00 am - 4:00 pm
HIGH SCHOOL: 8:00 am - 4:00 pm

A substitute will be paid for a **half-day** for the following hours:

ELEMENTARY: 7:15 am - 11:15 am OR 11:15 am - 3:15 pm
MIDDLE: 8:00 am - 12:00 pm OR 12:00 am - 4:00 pm
HIGH SCHOOL: 8:00 am - 12:00 pm OR 12:00 am - 4:00 pm

COMPLETION OF ASSIGNMENT

A substitute is expected to be on duty according to the above schedule unless informed otherwise and approved by the principal. When a substitute teacher is on duty, he/she should continue his/her assignment until officially released by the principal. It is the responsibility of the principal to release the substitute teacher or to have him/her continue the assignment. **Therefore, the substitute must return to the principal's office at the end of the day for instructions.**

EVERY SUBSTITUTE MUST SIGN IN AND OUT ON THE AESOP SUBSTITUTE SIGN-IN SHEET TO BE PAID FOR THAT DAY.

SUBSTITUTE SALARY SCHEDULE

Substitutes will be paid monthly on the 20th of the month for the previous month's work according to the following schedule:

\$75.00 per day: Non Bachelor's degree
\$85.00 per day: Bachelor's Degree
\$95.00 per day: Valid Texas Teacher Certification

Long-term substitutes serving as a teacher in the same classroom for more than 20 consecutive days:

\$25 additional per day – beginning on day 20 and retroactive to first day of same assignment

ALL Paraprofessional positions (aides, clerks, etc.) are paid \$75.00 per day. These positions do not qualify for Long Term Pay.

NOTE: A substitute teacher absent for one (1) day in a thirty (30) school day long-term assignment will stay on the long-term pay scale without penalty. However, if the substitute teacher is absent two (2) school days in a thirty (30) day assignment, pay will revert back to the regular pay schedule for the next ten (10) continuous days, and on the eleventh day, will return to the long-term rate.

GENERAL RESPONSIBILITIES

RESPONSIBILITIES OF THE SUBSTITUTE

Substitute teachers, new to the District, need to be familiar with the general policies and procedures of the District. One way to accomplish this is by advance visits to the campuses. There substitutes may observe methods, specific techniques, lesson plans, materials used, and routine procedures. Substitutes should call campus principals to arrange such a visit.

Substitutes should be familiar with the location of the schools in the District, and should arrive on time for their assignments according to the Duty Hour schedule.

Substitutes should report directly to the principal's office, giving name and the assignment accepted to the office staff. **Please Note: *Occasionally, the campus principal may change your assignment to meet the school's immediate needs. On the occasion of your assignment changes, your flexibility is required and appreciated.*** Substitutes should inquire each day, upon arrival at the campus, whether the absent teacher has campus responsibilities such as hall duty, bus duty, lunchroom duty, playground duty, etc. If so, these duties will be part of the substitute's schedule for the day. Check the regular teacher's mailbox.

The principal or office staff will arrange for the absent teacher's room to be unlocked. Consult the principal or an assigned teacher if there are any questions about the day's activities.

Check the room condition, noting lighting, temperature, and seating arrangements.

Review the regular teacher's lesson plans, teaching materials, and disaster drill regulations. A lesson plan folder should be available to all substitutes, if not, notify the office, team leader, or department head for assistance. Lesson plans **must** be followed by the substitute.

The class roll should be checked at the times and in the manner designated by the building principal. Names and dates of absentees and tardies should be listed as instructed.

Any money collected should be deposited in the office with adequate records before leaving the building.

New textbooks, workbooks, or library books should not be issued by the substitute teacher unless the regular teacher requests the substitute teacher to do so.

The substitute should follow the regular routine of the class and follow the teacher's directions as to assignments and procedures. In case this cannot be done, the substitute should notify the office immediately.

The substitute should fulfill the regular teacher's entire daily program including any hall duty, bus duty, playground duty, etc. Substitutes are responsible for notifying the office when on bus or outside duty.

All unusual requests from parents and pupils should be referred to the principal. Examples include requests to be dismissed early or to be absent from the classroom for some activity.

Students should never be released from the building during the school hours without office permission. Substitutes should not contact parents by phone or in writing. Parent conferences should be arranged only after consultation with the principal.

DISCIPLINE

Refer to Student Code of Conduct for Discipline Policies

All discipline cases, which cannot be handled in the room in an appropriate manner, should be referred to the principal or assistant principal. Under no circumstances should the substitute teacher administer corporal punishment or any physical means of restraint. **The substitute should never leave a class unattended.** A copy of the Student Code of Conduct will be available in the campus main office or on-line at www.Communityisd.org

The substitute teacher should not assign written work that is not in the lesson plans, except by request of the regular teacher or department chairperson. Any written work assigned in the lesson plans should be gathered, but graded only at the request of the regular teacher or department chairperson. Any written work which is beyond the lesson plans for the regular teacher should be graded and left for him/her to examine. If no lesson plans are available, the principal, team leader or department head should be contacted immediately.

Homework should be assigned only if requested by the regular teacher. It is in the best interest of the students and the substitute for the substitute to keep in close contact with the regular teacher as possible. If the substitute assignment is for more than one day, the substitute should speak with the campus principal concerning contacting the regular teacher. When the substitute assignment is for a long-term period, the substitute should take the responsibility for instructional planning, making appropriate assignments, grading papers, keeping records, and taking over special duties of the regular teacher. He/she should attend faculty meetings and assume other extra duties of the regular teacher as instructed by the campus principal.

A short summary of the activities completed during the regular teacher's absence should be prepared for the regular teacher and placed in his/her lesson plan book.

The substitute teacher should leave the room in good order, locking the door, if possible.

PROFESSIONAL ETHICS

The substitute has a professional obligation to the regular teacher, the classroom, and the school. He/she should use extreme caution in expressing personal reactions and opinions about what he/she sees and hears in the classroom and the school in which he/she teaches. **Any information about the pupils must be treated as confidential.** A substitute teacher should avoid unfavorable criticism of the regular teacher or students except such as is formally presented to the principal in the interest of the school.

Under no circumstances should a substitute teacher criticize a regular teacher, or school procedures in the presence of other teachers or students.

The substitute should not compare one school with another, one principal with another, or one group of pupils with another. Adaptability to each unique situation is a necessary characteristic of the substitute teacher. All personal actions, while on campus, should be in a professional manner.

DUTIES OF SCHOOL, PRINCIPAL, AND TEACHER TO THE SUBSTITUTE

THE SCHOOL OFFICE AND CAMPUS PRINCIPAL

When the substitute arrives at the school, the principal or designee will make a special effort to welcome the substitute and help him/her become oriented to school procedures and layout.

A folder with information about school routines, attendance records, schedules, special class grouping, disaster drill, and procedures unique to that particular school should be available. (This folder may be filed in the teacher's desk or in the principal's office).

THE REGULAR TEACHER

If at all possible, the principal should be notified of the prospective absence the day before the absence. Notification on the morning of the absence often causes delay in obtaining a suitable substitute teacher. If it is not possible to notify the principal the previous day, the request should be made at 5:30 a.m., if possible.

It is the duty of the absent teacher to notify the school office before class dismissal time on the day before his/her anticipated return so that the substitute may be released.

Lesson plans, class rolls, daily schedule and routines, extracurricular duties, seating charts, teacher's editions and guides, teaching materials and reporting forms should be well organized. The Substitute Folder should contain this information.

Monitors and class helpers should know what assistance they could give a substitute teacher. A list of pupils who can be depended on for reliable aid is most helpful.

Teachers should recognize the substitute as an important factor in the educational program. From the beginning of the year (and especially whenever an absence is anticipated), the regular teacher should do everything possible to prepare the children for work with the substitute teacher. Such planning should emphasize helpfulness, respect, consideration, good manners, and behavior.

The regular teacher has a professional obligation to the substitute teacher. A regular teacher should avoid unfavorable criticism of the substitute teacher except such as is formally presented to the principal in the interest of the school.

The regular teacher may give feedback for each substitute assigned to his/her class on the teacher's Aesop website.

TIPS FOR SUBSTITUTES

Organization and advance planning are the keys to successful teaching of any type. While the substitute is at a disadvantage in many phases of advance planning, there are some tools and flexibility at the substitute's disposal.

Learn to operate audio-visual equipment. Spend some of your own time in the audio-visual department of the school in which you plan to substitute. Expertise gained here will pay off later in the classroom. Frequently, substitutes are called on to operate overhead projectors, televisions, VCR's, projectors, copiers, and computers.

Prepare a blank seating chart. Take a generic seating chart to your assignment. Fill in each student's name in the proper space of the seating chart. (Suggestion: When substitute teaching at an elementary campus, have name tags for each student to wear.)

A seating chart will enable you to call each student by name and will result in fewer discipline problems since students will soon realize they are no longer anonymous. Inform the class that you will leave the completed chart for the regular teacher.

Be firm, but courteous. Students respond well to firm and consistent discipline. Apply discipline fairly to all students.

Students need discipline and will respect you if your guidelines have been carefully selected. Soon you will establish your "reputation" and discipline problems will decrease.

If a situation develops that is more than you can control, ask for help from the teacher in the next classroom or contact the main office. **NEVER LEAVE STUDENTS UNATTENDED.**

Leave a summary report for the regular teacher. Summarize your day, period by period, for the regular teacher. Report any changes you made in his or her lesson plan and any discipline or other problems you may have experienced. Teachers appreciate knowing what occurred in the classroom during their absence.

While not all inclusive, these suggestions may prove helpful to the beginning substitute teacher. With preparation, the task should prove rewarding for all involved.

PROFESSIONAL CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS - DH (EXHIBIT)

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession,

shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

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 District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7. The educator shall comply with state regulations, written local 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 District employees, Board members, students, or parents of students.
- Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

- Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

- Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3. The educator shall adhere to written local 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.
- 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 electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include:
- a. The nature, purpose, timing, and amount of the communication;
 - b. The subject matter of the communication;
 - c. Whether the communication was made openly or the educator attempted to conceal the communication;
 - d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - e. Whether the communication was sexually explicit; and
 - f. 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.

Employee Professional Dress Guidelines

The Community ISD Board of Trustees recognizes that teachers and other staff are role models for our students. As educators, our commitment to excellence should be reflected in our appearance. The manner in which teachers and staff present themselves will set an appropriate tone for students and establish the respect given teachers, staff and the school district as a whole.

To this end, all staff members must appear neat, clean and appropriately dressed at all times for a business or professional environment in accordance with the position held by the employee. In general, a business casual style is appropriate for professional and paraprofessional employees.

Unprofessional accessories for all employees

- Jewelry affixed to the nose, tongue, cheek, lip or eyebrow
- Cell phone ear pieces during class times.

Unacceptable attire for females

- Articles of clothing that are ripped, torn or transparent, or that contain holes to expose undergarments and/or skin.
- Low-cut blouses, tops or sweaters with plunging neck-lines.
- **The display of cleavage is unacceptable.**
- Shirts, blouses or dresses that do not cover the back, waist or midriff. This includes, but is not limited to, crop tops, tube tops, halters and spaghetti straps less than two inches in width.
- Strapless dresses and tops without jackets
- Shirts, blouses and dresses that have excessive cut outs revealing undergarments or skin.
- Pants that do not reach below the knee such as capris.
- Shorts, cut-offs, blue jeans, sweat pants or wind pants
- Sleeveless T-shirts and /or T-shirts that display vulgarities, obscenities, offensive or suggestive prints regarding drugs, alcohol or sex.
- Clothing that is excessively tight fitting.
- Beach shoes, flip-flops, Crocs or slippers
- Head coverings worn indoors except for religious reason.
- Denim wear.

Unacceptable attire for males

- Articles of clothing that are ripped, torn, transparent or that contain holes to expose undergarments and/or skin.
- Shorts, cut-offs, blue jeans, sweat pants or wind pants.
- Sagging pants
- Sleeveless T-shirts and /or T-shirts that display vulgarities, obscenities, offensive or suggestive prints regarding drugs, alcohol or sex.
- Beach shoes, flip-flops, Crops or slippers
- Head coverings worn indoor except for religious reasons.
- Denim wear.

***Exception made for physical education or athletic classes.**

Administration and administrative support employees are expected to project a professional image at all times. They are to be dressed and groomed appropriately in accordance with these guidelines.

Determination of the appropriateness of dress shall be left to the discretion of the principal or immediate supervisor. He or she will counsel the individual employee regarding suitable, appropriate, acceptable and professional dress and may ask the employee to change attire or make other accommodations for acceptable dress.

Reasonable accommodations shall be made by their appropriate supervisors for those employees who, because of sincerely held religious beliefs, cultural heritage or medical reason, request a waiver of a particular part of this guideline for dress and appearance.

ACCESS TO POLICY

- Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.
- All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]
- All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.
- Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]
- All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]
- All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.
- Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]
- All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

VIOLATIONS OF STANDARDS OF CONDUCT

- 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 attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

SAFETY REQUIREMENTS

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

HARASSMENT OR ABUSE

- Employees shall not engage in prohibited harassment, including sexual harassment, of:
 - Other employees, as defined at DIA.
 - Students, as defined at FFH. [See FFG regarding child abuse and neglect]

- While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, or other persons, including Board members, vendors, contractors, volunteers, or parents.

RELATIONSHIPS WITH STUDENTS

- Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE

- Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

ALCOHOL AND DRUGS

- Employees shall not 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:
 - o Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - o Alcohol or any alcoholic beverage.
 - o Any glue, aerosol paint, or any other chemical substance for inhalation.
 - o Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

EXCEPTIONS

- An employee who manufactures, possess, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

NOTICE

- Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See DI(EXHIBIT)]
- A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS AND CONVICTIONS

- An employee who is arrested for any felony or any offense involving moral turpitude shall report the arrest to the principal or immediate supervisor and superintendent within three calendar days of the arrest. An employee who is convicted of or receives deferred

adjudication for such an offense shall also report that event to the principal or immediate supervisor and superintendent within three calendar days of the event.

MORAL TURPITUDE

- Moral turpitude includes but is not limited to:
 - Dishonesty; fraud; deceit; theft; misrepresentation
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor.
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
 - Acts constituting abuse under the Texas Family Code.

DRESS AND GROOMING

- The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.
- District employees shall act as role models, exemplifying the highest standards of professional appearance to teach community values and proper grooming and hygiene.

WAIVER

- The Superintendent may waive the dress code for District employees when school is not in session. Employees shall be notified by the Superintendent when such a waiver is in effect, defining the parameters of the dress code waiver based on seasonal weather conditions, special events, and the like.

APPROPRIATE ATTIRE

- Professional personnel shall be expected to dress in a manner that projects a professional image for the employee, school, and District.
- Male professionals shall wear a dress shirt, dress slacks, or other appropriate professional clothing with a tie.
- Female professionals shall wear professional dresses and skirts that are not shorter than two inches above the bend of the knee in length, dressy slacks, and or other appropriate professional clothing, from the first day students arrive at school to the last day students depart from school. Summer school staff shall be expected to wear appropriate professional clothing (as outlined previously), from the first day students arrive at summer school to the last day students depart from summer school.

- Office, clerical, and teacher assistant support personnel shall wear professional attire according to the definition above.
- Other support personnel shall wear attire in accordance with workplace standards.
- The following clothing shall not be considered professional attire pursuant to this policy: jeans, shorts, revealing/provocative shirts and tops, t-shirts, short skirts, capris, spandex or similar tight outfits. Slippers, flip-flops, house shoes, and other similar foot apparel shall not be considered professional attire.

GROOMING

- All employees are expected to exemplify proper grooming standards in a manner that projects an appropriate image for the employee, school, and District.
- Male employees shall keep their hair groomed neatly. Beards and mustaches shall be neatly groomed. Male employees shall not wear earrings or other similar facial jewelry.
- Employees shall not wear any jewelry, or similar artifacts, that are either obscene, distracting, or may cause disruptions to the educational environment. Hats shall not be worn inside the building.
- Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for teachers in certain grades/subjects (i.e. vocational courses, physical education) or for medical necessities/religions.
- The above standards are meant to promote community values and enhance an orderly educational environment, and shall not infringe on any individual's religious beliefs or protected free speech.

CELLULAR PHONES

- The following shall apply to the use of cellular phones in school buildings:
 - Teachers may use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day.
 - Personal calls may not be made or received during class periods. Cellular phones shall remain off during instructional time.

ELECTRONIC RECORDING CONVERSATIONS AND MEETINGS

- Employees shall not electronically record by audio, video, or other means any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting.

TELEPHONE CONVERSATIONS

- Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.

OPEN MEETINGS AND OTHER PUBLIC MEETINGS

- These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, Board committee meetings, appeals and grievance hearings, and any other Board-sanctioned meeting recorded in accordance with Board policy.

OFFICIAL INVESTIGATIONS

- These provisions are not intended to limit or restrict electronic recordings invoking authorized investigations conducted by the police department.

Substitute Pay Schedule

Important Dates to Remember Monthly Payroll 2019-2020

Pay Date	Cut Off Date**
September 20, 2019	September 4, 2019
October 18, 2019	October 2, 2019
November 20, 2019	October 30, 2019
December 18, 2019	December 4, 2019
January 17, 2020	January 1, 2020
February 20, 2020	January 29, 2020
March 20, 2020	March 4, 2020
April 20, 2020	April 1, 2020
May 20, 2020	April 29, 2020
June 18, 2020	June 3, 2020

*Additional pay run for summer supplemental work only

** All absence from duty forms, supplemental pay forms and timesheets must be IN THE PAYROLL OFFICE by 12:00 noon, the Wednesday following the cutoff date to be included in that month's payroll. All dates are subject to change.

Absence Management System



Community ISD has implemented an automated service that will greatly simplify and streamline the process of notifying you when your services are needed in the District. This service utilizes both the phone and the internet to assist you in locating jobs in the school district for which you work. The administrative office has selected the following hours as standard call times when the service may call for substitutes: [5:30 AM – 8:00 AM; 5:00 PM – 10:00 PM]. Please insure that the number on file with the Payroll Office is the number you want the system to call.

Things to note:

You may interact with the system either on the internet at <https://www.frontlineeducation.com> or by way of a Toll Free, automated voice instruction menu system at (1-800-94-AESOP). The system will call you within the call times specified above.

What to do when the system calls you:

You may be prompted to enter either a PIN number and/or an identification (ID) number. This information will be provided to you by the district upon enrollment.

The system will provide you with the following details of the assignment:

1. School name
2. Date(s) of assignment
3. Room or location where you need to report
4. Start time
5. Any further special instructions left by the absentee.

You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. **Please remember that you have not accepted the job until you receive a confirmation number.**

Please note: You may also contact the system to search for available jobs 24 hours a day, 7 days a week on the internet at <https://www.frontlineeducation.com> or on the phone at 1-800-942-3767 (1-800-94-AESOP).

How to contact the system via our website:

You can also search for and accept available jobs, change personal settings, update your calendar, and personalize your available to call times by visiting the website at <https://www.frontlineeducation.com>. You will be prompted to enter your ID and pin numbers. Should you experience difficulty using the system, please contact the Payroll Office at (972) 843-6017. We are confident that your experience will be beneficial and enjoyable.