

**SUBSTITUTE
TEACHER
HANDBOOK
2022-2023**



TEXARKANA
Independent School District



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Report from Substitute Teacher Form

This handbook supersedes all prior editions of the Texarkana ISD Substitute Handbook.

Notice of Nondiscrimination and Equal Employment Opportunity

It is the policy of Texarkana Independent School District to comply with the nondiscrimination provisions of all Federal and State laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, physical disability or age (except where age, sex, or physical requirements constitutes a bona fide occupational qualification necessary to proper and efficient administration.)

District Information

Description of the District

Texarkana Independent School District was established in 1886 and is accredited by the Texas Education Agency. The District provides quality education for pre-kindergarten through twelfth grade students, including career and technology, STEM, special population services and many other programs. Additionally, the District operates the Tiger Learning Center that provides childcare services for children ages three and up. The District strives to provide a variety of educational opportunities and involvement for the entire community.

The district philosophy expresses a desire for students to achieve intellectual, social, physical, and occupational competence through their learning activities. Emphasis on academic and extracurricular activities provides students with opportunities for total development.

Personnel in TISD receive extensive, on-going professional development opportunities. As the school staff is provided with new and better tools for instruction and management, the district believes it will be better able to guarantee that all students will be exposed to a quality environment that will ensure learning.

The District enrollment is approximately 7,200. Texarkana ISD serves the student population with a staff of approximately 1,200 teachers, administrators, and support personnel.

General District Information

The District establishes high standards for all employees, including substitutes. Substitutes are an important part of the educational program and contribute to the education of the children in this community. The District requires completion of an online substitute training program to help familiarize substitutes with Texarkana ISD and its expectations for substitutes.

This guide should help answer many of the questions a substitute might have. However, if additional questions arise, please direct them to the district substitute contact:

Shelley McGee, Employee Benefits Specialist

TISD Administration Office

2208 Kennedy Lane

Texarkana, TX 75503

(903) 794-8473 ext. 1009

shelley.mcgee@txkisd.net

Texarkana Independent School District consists of thirteen public school campuses, where substitutes may be needed:

- 9 Elementary Schools
- 1 Middle School (Grades 6-8)
- 1 High School (Grades 9-12)
- 1 Alternative Program
- OPTIONS Academic Alternative Campus (Grades 9-12), located on the Texarkana College campus

Board of Trustees

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's students. Trustees serve without compensation, must be registered voters and must reside in the district. The Board consists of seven Trustees, two elected at large and five elected from single-member districts in accordance with Texas law, serving terms of three years, with elections held annually. The terms of one-third of the Trustees, or as near to one-third as possible, expire each year. Education Code 11.051(b), 11.052, 11.059

Board Members

Gerald Brooks, President; Wanda Boyette, Vice President; Bill Kimbro, Secretary; Amy Bowers, Bryan DePriest, Fred Norton, Jr., and Paul Miller.

Trustees usually meet the fourth Wednesday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web Site and at the Administration Building, located at 4241 Summerhill Road, Texarkana, Texas, at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with two hours' notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Board Policy *(BF Series)*

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

The Board shall designate one copy of the local policy manual as the official policy manual of the district. The official copy shall be kept in the Superintendent's office, and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain an historical record of the District's policy manual. Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

The TISD Board Policies can be accessed and viewed through the Internet. This online service can be accessed through the TISD Web Site or through the following Internet address:

<http://pol.tasb.org/Home/Index/206>

This online presentation of TISD district policy is an electronic representation of Texas Association of School Board's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official authoritative manual is available for inspection in the office of the Superintendent.

Central Office Administrative Staff

4241 Summerhill Road
(903) 794-3651

Texarkana, Texas 75503
Fax (903) 792-2632

SUPERINTENDENT

Dr. Doug Brubaker

Deputy Superintendent

Autumn Thomas

Assistant Superintendent of Community and Student Development

Jo Ann Rice

Chief Innovation Officer

Sherry Penix

Chief Operating Officer

Ken Reese

Chief Academic Officer

Holly Tucker

Chief Financial Officer

Anita Clay

Executive Directors

Athletics

Gerry Stanford

Curriculum and Instruction

Christy Tidwell

Human Resources

Amy Nix

Directors

Chief of Police

Brad Irvin

Child Nutrition

Christie Lammers

Academics

Laurie Pace

ASPIRE Program

Rebecca Graham

Communications, Marketing and Development

Todd Marshall

Information Technology

Rusty Ogburn

Maintenance

Jason Green

MIS

Kevin McCarty

Performing Arts

Arnie Lawson, Jr.

Purchasing and Special Events

David DeFoy

Special Programs

Kay Stickels

STEM

Lakesha Taylor

Student Services

Amanda Eisley

Transportation

Kaye Oliver

21st Century Community Learning Ctr

Michelle Hadous

Directory of Schools

<p>HIGHLANDPARKELEMENTARY Pre-Kindergarten – 5th Grade 401 West 25th Street Texarkana, TX 75503 903-794-8001</p>	<p>Principal: Jennifer Cross Assistant Principal: Cora Patton <u>Substitute Contact(s):</u> Paola Cambindo, Administrative Assistant Cora Patton, Assistant Principal</p>
<p>MORRIS ELEMENTARY Kindergarten – 5th Grade 4826 University Park Texarkana, TX 75503 903-791-2262</p>	<p>Principal: Lauren Pilgreen Assistant Principal: <u>Substitute Contact(s):</u> Kim Roberts, Administrative Assistant Assistant Principal</p>
<p>NASH ELEMENTARY Pre-Kindergarten – 5th Grade 100 Burton Nash, TX 75569 903-838-4321</p>	<p>Principal: Liliana Luna Assistant Principals: Carmelya Vaughn Jacquelyn Smith <u>Substitute Contact(s):</u> Penny Wicker, Administrative Assistant</p>
<p>OPTIONS Texarkana College Campus Academic Alternative Campus 903-793-5632</p>	<p>Principal: Amy Doss <u>Substitute Contact(s):</u> Amy Doss, Principal</p>
<p>PAUL LAURENCE DUNBAR EARLY EDUCATION CENTER Pre-Kindergarten 2315 West 10th Street Texarkana, TX 75503 903-794-8112</p>	<p>Principal: Dr. Tabitha Dudley Assistant Principal: Vanessa Buchanan <u>Substitute Contact(s):</u> Whitney Haskins, Administrative Assistant</p>
<p>SECONDARY DAEP/TILC 3201 Lincoln Street Texarkana, TX 75503 903-798-6888</p>	<p>Principal: Bobbie Nichols Assistant Principal: Eric Norton <u>Substitute Contact(s):</u> Bobbie Nichols, Principal</p>
<p>SPRING LAKE PARK ELEMENTARY Pre-Kindergarten – 5th Grade 4324 Ghio-Fish Blvd. Texarkana, TX 75503 903-794-7525</p>	<p>Principal: Anne Slade Assistant Principal: Amanda Sumpter <u>Substitute Contact(s):</u> Carmeshia Ogden, Administrative Assistant Amanda Sumpter, Assistant Principal</p>

<p>TEXAS HIGH SCHOOL 9th – 12th Grades</p> <p>4001 Summerhill Rd Texarkana, TX 75503 903-794-3891</p>	<p>Principal: Patti O’Bannon Associate Principal: Bettie Lynn Stark Assistant Principals: Julius Anderson Debra Campbell William Harris Charlotte Leon Jo Dee Lott Erin Davis Lara Herring AP Intern: Matt Turner <u>Substitute Contact(s):</u> Kari Haworth, Administrative Assistant William Harris, Assistant Principal</p>
<p>TEXAS MIDDLE SCHOOL 6th – 8th Grades</p> <p>2100 College Drive Texarkana, TX 75503 903-793-5631</p>	<p>Principal: Shawn Davis Associate Principals: Karen Brown Kevin Hamilton Assistant Principals: Natosha Jones Lindsey Watson Franshicka Banks Brown Ocie Hanes Assistant Principal Intern: <u>Derek Jenkins</u> <u>Substitute Contact(s):</u> Karen Brown, Associate Principal</p>
<p>THERON JONES EARLY LITERACY CENTER</p> <p>Kindergarten – 2nd Grade 2600 West 15th ST Texarkana, TX 75503 903-793-4871</p>	<p>Principal: Melodie White Assistant Principal: Deborah Scott</p> <p><u>Substitute Contact(s):</u> Allison Lee, Administrative Assistant Melodie White, Principal</p>
<p>WAGGONER CREEK ELEMENTARY</p> <p>Pre-Kindergarten – 5th Grade 6335 Gibson Lane Texarkana, TX 75503 903-255-3301</p>	<p>Principal: Angie Griffin Assistant Principal: Lindy Davis</p> <p><u>Substitute Contact(s):</u> Angie Page, Administrative Assistant</p>

<p>WAKE VILLAGE ELEMENTARY</p> <p>Pre-Kindergarten – 5th Grade 400 Wildcat Dr. Texarkana, TX 75501 903-838-4261</p>	<p>Principal: Mindy Gennings</p> <p>Assistant Principals: Kristi Lewis Andrew McCarter</p> <p><u>Substitute Contact(s):</u> Tamara Morrow, Administrative Assistant</p>
<p>WESTLAWN ELEMENTARY</p> <p>3rd Grade – 5th Grade 410 Westlawn Dr. Texarkana, TX 75503 903-223-4252</p>	<p>Principal: Elodia Witterstaetter</p> <p>Assistant Principals: Theresa Knight-Allen Kedrick Jones</p> <p><u>Substitute Contact(s):</u> Ingrid Page-Brown, Administrative Assistant</p>

Procedures and Requirements

In order to be considered for employment as a substitute with Texarkana ISD, a candidate must complete the following steps:

1. Submit an online Substitute application at <https://txkisd.tedk12.com/hire/Index.aspx>.
2. If selected for consideration, complete a scheduled, brief interview with the Human Resources Department.
3. Following a successful interview, complete an online Substitute Orientation course through *The App Garden University*. Information on this will be provided by the Human Resources Department.
4. Complete state required fingerprinting with a clear background check. The cost for fingerprinting is up to \$50.00, and directions for this will be provided by the Human Resources Department.
5. Upon completion of Substitute Orientation and a clear background check, new substitutes will complete/provide the necessary paperwork for employment, including:
 - a. W-4 Form (Federal Withholding tax)
 - b. I-9 Form (Employment Eligibility Verification)
 - c. Proof of Identification
 - d. Copy of College/High School Transcript(s)
 - e. Copy of Teaching Certificate (if applicable)

Prospective substitutes will not be placed on the list until all documentation is received. Once all onboarding steps are completed, the Substitute will be issued a badge and parking pass. Campuses are provided with an updated list of eligible substitutes as new substitutes are added to the list. Substitutes are scheduled by an automated system or by the campus representative. When possible, substitutes are called in advance, but this is the exception rather than the rule. Most calls are made early in the morning of the day on which a substitute is needed.

A substitute may indicate a preference for a campus/grade level or for certain days of the week. These preferences may limit the opportunities for substituting assignments.

It is not necessary for the substitute to accept every assignment for which he/she is called. However, substitutes who are dependable and regularly accept assignments are most often contacted by the campus contact person.

Canceling Assignments: If you must cancel an assignment, please do so as early as possible in order for the system to locate another substitute for this assignment. Only in extreme emergencies should an assignment be canceled the day of the assignment. If you must cancel an assignment, notify the campus contact person and the Human Resources department immediately.

Commitment: By your request to be placed on the TISD Substitute list, you accept the commitment to teach when you are called. Substitutes who repeatedly turn down assignments, who are repeatedly unavailable for calls, or who frequently cancel assignments will be reviewed and may be suspended from the substitute calling system and/or dismissed from employment.

Additionally, a substitute should keep the following information up-to-date with the Human Resources Department at all times:

- home/ mailing address
- best contact telephone number
- any circumstances that might interfere with substitute’s ability to continue working

This information will need to be kept current, as the district utilizes this information for communication and assignment purposes.

Compensation Information

Paychecks are mailed to the substitute’s home address or direct deposited on the scheduled pay date of each month (see dates below). **Substitutes are paid monthly for the days worked in the previous month.** It is very important that each substitute keep accurate records of substitute assignments. In the event that there are questions about paychecks, please contact the payroll office at the administration building, 903-794-3651 ext. 1021.

Substitute Daily Pay Rates

- Substitutes with High School Diploma or Bachelor’s Degree: \$90
- Certified Teacher with Active Certification: \$120
- Long Term Substitutes for Teachers: \$95 non certified
 -30 days consecutively in the same assignment: \$125 certified
 -Begins on the 31st day

No long term pay is available for aide assignments

PAY DATES

<i>July</i>	<i>July 25, 2022</i>	<i>January</i>	<i>January 25, 2023</i>
<i>August</i>	<i>August 25, 2022</i>	<i>February</i>	<i>February 24, 2023</i>
<i>September</i>	<i>September 23, 2022</i>	<i>March</i>	<i>March 24, 2023</i>
<i>October</i>	<i>October 25, 2022</i>	<i>April</i>	<i>April 25, 2023</i>
<i>November</i>	<i>November 18, 2022</i>	<i>May</i>	<i>May 25, 2023</i>
<i>December</i>	<i>December 15, 2022</i>	<i>June</i>	<i>June 23, 2023</i>

Substitutes assigned to report **AFTER 11:30 a.m.** and working for the remainder of the day or assigned to report at the start of the day and working until **11:30 a.m.** will be paid one-half of the daily rate. Substitutes assigned to report **BEFORE 11:30 a.m.** and working for the remainder of the day will be paid the full daily rate.

Retirement Benefits. A substitute does not qualify for membership in the Texas Teacher Retirement System (TRS) unless he/she teaches for a total of ninety (90) days during one school year. For substitutes who teach ninety (90) or more days, funds are not withheld from the substitute's check, and payment into the TRS must be made directly to the system by the substitute.

Federal Withholding Tax. Federal Withholding Tax is withheld from the substitute's wages according to the exemptions filed on the W-4 form submitted by the substitute. Should a substitute desire to make any changes in the exemptions filed, the substitute should notify the Payroll Office at 794-3651, Extension 1021.

Worker's Compensation. The District, in accordance with state law, provides workers' compensation benefits to any substitute who suffers a work-related illness or who is injured on the job. Any injury incurred while a substitute is on school property during the normal course of duties as a substitute teacher should be reported immediately to the campus principal. A written record of the injury must be established. The campus principal will inform the substitute of procedures following a work-related injury.

Arrival at School

Substitutes should report for duty at the designated school at least 30 minutes prior to the first class. The campus contact person will provide information about beginning times. An early arrival provides a substitute the opportunity to review campus procedures, locate the classroom(s), review the teacher's instructions, and prepare materials for instruction. If the assignment is for half day in the afternoon, substitutes are to report to the assigned campus by 11:30 a.m.

Upon arrival at the campus:

1. **The Substitute should immediately SIGN IN at the front office.** Payroll is verified from these sign-in sheets, so it is imperative that sign-in is completed each day that a Substitute works.
2. The campus contact person will issue the substitute any necessary keys or other items.
3. The campus contact person will inform the substitute regarding the location of the substitute notebook or other campus/teacher instructions.
4. Substitutes should expect to find:
 - information about attendance procedures
 - class schedules
 - lesson plans
 - general procedures
 - information about other duties such as hall, cafeteria, or bus duty
 - instructions about specific student needs
 - emergency procedures
 - information about possible changes from normal daily routines

The principal or school secretary should be able to assist the substitute with any additional information. The substitute should not hesitate to ask for any help or information.

Getting Started

Prior to the beginning of the first class, the substitute should review all of the materials provided by the teacher. If a seating chart cannot be located, the substitute should create one and insert the student's names as soon as they are seated. This seating chart will help the substitute to identify individual students by name and will eliminate many student management problems. The ability to call a student by his/her name is an important tool for classroom management.

Duties and Responsibilities

Successful substitute teaching is a partnership between the substitute, the teacher, and campus and district staff.

Principal or Campus Designee's Responsibilities

The Principal or campus designee will:

- Direct the substitute to the classroom
- Provide a campus bell schedule
- Assist the substitute in locating the substitute folder, lesson plans, and supplies
- Notify the substitute of any special programs or events for the day
- Provide a brief campus orientation if necessary
- Release the substitute when their services are no longer needed
- Help the substitute feel welcome

The Teacher's Responsibilities

The Teacher will place all materials in an accessible location. This includes:

- Detailed lesson plans
- Attendance sheets
- Current seating chart
- Lists of any special arrangements for individual students (ex: content mastery, medication needs, resource, etc.)
- Referral slips
- Hall passes (ex: nurse, library, restroom)

Responsibilities of the Substitute Teacher

Substitutes are considered professionals and are expected to observe the same ethical codes as all other employees. It is important that a professional attitude toward your work be maintained. Complaints should be directed only to the campus Principal or the Human Resources department.

- Remain on duty the number of hours the students are scheduled. Substitutes may leave when the students leave for the day. Substitutes are paid for 7.5 hours of work if working a full day. A building administrator may assign other duties or another class during conference periods or unscheduled times. **Conference periods are not guaranteed for Substitutes!** Many days you may be asked to work in another area during that time.
- Exercise good judgment in the maintenance of a positive learning environment.
- In the classroom, circulate and supervise! Organize and grade all assigned work if you are instructed to do so by the regular Teacher.
- **Under no circumstances should students be placed in an unsupervised situation.** The Substitute is to remain with the class(es) during all designated class times, during group travel in the hallway, and at any activities/assemblies/etc. **You must remain with your students at all times.**
- The Substitute has the same responsibility for students, equipment and materials as the regular Teacher or Paraprofessional for whom he/she is substituting. Supervision of halls and corridors is a responsibility of all Teachers, especially when students are

- entering or leaving the building.
- Substitutes are expected to keep confidential any information about the school, including students, parents and staff, which might be gained while substituting.
 - If a child becomes ill or has an accident while at school, the child should be sent to the office or the campus Nurse/Health Aide. In case of serious injury or illness, send for the campus Nurse/Health Aide or an Administrator immediately. Under no circumstances should a Substitute administer medication of any kind to a student.
 - Any outsider that comes to the classroom for information about a child to asking for a child to be released should be directed immediately to the campus office. **NO** student is to be released from the classroom without official notice from the campus office.
 - Every reasonable effort should be made by a Substitute to solve problems before they are referred to the Principal/office. Occasionally, incidents may occur which warrant exclusion of a student from the classroom. **Never touch a student**, regardless of the problem, cause, reason, or dispute.
 - Avoid any language or behavior, which may be deemed inappropriate for a public school classroom.
 - Treat all students in a fair manner.
 - Be responsive to parent contacts, should they occur, but leave parent conferences to the regular teacher or campus designee.
 - Leave a brief summary of the work completed, as well as any other information that would be helpful to the Teacher. If a serious problem should arise during the day, notify someone in the campus office before you leave for the day. This is good protection for you, the school, and the district. At the close of the day, it is a good idea to check with the school secretary to determine if the person for whom you are substituting will return the following day or whether your services will be needed again.

Discipline:

- **It is the responsibility of the substitute to find out what each campus' policies and procedures are for dealing with discipline problems before administering any form of discipline.**
- **Under no circumstance is a substitute teacher to administer corporal punishment or use physical force in dealing with student discipline. Doing so will result in being removed from the substitute list.**
- **All serious discipline problems are to be referred to the campus designee.**
- **A note to the teacher is required any time a student has been a disruptive factor in the classroom that day.**

Code of Ethics – All Employees

Educators' Code of Ethics

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The

Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

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

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

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

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

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

Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

Ethical Conduct Toward Students

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

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

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

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

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

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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

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

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;

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

19 TAC 247.2

Employment

Substitute employment is “at will” and temporary/intermittent employment. Non-contractual employees have no property right in their employment and may be dismissed at will at any time for no reason or for any reason not prohibited by law. Non-contractual employees may resign at any time for any reason or no reason. Neither this handbook, nor any communications by any Texarkana ISD employee, oral or written, nor any conduct of any kind between substitute employees and Texarkana ISD representatives is intended in any way to create an employment contract binding on either Texarkana ISD or any substitute employee

Summer School

Typically, there is NO substitute work available during the summer.

Conclusion

Being a substitute is not easy. It requires the ability to spontaneously walk into any classroom setting and carry out the daily activities as the regularly assigned teacher would. In addition to being ready on a moment’s notice, substitute teachers are also required to demonstrate quality in their teaching and professionalism in the way they relate to students, parents, and district employees. We hope the suggestions and ideas presented in this handbook will help you in this challenge. We also hope that you will realize you are an integral part of Texarkana ISD. We appreciate you and your commitment to the students of our district.

THE EFFECTIVE TEACHER

Exhibits positive expectations for all students.

Establishes good classroom management techniques.

Designs lessons for student mastery.

How To Get Students to Work Cooperatively on an Activity

Specify the group NAME

Specify the SIZE of the group

State the PURPOSE, MATERIALS,
AND STEPS of the activity

Teach the PROCEDURES

Specify and teach the
COOPERATIVE SKILLS needed

Hold the individuals
ACCOUNTABLE

OUT OF SCHOOL CAUSES OF DISCIPLINE PROBLEMS

Violence in society
Effects of the media
"ME" generation
Lack of a secure family environment
Difficult temperament
feelings

IN SCHOOL CAUSES OF DISCIPLINE PROBLEMS

Lack of success
Student boredom
Powerlessness
Unclear limits
Lack of acceptable outlets for
Attacks on dignity

The Substitute's Checklist

1. Smile. Be cheerful.
2. Greet administrator and/or office staff.
3. Sign in with the main office.
4. Collect room keys and class schedule.
5. Secure class rosters and other class materials.
6. Check classroom and/or work area for lesson plans.
7. Write your name and today's date on the board.
8. Write a brief version of the day's lesson.
9. Record attendance and do a head count.
10. Throughout the day, write brief notes on lesson covered and student behavior.
11. With students' help, leave the room orderly.
12. Return teacher's materials to the office or work area.
13. Close windows, turn off lights and lock door.
14. Leave notes for the teacher.
15. Tell administrator/contact person that you enjoyed subbing.
16. Ask in office if you will be needed the next day.

Never leave students unsupervised!

Expectations of the Substitute

- A. Have pride in the profession and in Texarkana ISD.
- B. Support school policies.
- C. Maintain high standards of ethics.
- D. Respect the confidential information contained in school records.
- E. Respect the confidence of fellow teachers.
- F. Report any serious situations or problems to a campus administrator.
- G. Make a reasonable effort to respond to all calls for substitute teaching.
- H. Do your best at all times in all assignments.
- I. Keep up with the progress and changes in teaching methods and curriculum.
- J. Reflect the standards of the profession in personal and professional living.

Be pleasant	Be professional
Be firm	Be prompt
Be prepared	Respect each child
Be patient	Maintain dignity
Be enthusiastic	

Network Access General Use Policy

Guidelines for acceptable use of Texarkana ISD technology resources for Substitutes:

Substitutes in Texarkana ISD do not have access to network services including Internet and email. Any substitute who accepts a long-term position will work with the building administrator and campus facilitator for training and be provided access as determined by the needed the position. Substitutes are not to use the district's network, Internet or email unless they have signed an Acceptable Use form due to a need for a long-term substitute assignment.

Employee Conduct and Welfare

Texarkana ISD Board policies may be accessed online at www.txkisd.net or obtained from the Administration Office, 4241 Summerhill Road, Texarkana, TX 75503.

Substitute Identification Badges

Substitute identification badges are to be worn by substitute teachers at all times while on any campus of Texarkana ISD to promote safety and improve employee relations. Substitutes should keep badges in safekeeping and report any lost or stolen badge to the campus principal or supervisor. Upon separation from employment with TISD, substitute badges are to be returned to the Human Resources Office.

Work Performance

Substitute work performance issues at the campuses are reported to Human Resources. Upon receiving a negative report, the Human Resources office will investigate the report and contact the Substitute. Depending on the nature of the issue, the employee may be counseled, provided a written reprimand, or removed from the substitute list. Misconduct of a severe nature may result in immediate termination. Decisions to remove a Substitute from particular assignment or campus or to terminate a Substitute's employment are made by District administration and are final.

Exclusion Procedures

Administrators have the right to exclude any substitute from their campus for any reason. If this happens, the Human Resources Department will notify the substitute of the exclusion.

In addition, Texarkana ISD reserves the right to remove any substitute from the district substitute roster, at any time and for any reason, without prior notification.

Cell Phone Use

Instructional personnel are directed to refrain from any personal use of cellular phones during the instructional hours of the day.

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students and coworkers; maintain confidentiality in all matters relating to students and coworkers.
- Notify supervisor as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

Harassment

Policies DH, FB, DAA

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed must promptly report such incidents to their supervisor or the Human Resources Department. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her Principal or supervisor immediately.

Any allegation of harassment of students or employees shall be investigated and addressed. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Sexual Harassment

Policies FFG, FFH, DIA

Employee-to-Employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their Principal, supervisor, or the District Title IX Coordinator, Amy Nix, at (903) 794- 3651 ext. 1012. Employees must follow the procedures outlined in district policy for filing a complaint, except when it would require presenting a complaint to the alleged harasser. The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Contacting students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that could reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the Campus Principal immediately. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact Amy Nix, Executive Director of Human Resources at 903-794-3651 ext. 1012.

Student Confidentiality

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes.
- The student (if 18 or older) or attending an institute of postsecondary education.
- School officials with legitimate educational interests.

The **Family Educational Rights and Privacy Act (FERPA)** defines education records as any records, documents, files, or other material containing personally identifiable information about students, that are maintained by a school district or by someone on behalf of a school district. Some information about students is "directory information" and is available upon request by any person, unless a parent has asked that it not be released. Other types of records can only be released with a parent's express permission. Material containing personally identifiable information about students should not be sent through the Internet or by email.

No confidential information about students should be sent through Internet or email unless the written permission of the parent is given.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Safety

Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirement:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report any accident to Supervisors.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact James Gooch, Coordinator of Risk Management and Safety.

Tobacco Use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited by law on all district-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. Policy also prohibits the use of electronic cigarettes and other smokeless products. The term “electronic cigarette” shall include any devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Name and Address Changes

It is important that employment records be kept up to date. Employees should update their information with the Human Resources Department if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be accessed at <http://www.txkisd.net/forstaff/personaldatachange.asp> or by calling Human Resources at 903-794-3651 ext. 1012.

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons on school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive a visitor's badge and be given directions or be escorted to their destination. Employees who observe an unauthorized individual on district premises should immediately direct him or her to the building office or contact the administrator in charge.

Parking and Privileges

Substitutes should obtain a District parking pass from the Human Resources Department and keep this displayed on the rearview mirror of their vehicle when parking on District property. Substitutes are not visitors or volunteers. Substitute teachers should not park in "reserved" or "visitor" parking areas. When working on campus, substitutes are encouraged to use the faculty parking lots, the faculty lounges, and may take advantage of any other privileges or amenities offered to full time teachers. Substitutes may eat lunch either in the cafeteria or in the teacher's lounge.

Re-Employment

At the end of each school year, all active substitutes will be required to renew their employment as a Substitute following instructions provided by the Human Resources Department. Failure to do so by the designated deadline could be considered a resignation. Substitute teachers work from school year to school year and must complete mandatory meetings, trainings, and updated paperwork each year to continue their status as a substitute teacher. Also, a new handbook with policy updates will be provided.

Removal From Service

A substitute who has not accepted five (5) jobs within a semester will be considered inactive and will be removed from the active calling list. Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so.

Drug-Free Schools & Workplace Requirements

Texarkana ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Substitutes who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy on drug abuse and drug-free schools follows:

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:

- 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.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

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

Substitutes who violate this prohibition shall be removed from the District's substitute list. Compliance with these requirements and prohibitions is mandatory and is a condition of continued employment.

Smoking or using tobacco products is prohibited by law on all district-owned property. This includes all buildings, school buses, playground areas, parking facilities, and facilities used for athletics and other activities. The use of tobacco products is strictly prohibited at all school-related or school-sanctioned activities on or off school property.

Personal Use of Electronic Media/Communication

Policy DH

"Electronic communication" means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through a website, including a social media website or a social networking website.

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 during work hours.
- The employee shall not use the district's logo or other copyrighted material of the district without expressed, written consent from the Executive director of public relations.
- 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, unless disclosure is required or allowed by state or federal law. [See Policy GBA]
 - Copyright law [See Policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague, student, or the school system. [See Policy DH (EXHIBIT)]

Electronic mail transmissions and other use of the District's electronic communications system, including telephones, voice mail service, fax, email, servers, District's intranet, and access to the Internet, by students and employees is not considered private. See CQ Local, *Electronic Communications and Data Management*, for monitoring and privacy notices concerning electronic communications.

Use of Electronic Media/Communication with Students

Policy DH

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

7. Exceptions for family and existing social relationships;
8. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
9. Hours of the day during which electronic communication is discouraged or prohibited; and
10. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Staff Development

Policy DMA

TISD values its employees and believes that “professional development is a continuous learning process beginning during an employee’s first year of employment and extending to retirement. Professional development should focus on increasing one’s knowledge of his/her job, subject area or program as well as improving skills specific to those jobs, subjects or programs. Professional development (and staff development) activities should have a strong basis in research and be an integral part of reforming the whole school” (Richard W. Riley, *Teaching PreK-8*, January 1994, Vol. 24, Issue 4, p12.). TISD is committed to providing employees with professional development opportunities that are standards-based, results-driven, job- embedded, sustained, rigorous, and cumulative. By implementing a high quality professional development program, TISD aspires to continually provide staff members with opportunities to grow professionally, enhance their abilities, and continue to expand their professional lives.

Staff development activities are organized to meet the needs of employees and the district. TISD provides staff development opportunities at the district, campus, and individual levels to meet the needs of all employees.

Substitute teachers in Texarkana ISD are encouraged to continue to learn and grow throughout their career as educators so that they may provide the highest quality instruction to students entrusted in their care.

The district provides a n n u a l online training f o r s u b s t i t u t e s through *The App Gard en University*. S u b s t i t u t e s holding renewable SBEC certificates are responsible for obtaining the state-required training hours and maintaining appropriate documentation. All substitute teachers are encouraged to select sessions that will help them continue as life-long learners in the field of education.

For more information regarding staff development requirements, please contact t h e Instructional Services Department.

Employee Dress Code

Policy DH

At all times substitute teachers shall dress professionally following the guidelines considered “business casual.” Substitute teachers who teach certain subjects or grades shall be allowed more flexibility in dress requirements. Dress shall be appropriate to grade level or class activities; i.e. coaching, pre-kindergarten, shop teachers. Substitute teachers may wear jeans on days of special events or activities as designated by the Principal; however, jeans are not to have rips and/or holes in them.

Texarkana ISD recognizes that professional attire helps set the tone of an educational system. Our professional appearance helps reflect the finest traditions of the teaching profession by establishing a sense of trust and confidence within our community. Our professional appearance should be one that enhances our primary goal of student learning and achievement. Employees’ attire should at all times be distinguishable from students’ attire.

A. GENERAL EXPECTATIONS:

Employees of the District shall:

1. Maintain a level of personal hygiene necessary to:
 - a. Ensure an appropriate educational environment and to refrain from any mode of dress which is not exemplary for students.
 - b. Ensure a healthy school or work environment.
2. Adhere to administrative regulations related to appropriate dress/equipment for safety purposes.
3. Observe a standard of grooming and appearance consistent with the level of formality of the school or work situation.

B. MINIMUM STANDARDS:

The minimum standards of professional appearance for employees shall be as follows:

1. During the work day and anytime employees attend work-related activities, employees shall exhibit a professional appearance. Examples of clothing fostering a professional appearance include: collared shirts; dress slacks; dress coordinates, suits, dresses, ties and sports coats. Exceptions would include those positions which have specified separate dress expectations, such as Food Service, Transportation, and Maintenance.
 - a. Body alteration or modification is prohibited if it is intentional and results in a visible, physical effect that detracts from a professional image. Tattoos and brands anywhere on the body that are obscene, advocate sexual, racial, ethnic or religious discrimination or that are of a nature that tends to bring discredit to the District are prohibited. Prohibited alterations, modifications, tattoos or brands must be covered with articles of clothing, or other appropriate material if the tattoo is small, so they are not visible to students or other employees.
 - b. Employees are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through any exposed body part except for earrings worn only on the ear(s).
2. Some work sites and schools have certain designated days throughout the year commonly referred to as "Casual Friday" or "Spirit Day". Clothing considered acceptable for these designated days includes the following: jeans; wind suits; non-collared shirts with the district/school logo or school colors; high school or college spirit wear; athletic shoes; other items deemed appropriate by the local school administration. Clothing considered acceptable for those locations which recognize “Spirit Day” include those items which are appropriate for “Casual Friday” if that dress supports the theme of the specific spirit day as deemed appropriate by the local school administration.

3. Some school-sponsored activities, such as laboratory experiences and field trips, necessitate dress other than that appropriate for a normal workday. Employees who have questions regarding acceptable dress for these activities should consult their supervisor or human resources.
4. Some job assignments, such as working with students who have disabilities in the severe and profound range who lack the ability to care for themselves, require interactions with students that warrant dress different than that appropriate for a normal work assignment. Employees who have questions regarding acceptable dress resulting from their job assignment should consult their supervisor or human resources.
5. The minimum standards of employees regarding dress and grooming will exceed those standards required of students in the Student Code of Conduct.

C. ENFORCEMENT OF THE STANDARDS OF PROFESSIONAL APPEARANCE:

1. Schools:

The Principal shall be responsible for enforcing the standards of professional appearance based on his/her evaluation of the impact an individual's appearance has upon the school climate, educational process, or the school's image in the community. The Principal shall be the final judge as to the appropriateness of wearing apparel.

2. Work Sites Other Than Schools

The work site supervisor shall be responsible for enforcing the standards of professional appearance based on his/her evaluation of the impact an individual's appearance has upon the site's climate, work process, or the site's image in the District and/or community. The supervisor shall be the final judge as to the appropriateness of wearing apparel.

D. CULTURALLY OR ETHNICALLY-BASED ATTIRE:

The District values the racial, ethnic, and cultural diversity of its employee base and demonstrates sensitivity to it by establishing as the District's goal that employees of all backgrounds feel welcome.

1. Supervisors and Principals are authorized to approve, on a case-by-case basis, exceptions to the code for employees who want to occasionally wear culturally or ethnically-based clothing. Exceptions must be requested and granted prior to the employee's wearing the clothing to their work site. If a Supervisor or Principal is approached by an employee requesting permission to wear cultural or ethnic-based clothing, he/she should observe the following guidelines:
 - a. Ask the employee to put his/her request in writing to you, specifying what he/she wants to wear, why and when he/she wants to wear it.
 - b. If the request is appropriate, will not present a health or safety hazard and will maintain the professional image of the school or work site, it should be approved.
 - i. Approval should be documented in writing to the employee.
 - ii. A copy of the written approval should be retained in local/site files.
 - c. If the Supervisor/Principal believes the request should be denied:
 - i. The request and the Supervisor/Principal's rationale for the denial should be forwarded to the site's Division Head or the school's Area Assistant Superintendent.
 - ii. The Division Head or Area Assistant Superintendent shall send his/her comment and recommendation to the Executive Director Human Resources Officer who, in consultation with the District's attorney, will make a final determination.

E. UNCERTAINTY: Employees who have specific questions about a garment's acceptability should consult their supervisor or Human Resources.

APPENDIX

- **Report from Substitute Teacher Form**



Report from Substitute Teacher

Please leave this report with the principal or campus sub contact at the end of the day.

Date of Assignment: _____

Campus: _____

Name of Substitute: _____ Phone Number: _____

Substitute For: _____ Grade/Subject: _____

Please answer the following questions:

Did you find a:

Class roster? Yes No

Seating chart? Yes No

Daily schedule? Yes No

Did you follow the teacher's lesson plans? Yes No

If no, why? _____

Did you find all the necessary supplies? Yes No

If no, what were you not able to locate? _____

Students who were discipline problems:

Nature of the problem:

Students who were especially helpful:

How did they help you?

Class attitude and preparation:

Class name or period:	Cooperative / Uncooperative		Prepared / Unprepared	
1. _____	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D
2. _____	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D
3. _____	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D
4. _____	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D
5. _____	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D
6. _____	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D
7. _____	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D	<input type="checkbox"/> D

Checklist:

1. Leave the classroom neat and orderly
2. Sign absentee sheet
3. Turn in keys and materials
4. Check with the office to see if you are needed to substitute the next day

(Use the reverse side of this sheet for additional comments)



TEXARKANA
Independent School District