2019 - 2020

Substitute Handbook

Tyler ISD reserves the right to amend this handbook as needed. An updated copy will be available on the TISD
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Notice

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Office of Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual; nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. The information in this handbook is subject to change. Changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, employees accept responsibility for reading and abiding by the changes.

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed through Tyler ISD’s website at www.tylerisd.org.
Vision Statement: Tyler ISD will focus on successful student outcomes.

Core Beliefs:

- All children can learn.
  It is the District’s responsibility to ensure each student will reach his or her highest academic potential, graduate high school prepared for higher education and/or workforce in the global market while closing the achievement gap.

- All students deserve a safe and healthy learning environment.
  It is the District’s responsibility to provide a safe, healthy learning environment designed to attract, engage and retain the students’ attention.

- Quality teachers and staff are the key to academic excellence.
  It is the District’s responsibility to establish academic excellence by hiring, training and retaining quality teachers and staff.

- Schools and communities have an enormous impact on students’ lives.
  It is the District’s responsibility to collaborate with the community to achieve and sustain excellence in the education of District students.

- Effective and responsible utilization of the community’s resources is fundamental in educating children.
  It is the District’s responsibility to allocate District resources to meet the needs of all students while maintaining the highest level of fiscal responsibility, efficacy and integrity.

Instructional Focus:

Tyler Independent School District believes:

- a successful education system must involve a team effort by home, school, and community;
- our schools must provide a positive, safe, and orderly learning environment;
- students, teachers, staff and parents must be treated with dignity and respect;
- our schools must provide students with the resources necessary to be ethical, responsible, and law-abiding members of society;
- students must be provided the skills necessary to be employable and successful in an ever-changing world;
- each student at every campus must be provided equal opportunities for consistent, challenging, high-quality learning experiences;
- all students can learn even though they learn differently;
- the student is the most important person in the school setting, and all education decisions must place the child first;
- individuals are accountable for their actions; and
- a positive self-image is essential to success.
District Substitute Services Contact Information

Tessa Fuller – District Manager of Substitute Services

Office Hours:
7:00 – 3:30 Monday - Friday (during school year)
7:30 – 5:00 Monday - Wednesday (during summer months)
7:30 – 4:30 Thursday (during summer months)

Office Location: 1319 Earl Campbell Parkway, Tyler, TX 75701

Telephone: 903-262-1076
Fax: 903-262-1168

Email (Preferred method of contact): tessa.fuller@tylerisd.org

District Hours

Administration Office ................................................. 8:00 am – 4:30 pm
Maintenance Services Building ........................................... 7:30 am – 4:00 pm
Transportation Office ...................................................... 6:30 am – 6:00 pm

Campus Bell Schedules

Elementary School .......................................................... 7:50 am – 3:10 pm
Middle School ................................................................. 8:25 am – 3:45 pm
High School ...................................................................... 8:15 am – 4:00 pm
Career & Technology Center .............................................. 8:07 am – 3:45 pm
Early College High School .................................................. 8:10 am – 3:45 pm

Teacher Work Day Schedules
(Check with the campus to confirm your schedule)

Elementary School .......................................................... 7:30 am – 4:00 pm
Middle School ................................................................. 7:45 am – 4:15 pm
High School ...................................................................... 7:45 am – 4:15 pm

*Substitutes should be prepared to come in early or stay late on occasion.
TYLER ISD
SUCCESSFUL STUDENT OUTCOMES

2019-2020 Calendar

First Day of School for Students August 19, 2019
Last Day of School for Students May 22, 2020

Graduations
May 13, 2020
RISE Academy
May 14, 2020
Early College High School
May 15, 2020
John Tyler High School
May 16, 2020
Robert E. Lee High School

Six Weeks
First Six Weeks Aug. 19 – Sept. 27 (29 Days)
Second Six Weeks Sept. 30 – Nov. 1 (24 Days)
Third Six Weeks Nov. 4 – Dec. 20 (30 Days)
Fourth Six Weeks Jan. 6 – Feb. 14 (29 Days)
Fifth Six Weeks Feb. 17 – Apr. 3 (30 Days)
Sixth Six Weeks Apr. 6 – May 22 (34 Days)

State Testing
December 9 – 13
April 7 – 9
May 4 – 8, May 11 – 15
June 22 – 26

Report Card Dates
October 4 February 21
November 8 April 9
January 10, 2020 May 28

Holidays
Labor Day – September 2
Thanksgiving – November 25 – 29
Martin Luther King Jr. Day – Jan. 20
Spring Break – March 9 – 13
Good Friday – April 10
Memorial Day – May 25

Teachers Report
August 8, 2019

Professional Development Days
Aug. 9,12,13,15,16; Oct. 7; May 26

Teacher Work/Clerical Days
Aug. 8,14; May 27,28

Bad Weather Make Up Days (Staff Only)
May 29 & June 1, 2020 (Subject to change)

Early Release Days: Dec 20, 2019; May 22, 2020

Administrative Summer Hours - June 1 – Aug 2, 2019
M-W 7:30 a.m. to 5:00 p.m.; TH 7:30 a.m. to 4:30 p.m.
Closed Fridays

Administrative Offices Closed: July 1 – 5, 2019
First Day of School for Students: August 19, 2019
Last Day of School for Students: July 17, 2020

Graduation
July 17, 2020

Six Weeks
Six Weeks 1: Aug. 19 – Sept. 27 29 days
Six Weeks 2: Sept 30 – Nov. 22 29 days
Six Weeks 3: Dec. 2 – Jan. 31 32 days
Six Weeks 4: Feb. 3 – Mar. 27 29 days
Six Weeks 5: Mar. 30 – May 8 27 days
Six Weeks 6: May 11 – July 17 30 days

Holidays
Labor Day: Sept. 2
Fall Break: Oct. 7 – 18
Thanksgiving: Nov. 25 – 29
Christmas Break: Dec. 23 – Jan. 3
Martin Luther King Jr.: Jan. 20
Spring Break: Mar. 2 – 13
Good Friday: April 10
Memorial Day: May 25
May/June Break: May 27 – June 12
July Break: July 6 – July 10

Professional Development Days
Aug. 12, 13, 16
Oct. 21
Jan. 17
Feb. 14
May 26

Teacher Work/Clerical Days
Aug. 14, 15
Jan. 6
July 20

Bad Weather Make Up Day for Staff only (Staff Development Days)
April 24, 27

Early Release
Dec. 20
May 22

Administration Summer Hours
M – W: 7:30 – 5:00; TH: 7:30 – 4:30; Closed Fridays

Administration Offices Closed: July 6-10, 2020
2018 - 2019 Holidays

The following student/staff holidays will be observed during the 2017-2018 school year:

**All schools and offices will be closed**

Labor Day – September 2

Thanksgiving – November 25 – 29

Christmas Break – December 23 – January 3

Martin Luther King Jr. Day – January 20

Spring Break – March 9 - 13

Good Friday – April 10

Memorial Day – May 25

**Professional Development / Records Day (Student Holidays)**

Professional Development Days August 9, 12-13, 15-16, October 9, May 28

Teacher Work / Clerical Days August 8, 14, May 27-28

Bad Weather Days May 31, June 3 (staff only)

Early Release Days December 20, May 22
TYLER ISD HUMAN RESOURCES OFFICE

Asst. Superintendent/Chief of Staff
Ronald K. Jones
ronald.jones@tylerisd.org

Executive Director of Human Resources
Laura Cano
laura.cano@tylerisd.org

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Salinas</td>
<td>Human Resources Executive Assistant</td>
<td><a href="mailto:brenda.salinas@tylerisd.org">brenda.salinas@tylerisd.org</a></td>
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<td>Coordinator of Human Resources</td>
<td><a href="mailto:artimese.lawrence@tylerisd.org">artimese.lawrence@tylerisd.org</a></td>
</tr>
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<td>Employee Management Specialist</td>
<td><a href="mailto:kayla.vaughn@tylerisd.org">kayla.vaughn@tylerisd.org</a></td>
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<td>Recruitment Specialist</td>
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</tr>
<tr>
<td>Cindy Bright</td>
<td>Records Officer (A - I)</td>
<td><a href="mailto:cindy.bright@tylerisd.org">cindy.bright@tylerisd.org</a></td>
</tr>
<tr>
<td>Jessica Gurrusquieta</td>
<td>Records Officer (J - Q)</td>
<td><a href="mailto:jessica.gurrusquieta@tylerisd.org">jessica.gurrusquieta@tylerisd.org</a></td>
</tr>
<tr>
<td>Martha Miller</td>
<td>Records Officer (L - Z)</td>
<td><a href="mailto:martha.miller@tylerisd.org">martha.miller@tylerisd.org</a></td>
</tr>
<tr>
<td>David Rodriguez</td>
<td>HR Representative (Auxiliary)</td>
<td><a href="mailto:david.rodriguez@tylerisd.org">david.rodriguez@tylerisd.org</a></td>
</tr>
<tr>
<td>Tessa Fuller</td>
<td>District Manager of Substitute Svcs.</td>
<td><a href="mailto:tessa.fuller@tylerisd.org">tessa.fuller@tylerisd.org</a></td>
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<tr>
<td>John Landes</td>
<td>Data Specialist</td>
<td><a href="mailto:john.landes@tylerisd.org">john.landes@tylerisd.org</a></td>
</tr>
</tbody>
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Equal Employment Opportunity

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Human Resources Office at (903) 262-1009.
Substitute Pay Rules

The following Substitute pay rules will apply:

<table>
<thead>
<tr>
<th></th>
<th>HALF DAY PAY</th>
<th>FULL DAY PAY</th>
<th>CONSECUTIVE DAYS IN SAME JOB/ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 - 5 hrs</td>
<td>5 - 8 hrs</td>
<td>(10 days - Para/Aide)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(15 days Professional/Teacher)</td>
</tr>
<tr>
<td>* Paraprofessional/Aide</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>** Professional</td>
<td>$37.50</td>
<td>$75.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>*** Certified Teacher</td>
<td>$42.50</td>
<td>$85.00</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

* Cannot work in any other classification

** Work performed in a lower classification will result in pay at the scale of the work performed. Work performed in a higher classification will result in no change in pay.

*** Work performed in a Paraprofessional/Aide position will result in pay at the scale of the work performed. Work performed as a Substitute Professional will result in no change in pay.

Automatic Payroll Deposit

All employees, including Substitutes, must have their paychecks electronically deposited into a designated account or prepaid debit card. Direct Deposit information may be entered directly by the employee into the Employee Service Center. Instructions to set up direct deposit can be found on the Tyler ISD website on the Substitute Services page.

Timesheets

It is the responsibility of the substitute to keep a record of jobs and dates worked at each campus. Discrepancies in pay and/or number of days worked should be directed to the Administrative Assistant of the campus in question. The District Manager for Substitute Services does not maintain timesheet records.

Other questions or concerns regarding paychecks should be directed to the Tyler ISD Payroll department.
## 2019 – 2020 Substitute Pay Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Day</th>
<th>End of Pay Period</th>
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</thead>
<tbody>
<tr>
<td>September</td>
<td>09/14/18</td>
<td>08/12/18</td>
</tr>
<tr>
<td>October</td>
<td>10/16/18</td>
<td>09/16/18</td>
</tr>
<tr>
<td>November</td>
<td>11/16/18</td>
<td>10/14/18</td>
</tr>
<tr>
<td>December</td>
<td>12/14/18</td>
<td>11/11/18</td>
</tr>
<tr>
<td>January</td>
<td>01/16/19</td>
<td>12/09/18</td>
</tr>
<tr>
<td>February</td>
<td>02/15/19</td>
<td>01/13/19</td>
</tr>
<tr>
<td>March</td>
<td>03/15/19</td>
<td>02/17/19</td>
</tr>
<tr>
<td>April</td>
<td>04/16/19</td>
<td>03/17/19</td>
</tr>
<tr>
<td>May</td>
<td>05/16/19</td>
<td>04/14/19</td>
</tr>
<tr>
<td>June</td>
<td>06/14/19</td>
<td>05/19/19</td>
</tr>
<tr>
<td>July</td>
<td>07/16/19</td>
<td>06/16/19</td>
</tr>
<tr>
<td>August</td>
<td>08/16/19</td>
<td>07/14/19</td>
</tr>
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</table>
QUALIFICATIONS AND CLASSIFICATIONS

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

Class A – Classroom Aide/Paraprofessional:
Substitute educators in this classification must be a high school graduate or have received their GED and must provide proof by a copy of their high school diploma, high school transcript, or GED certificate. Substitutes in this classification may have college hours and are encouraged to provide a copy to the substitute office however less than sixty (60) college hours will not affect their classification or their pay.
Substitute educators in this classification **CAN NOT** serve as a Substitute Professional or as a Substitute Teacher.

Class B - Professional:
Substitute educators in this classification must have a minimum of sixty (60) college hours and provide a copy or an original transcript.
Substitute educators in this classification who hold a Bachelor’s degree or higher must provide a copy or an original transcript showing their **highest** degree earned.
Substitute educators in this classification may serve as a Substitute Aide/Paraprofessional and will receive the Substitute Aide/Paraprofessional pay rate.
Substitute educators in this classification may serve as a Substitute and will receive the Substitute Professional pay rate.

Class C - Certified Teacher:
Substitute educators in this classification who hold a valid U.S. teaching certificate must provide a copy of the certificate.
Substitute educators in this classification may serve as a Substitute Aide/Paraprofessional and will receive the Substitute Aide/Paraprofessional pay rate.
A SUBSTITUTE for TRS purposes is a person who serves on a temporary basis in the place of a current employee. A retiree cannot serve as a substitute in a vacant position (www.trs.state.tx.us).

TRS Guidelines:

- Retirees who retired before January 1, 2005 may sub in a vacancy with no penalty to the retiree or the school district.
- Retirees who retired after January 1, 2005 but before January 1, 2011 may sub in a vacancy IF the district agrees to pay the penalty levied by TRS.
- Retirees who retired after January 1, 2011 MAY sub in a vacancy however THEY WILL LOSE THEIR MONTHLY TRS ANNUITY PAYMENT.
  ★ Retirees are urged to contact the TISD payroll supervisor before accepting ANY substitute assignments in a vacant position.
- Tyler ISD cannot and does not make any guarantees regarding the employee’s continued right to receive retirement benefits.
- The employee is responsible for their own investigation and understanding of the law, guidelines, rules, and regulations regarding employment after retirement and is not relying on any statements made by the District or the District representatives regarding the effect of employment on the employee’s retirement benefits.
- If it is determined the District must report the employment of the retiree to TRS the employee understands the requirement and agrees to take no legal action against the District, its Board of Trustees, Superintendent, or any employee or agent of the District for any loss or reduction in the employees’ retirement benefits.
- Substitute services performed at least 90 days during the school year may be credited towards retirement. Eligible individuals are responsible for contacting TRS for further information.
APPLICATION PROCESS

Substitute employment occurs according to the current needs of Tyler ISD and the qualifications of the substitute applicant. An online application must be completed in order to be considered for substitute services. All new substitutes MUST attend a new substitute orientation session.

Substitute Application:

- Go to the Tyler ISD district homepage at www.tylerisd.org.
- Click on the ‘Employment’ icon at the top right of the screen.
- Click on the ‘Substitute Information’ link on the left side of the screen.
- On the Substitute Information page, under the first paragraph, click ‘Apply Online Now’.
- Register as a New Applicant if you are a new substitute or a returning substitute who did not complete the renewal process to return the following year.
  *Note: Returning applicants will need to create a new user ID that has not been used previously.
- On the ‘Career Opportunities’ section of the application, go to ‘All Substitute Jobs’ at the bottom of the Career Area selections.
- Click on the ‘Substitute Information’ link on the left side of the screen.
- After the substitute application is accepted, an email notification will be sent to the applicant with orientation details.
- Documents including diplomas, transcripts, and other information will be collected following the hiring process. DO NOT send any documents in advance.
- The hiring process will include fingerprinting through TX DPS and the State Board of Educator Certification (SBEC).

Fingerprinting Requirement

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

- All certified educators
- All noncertified employees
- All classroom substitute employees, whether certified or not
- Contractor employees who may have direct contact with students, including independent contractors and employees of subcontractors
- All others who will have direct contact with students, including coaches and tutors

During employment: National criminal history information will be entered into the TXDPS FACT Clearinghouse. This database provides the District with access to an employee’s current national criminal history and updates to the employee’s following criminal history. Tyler ISD will be notified of new information received while the substitute is an active employee.

Any adverse notification from DPS FACT Clearinghouse may result in immediate removal from the substitute system.
Substitutes are expected to accept assignments at all locations.

In order to remain active in the Tyler ISD substitute system, substitutes must work at least ten (10) days EACH SEMESTER. Substitutes failing to work the required number of days will be removed from the system. A substitute who is removed after working less than 10 days a semester must wait one semester before reapplying.

It is the responsibility of the substitute to seek substitute assignments through the online Tyler ISD Substitute Management Center (SMC). The District no longer utilizes a “call-out” system.

Substitutes accept assignments on the campus for an employee. However, it is possible a substitute will be placed in a classroom different from the accepted job, as needed.

Job Cancellations, No Shows, Tardiness, and Job “Shopping”

The campus and the district count on substitutes to fulfill assignments once accepted. A substitute needing to cancel an assignment must do so as early as possible to allow the job to be released back in the system. It is NEVER acceptable to cancel a job once any part of the job has begun or within an hour of the start time of the job.

The following will result in disciplinary action, up to and including permanent removal from the Tyler ISD Substitute system:

- Frequent cancellation of accepted assignments
- Job shopping - accepting jobs and then cancelling with little or no notice in order to accept another assignment
- Frequent tardiness and No Shows
- Leaving before the completion of an assignment

Substitute educators are expected to arrive on time and communicate with the campus when unexpected delays arise.
EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct
All Tyler ISD employees, INCLUDING SUBSTITUTES, are expected to work together in a cooperative spirit to serve the best interests of the District. All employees are 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 of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance, or as early as possible, in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- 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.

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

The Educators’ Code of Ethics, adopted by the State Board for Educator Certification, which all District employees must adhere to, is reprinted below:

Texas Educators’ Code of Ethics

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance
Standard 1.1 The employee 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 of Education Certification (SBEC) and its certification process.
Standard 1.2 The employee 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 employee shall not submit fraudulent requests for reimbursement, expenses, or pay.

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

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

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

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

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

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

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

**Standard 1.11** The employee 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 employee shall refrain from the illegal use or distribution of controlled substance and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The employee 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 employee 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 employee shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The employee 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 employee shall not interfere with a colleague’s exercise of political, professional, or citizenship rights and responsibilities.

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

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

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

**3. Ethical Conduct toward Students**

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

**Standard 3.2** The employee 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 employee shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
Standard 3.4 The employee shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, family status, or sexual orientation.

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

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

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

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

Standard 3.9 The employee 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 appropriate include, but are not limited to:

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

Violations

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

Dress Code

All employees are required to dress in a manner that reflects a professional appearance while appropriate for the specific job assignment. Questions regarding dress should be directed to the administration of the assignment campus.

1. All substitutes are professionals and should observe modesty, appropriateness, and neatness in clothing and personal appearance.

2. An employee is not appropriately dressed if their appearance is a disrupting influence in the classroom or on the campus.

3. The district and/or campus shall have the right determine whether the appearance of a substitute is appropriate.

4. The district and/or campus may instruct a substitute to leave the campus or change their attire if it is deemed inappropriate.
RESPONSIBILITIES OF SUBSTITUTES

Upon arrival:
- Arrive **ON TIME** and report to the main office immediately.
- Sign in on the appropriate timesheet. Do not sign out until the end of the day.
- Introduce yourself to neighboring teachers.
- Familiarize yourself with campus emergency drills.

During the day:
- Do not touch a student unless the student is putting his or her self or someone else in imminent danger.
- Substitutes serve the campus of the accepted job assignment. It may be necessary to move to another, if needed.
- Substitute responsibilities cover: the students, the equipment, the materials and the classroom.
- Lesson plan books, seating charts, attendance rolls, teacher books, and assignments are confidential.
- Follow the lesson plans and any other instructions left by the regular teacher or aide **EXACTLY**. Substitutes should preserve the regular routine of the class.
- Active observation and participation is required at all times.
  - Under **NO** circumstances are you to take a book, newspaper, other reading material, craft, etc. to be read or worked on while on duty.
  - Accessing a computer or other electronic device for personal use is strictly prohibited while performing your job duties.
- Substitutes should not attempt to take a cell phone or any electronic device from a student. Follow the campus policy regarding electronic devices or the instructions left by the teacher.
- **DO NOT** leave the campus during the day. Leaving campus during an assignment, including for lunch, may result in removal from the substitute system. Notify the front office if an emergency arises.
- Substitutes are not given a conference or planning time during the day.
- Substitutes are responsible for reporting accurate daily attendance according to the campus policy.
- Substitutes must be aware of the campus class times and should do not release or admit students early.
  - Students should be received and dismissed in an orderly manner.
  - Students should not be released from the classroom without written notification from the office, another teacher, or a principal.
  - Use discretion and caution when issuing hall, restroom, library, counselor, nurse and office passes.
- **UNDER NO CIRCUMSTANCES SHOULD A CLASS EVER BE LEFT UNATTENDED.** Ask a neighboring teacher to oversee the class or notify the office for immediate assistance.
- Never accept money for any reason unless instructed to do so. Money should never be left unattended. Never lend students money for any reason.
- Report incidents and issues to the front office or a campus administrator as soon as possible.

**At the end of the day:**
- Leave a short summary for the teacher or aide and be sure to sign it.
- Leave the classroom in order, with chairs, desks, and all items in place.
- Sign out on the timesheet with the campus substitute manager at the front office.
- Return any keys, supplies, etc.

**Teachers and campus substitute managers are encouraged to submit a substitute evaluation to the District Substitute Services Manager’s office.**

**Accidents/ Illness**

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

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

Substitutes are responsible for the control of the class, not disciplining students. The campus administrator and neighboring teachers will assist with problems out of the control of the substitute. It is normal for students to “test” the substitute however do not let students get out of control. The students and the district expect the substitute to be in charge of the room. Techniques for classroom discipline include the following:

- **ARRIVAL** – BE ON TIME to allow the opportunity to become acquainted with the school’s procedures, the teacher’s lesson plans, the room layout, etc.
- **FOCUS** – Be sure to have the attention of all students before beginning the lesson.
- **DIRECT INSTRUCTION** – Begin each class by telling the students exactly what will occur during their class time.
- **ROUTINE** – Present the material that the teacher has prepared for the substitute. If unsure of the directions, ask another teacher. The job of the substitute is to deliver the teacher’s instructions to the student.
- **MONITOR** – Stand and do not sit. The substitute cannot circulate the room if sitting.
- **MODEL** – Values and behaviors are caught not taught.
- **NON-VERBAL CUING** – Facial expressions, body posture, and hand placement often say more than words.
- **LOW-PROFILE INTERVENTION** – Do not argue or try to get louder than the student. Remain calm at all times. The substitute is the adult in all situations.
- **I-MESSAGES** – “I need you to…”, “I want you to…”, “I expect you to…”
- **FOLLOW THE RULES** – Follow the classroom rules set by the teacher and/or campus. DO NOT deviate from the rules, even if in disagreement.
- **BE PREPARED** – Have a plan in the event the students complete their assignment early.
- **NEVER touch a child. Follow a HANDS OFF approach at all times.**
PROFESSIONAL STANDARDS FOR SUBSTITUTES

- A substitute shall be subject to all duties of a regular classroom teacher or assistant.
- The substitute must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act).
- The substitute must NEVER make comments or statements that could be regarded as derogatory in any way, regardless of intent.
- The substitute must be thoughtful and aware of the diversity of our students and staff at all times and must refrain from any comment or action that could be considered demeaning toward another race or culture.
- The substitute must use extra caution in expressing personal opinions and/or reactions about any subject.
- The substitute is not to transport any student in a personal vehicle, other than his or her own child, to or from school or any school-related activity.
- The substitute must never criticize a teacher or a student in the presence of other teachers, assistants, parents, volunteers, or students.
- The substitute must avoid comparing one school with another or comparing the children on one campus with those on another campus.
- The substitute should not provide students with personal information or receive personal information from students.

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

SUBSTITUTE DISCIPLINARY ACTION

The following could result in temporary or permanent removal from the Substitute system:

- Unsatisfactory performance submitted by a district or campus administrator
- Any single incident as determined by the district to be inappropriate
- Adverse criminal activity notification from the DPS FACT clearinghouse
- Derogatory comments deemed inappropriate the district or campus
- Multiple cancellations by the substitute of accepted jobs
- Repeated cancellations on the day of the assignment
- Failure to complete the duty hours of the job
- Multiple negative reports received from campuses during the school year
- Multiple campus exclusions and/or two exclusions in one semester
- Failure to substitute 10 days during the semester

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

A campus substitute manager or campus administrator may submit a Campus Exclusion Form to the District Substitute Manager’s office to exclude a substitute from working on their campus at any time for any reason. The substitute will be notified via certified letter. A meeting must be requested with the District Manager of Substitute Services to discuss details of the exclusion. The substitute should NOT contact the campus.

SUBSTITUTE RESIGNATIONS

Substitutes who wish to resign from the district should notify the District Substitute Services Manager in writing in a timely manner.

DRUG AND ALCOHOL FREE ENVIRONMENT

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

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

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

TOBACCO AND E-CIGARETTE USAGE

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.
SAFETY

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

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

A substitute who has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make a report to local or state law enforcement agency and the Child Protective Services Division of the Texas Department of Protective and Regulatory Services. The campus principal should be notified immediately.

INCLEMENT WEATHER

The district determines whether to hold school or delay opening school on bad weather days and provides the notification following the procedures that are in place. Student and staff safety is the first priority. The decision to call off school is made only after thorough consideration. Assume that school will open as usual.

Check with one of the following sources of information to obtain accurate information:

- Major radio stations and or local news channels
- Tyler ISD District website www.tylerisd.org

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

EMERGENCY DRILLS

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

COMPUTER USAGE

Generally, substitutes do not have access to the district network or technology. Using the district network or technology for personal reasons may result in removal from the Tyler ISD Substitute System.
SOCIAL MEDIA

Substitutes are to conduct themselves in a professional manner at all times, therefore eliminating the possibility of having their actions or behavior posted on a social media website or shared via electronic communication. Inappropriate or adverse pictures or information on a social network may result in removal from the Tyler ISD substitute system.

PARKING

Each campus has designated parking areas for employees and substitutes. Please check with the campus and adhere to the parking requirements.

SECURITY OF PERSONAL BELONGINGS

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

Lunch: Substitutes are given approximately 30 minutes for lunch and will not have time to leave the campus. Lunches cannot be delivered to substitutes at campuses. Arrange to bring a lunch or purchase lunch from the cafeteria. Substitutes are not to leave campus for lunch unless approval is given by the campus administrator.

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

CAMPUS HANDBOOKS

Campus handbooks are an extremely valuable resource for substitute educators. Check the campus website or the campus office for a copy.

SUBSTITUTE PHOTO ID BADGE

A current photo ID badge must be worn at all times while on campus or on duty. Badges are obtained at the Tyler ISD Police Department.

New substitutes will be notified by the District Manager of Substitute Services when approved to obtain a badge.
ABC’S TO REMEMBER

A. Accept as many jobs as possible. Be sure you accept at least ten.
B. Be prepared! Treat all subbing jobs like mini-interviews. First impressions matter.
C. Cell phones off! Do not use your phone during the day unless it is an emergency.
D. Dress professionally.
E. Expect to be challenged by students. Be the adult.
F. Firm and consistency with all the students in every class will make a difference.
G. Get up! You are not there to sit.
H. Hello! Be friendly and speak to students and staff.
I. Interest. Students of all ages need to feel they matter. If they see your interest in them they feel it.
J. Judgment and comments about teachers or staff, the school district, or students have NO PLACE in the classroom.
K. Keep your political, religious, and social beliefs to yourself.
L. Let your actions speak louder than your words.
M. Monitor the class. Move around and be visible.
N. NEVER give a student your personal information. They have no need for your phone number, address, etc.
O. On time for every class, event, etc. is expected from you.
P. Professionalism is required at all times.
Q. Quiet time in the classroom rarely happens. Enjoy it when it does and be grateful you can hear the noise. There are those who can’t.
R. Ready for anything should be the motto of substitutes.
S. STUDENTS are why you are there.
T. TISD values you and the contribution you make to our students.
U. Use your talent to make a difference.
V. Verify your days worked and remember to sign in and out.
W. Welcome every problem as a challenge and an opportunity to make a difference.
X. Xerox, or any other brand copier, is not to be used to make copies of any student files or records.
Y. YOU make the difference!
X. Zzzzzzzzzz – Don’t EVER sleep on the job! It is unprofessional and may be grounds for immediate removal from substituting.

REMINDER: In addition to the information in the Substitute Handbook, each substitute is to follow all Tyler ISD district policies, as well as campus policies. This information is readily available on the Tyler ISD website.