

SUBSTITUTE HANDBOOK

Substitute Teachers & Paraprofessionals



Table of Contents

DISD Mission Statement:	5
Traits of a Successful Substitute Teacher	6
Administrative Staff	7
Campus Contacts	8
District Map.....	9
The Substitute List.....	10
Frontline Absence Management System	11
Responsibilities of a Substitute Teacher	12
Accepting and Canceling Jobs	12
Ethical Behavior.....	12
No Solicitation.....	12
Substitute/Student Relationships	13
Punctuality	13
Campus Hours.....	13
Reporting for Duty	14
Supplies, Materials and Equipment	14
Employee Responsible Use Guidelines for Technology	15
Leaving the Campus	22
Other Duties as Assigned	22
At the End of the Day.....	22
Changes in the Personal Profile Information	23
Lesson Plans	23
Student Attendance	23
Discipline.....	24
Unattended Classroom	24
Active Involvement	24
Accidents and Illness.....	24
Early Dismissal at the Request of Students/Parents.....	24
Substitute Teaching Resources	24
Substituting in Special Education Positions	25
Payroll and Employment Issues	29

Rate of Pay	30
Payroll Schedule.....	30
Pay method / Frequency.....	31
Job Log	31
Teacher Retirement Benefits Retirees as Substitutes	31
457(b) FICA Alternative Plan and Trust.....	32
Employee Access Center	32
Healthcare Benefits.....	33
Removal from the Substitute List	33
Equal Employment Opportunity	33
Annual Renewal of Service.....	33
Emergency Closings	34
District Policies.....	34
Dress/Grooming.....	34
Advancement of Religion	35
Possession of Firearms and Weapons	35
Visitors in the Workplace.....	35
Cell Phone	35
Tobacco Products and E-Cigarette Use.....	35
Administering Medication to Students.....	35
Employee Arrests and Convictions	36
Sexual Harassment.....	36
Reporting Suspected Child Abuse	37
Emergency Preparedness and Response	38
Substitute Safety Responsibilities.....	39
Substitute Teacher Job Description	54
Substitute Aide Job Description.....	55
AESOP Quick Start Guide	56

Mission Statement, Goals, and Objectives

Policy AE

DISD Mission Statement:

The mission of the Dickinson Independent School District is to equip and empower all learners with skills and experiences to achieve academic excellence and make meaningful contributions to our world.

Vision for DISD as perceived by Board of Trustees:

Inclusive of all, Dickinson ISD will cultivate excellence, producing confident, collaborative, goal-driven learners who become empowered citizens in a global society.

District Objectives:

The Board of Trustees, in collaboration with the administration of DISD, establishes these District Objectives:

- Objective 1: All students will learn and apply life skills to meaningfully engage and impact their community.
- Objective 2: All students will graduate college, career, and/or military ready.
- Objective 3: All students will develop the communication skills necessary to work in a collaborative environment.
- Objective 4: All students will learn to self-advocate by developing confidence in their ability to determine their own path for success.
- Objective 5: All students will develop innovative technological skills and interact responsibly in a constantly evolving global society.
- Objective 6: All students will demonstrate the ability to face adversity with perseverance, integrity, and leadership.
- Objective 7: All students will demonstrate social and emotional skills and model positive character traits.

TRAITS

OF A SUCCESSFUL

SUBSTITUTE

TEACHER 🍎

- 🍎 ARRIVES EARLY TO WORK
- 🍎 DRESSES PROFESSIONALLY
- 🍎 GREETES STUDENTS AT THE DOOR
- 🍎 STARTS CLASS RIGHT AWAY
- 🍎 FOLLOWS LESSON PLAN
- 🍎 ACTIVELY ENGAGES WITH STUDENTS
- 🍎 DEMONSTRATES KINDNESS
- 🍎 SUPPORTS STUDENT LEARNING



ADMINISTRATIVE STAFF

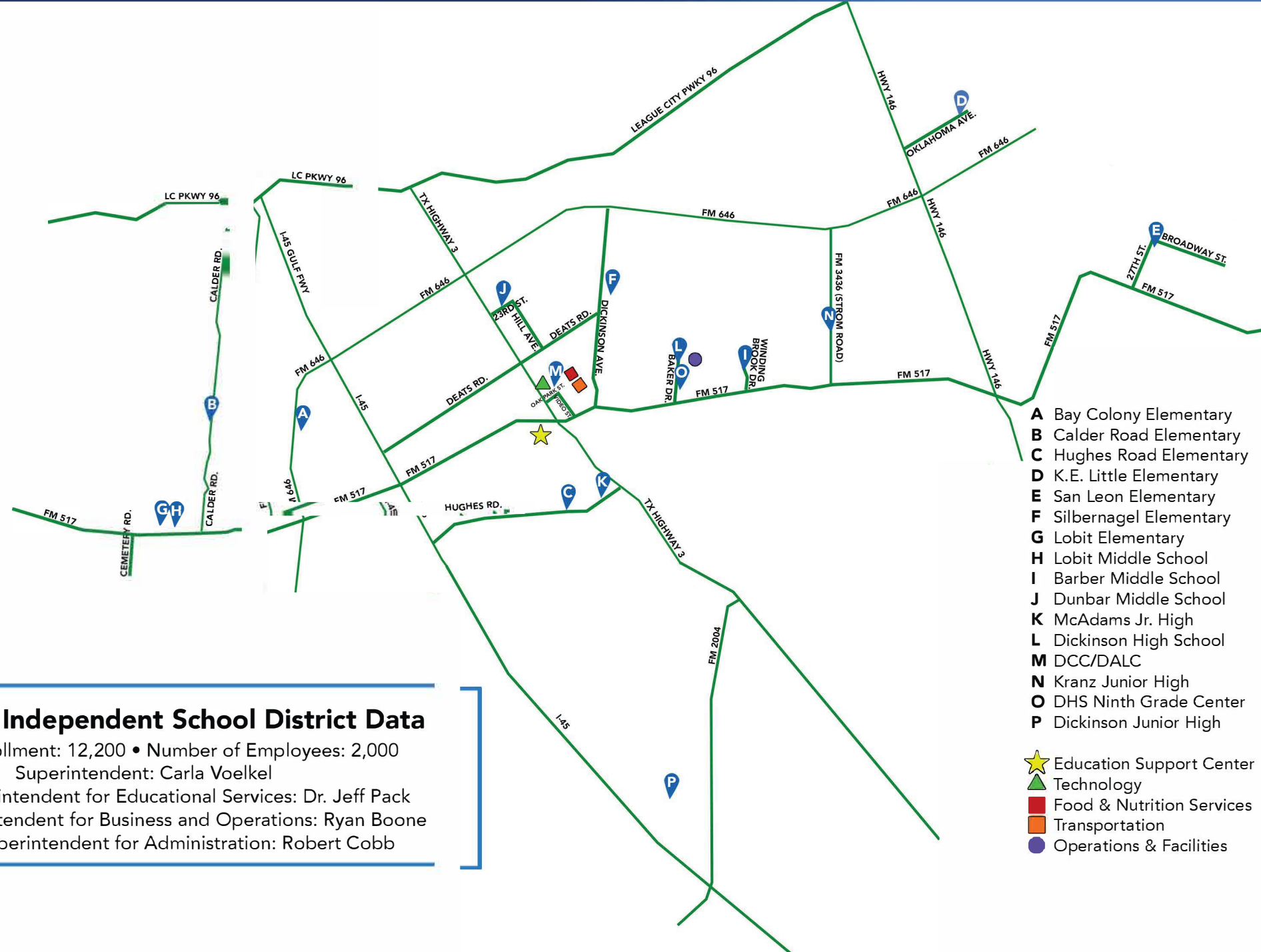
<i>Rebecca Brown</i>	SUPERINTENDENT
<i>Robert Pack</i>	DEPUTY SUPERINTENDENT FOR EDUCATIONAL SERVICES
<i>Ryan Boone</i>	DEPUTY SUPERINTENDENT FOR BUSINESS AND OPERATIONS
<i>Robert Cobb</i>	ASSISTANT SUPERINTENDENT FOR ADMINISTRATION
<i>Kimberly Rich</i>	EXECUTIVE DIRECTOR OF HUMAN RESOURCES
<i>Patricia Andersen</i>	DIRECTOR OF HUMAN RESOURCES (281) 229-6076
<i>Traci Quilter</i>	SUBSTITUTE COORDINATOR (281) 229-6049

IMPORTANT Contact Information:

Frontline Absence Management System.....1-(800)-942-3767
 Payroll Office.....(281) 229-6030
 Human Resources.....(281) 229-6016
 Human Resources Email.....hr@dickinsonisd.org

Campus Contacts

Dickinson High School (Grades 9-12) 281-229-6400 3800 Baker Drive, Dickinson 77539 Principal: Courtney Ramirez Secretary: Michelle Salinas Substitute Contact: 281-229-6458	Bay Colony Elementary 281-229-6200 101 Bay Colony Elementary Drive, Dickinson 77539 Principal: Julie O'Gea Secretary: Ann Marie Williamson 281-229-6211
McAdams Junior High School (Grades 7 & 8) 281-229-7100 11415 Hughes Road, Dickinson 77539 Principal: Chad Nuetzmann Secretary: Debbie Menard Substitute Contact: Gilma Martinez 281-229-7244	Calder Road Elementary 281-229-7500 6511 Calder Road, League City 77573 Principal: Jennifer Heard Secretary: Alicia Owen 281-229-7511
Kranz Junior High School (Grades 7&8) 281-309-3600 12850 FM 3436 RD Dickinson 77539 Principal: Kimberly Kelly Secretary: Dolores DeLeon Substitute Contact: Amanda Robinson 281-309-3611	Hughes Road Elementary 281-229-67 11901 Hughes Road, Dickinson 77539 Principal: Kathy Behrendsen Secretary: Donna Everding 281-229-6711
Dickinson Continuation Center (DCC) 281-229-6350 2805 Oak Park, Dickinson 77539 Site Manager for DCC & Principal in Charge of Alternative Programs: Rashad See Secretary of DCC: Alondra Garza 281-229-6326	Kenneth E. Little Elementary 281-229-7000 622 Oklahoma Street, Bacliff 77518 Principal: Kim Davidson Secretary: Mariah Salas 281-229-7011
Dunbar Middle School (Grades 5 & 6) 281-229-6600 2901 – 23 rd Street, Dickinson 77539 Principal: Brandi Peterson Secretary: Chanel John 281-229-6609	Lobit Elementary 281-229-7611 1750 517 West, Dickinson 77539 Principal: Stephanie Williams Secretary: Beatriz Marquez 281-229-7611
John & Shamarion Barber Middle School (Grades 5 & 6) 281-229-6900 5651 FM 517 East, Dickinson 77539 Principal: Brendan Fitzpatrick Secretary: Maria Garza 281-229-6971	San Leon Elementary 281-229-7400 2655 Broadway, Dickinson 77539 Principal: Jacqwelin Snyder Secretary: Diana Medina 281-229 7411
Lobit Middle School (Grades 5&6) 281-229-7711 1750 517 West, Dickinson 77539 Principal: Melody Smith Secretary: Benjilina Turner 281-229-7711	Silbernagel Elementary 281-229-6800 4201 25 th ST Dickinson 77539 Principal: Leslie Burke Secretary: Donna Smith 281-229-6811
Dickinson JR High School (Grades 6th-8th) 281-309-3600 11611 Central Park, Texas City 77591 Principal: Tameka Brown Secretary: Taylor Ester	



Dickinson Independent School District Data

Student Enrollment: 12,200 • Number of Employees: 2,000
 Superintendent: Carla Voelkel
 Deputy Superintendent for Educational Services: Dr. Jeff Pack
 Deputy Superintendent for Business and Operations: Ryan Boone
 Assistant Superintendent for Administration: Robert Cobb

A Bay Colony Elementary	101 Bay Colony Elem. Dr.	(281-229-6200)
B Calder Road Elementary	6511 Calder Road	(281-229-7500)
C Hughes Road Elementary	11901 Hughes Road	(281-229-6700)
D K.E. Little Elementary	622 Oklahoma Ave.	(281-229-7000)
E San Leon Elementary	2655 Broadway St.	(281-229-7400)
F Silbernagel Elementary	4201 25th Street	(281-229-6800)
G Lobit Elementary	1251 W. FM 517	(281-229-7600)
H Lobit Middle School	1251 W. FM 517	(281-229-7700)
I Barber Middle School	5651 FM 517	(281-229-6900)
J Dunbar Middle School	2901 23rd St.	(281-229-6600)
K McAdams Jr. High	11415 Hughes Rd.	(281-229-7100)
L Dickinson High School	3800 Baker Drive	(281-229-6400)
M DCC/DALC	2805 Oak Park Dr.	(281-229-6350)
N Kranz Junior High	12850 FM 3436 Road	(281-309-3600)
O DHS Ninth Grade Center	3850 Baker Dr.	(281-229-7350)
P Dickinson Junior High	11611 Central Park Blvd.	(281-229-6000)
★ Education Support Center	2218 FM 517	(281-229-6000)
▲ Technology	2801 Oak Park Dr.	(281-229-6026)
■ Food & Nutrition Services	4003 Video Street	(281-229-6060)
■ Transportation	4005 Video Street	(281-229-7300)
● Operations & Facilities	3303 Owens Drive	(281-229-7250)

THE SUBSTITUTE LIST

In accordance with Dickinson ISD Board Policy DPB (LOCAL), the Dickinson Independent School District maintains a current list of qualified teachers and aides who serve as substitutes. From this list, Frontline Absence Management calls substitutes for reported absences.

The District cannot guarantee a definite assignment or any frequency of assignment, as substitutes are called as needed to staff vacancies.

Substitutes must understand they have agreed to make themselves available to serve the District upon need for their services.

REQUIREMENTS FOR DICKINSON ISD SUBSTITUTES

Each substitute candidate must meet the following requirements and complete the forms listed below:

- Application for substitute teacher/aide employment
- Online substitute training (must be completed before hired/suggested but not required for retired teachers)
- Absence Management availability
- Fingerprints and Criminal History Check
- New hire documents must be completed in 7 days

Additionally, substitutes must have official transcripts sent to the Substitute Office reflecting the following:

Substitute Teachers:	30 college hours or above
Aides:	High school diploma or the equivalent
Nurses:	Current Texas Registered Nursing License

Orientation

Before beginning substitute duties, new substitutes to Dickinson ISD **must** attend an orientation session provided by the department of Human Resources. The orientation includes an explanation of Absence Management, basic information about the role of the substitute teacher and/or substitute paraprofessional, and answers to the most frequently asked questions about substituting.

Identification

Employees, substitutes and designated supervisory personnel are issued and required to wear an appropriate District identification badge. Identification badges must be worn at all times while on duty. All badges should be cared for and maintained in such a manner as to ensure proper function as well as appearance. These cards also have a punched slot to which a clip or lanyard may be attached; no other holes, either large or small, should be made in these cards.

If an identification badge is lost or stolen, then it is the employee's responsibility to immediately inform the Human Resources office. If any badge requires replacement for the following reasons, then a replacement fee will not be assessed:

- Normal "wear and tear" that would be associated with the duties of the employee.
- Employment change within the district or name change that would require a different ID badge.

- In all of the above changes, the old badge must be surrendered upon request for a replacement badge or a \$10 replacement fee will be assessed.

Frontline Absence Management System

Dickinson ISD uses an automated system called Frontline absence management system for locating a substitute when staff members are absent. This service greatly simplifies and streamlines the process of notifying you when your services are needed in the district. Frontline utilizes both the telephone and the Internet to assist you in locating jobs in the school district. The administrative office has selected the following hours as standard call times when the Frontline service may call for substitutes: [5:00 a.m. – 10:00 a.m.; 4:00 p.m. – 9:30 p.m.]. Frontline is completely menu-driven and is activated by entering your ID number and login information. Whether initiating or responding to a Frontline call, the listener receives verbal prompts to navigate the menu of options. Frontline Quick Start Guide for Substitutes is located at the end of this handbook. There is also a free app, Frontline Education, that can be downloaded. With the app, you are able to view and accept jobs at any time.

Things to Note:

You may interact with the system at any time either on the Internet at <http://www.aesoponline.com> or by way of a toll-free, automated voice instruction menu system at 1-800-942-3767. The Frontline system will only call you within the call times specified above.

What to Do When AESOP Calls You

You may be prompted to enter either a PIN number and/or and Identification (ID) number. This information is as follows:

- ID number – This is your home phone number, including area code.
- Pin number – In most cases, it is the employee ID number with our district.

Contact the Substitute Office for assistance.

Frontline will provide you with the following details of the assignment:

- school name
- date(s) of assignment
- room or location where you need to report
- start and end time
- any further special instructions left by the absentee

You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept the assignment, Frontline will issue a confirmation number you will need in the event of a follow-up inquiry.

Please remember you have not accepted the job until you receive a confirmation number.

How to Contact AESOP via Website

You can also search for and accept available jobs, change personal settings, update your calendar, personalize your available call times and select and add your campus choices by visiting AESOP at <http://www.aesoponline.com>. You will be prompted to enter your log-in credentials you created. This will be a unique log-in and password. Should you experience difficulty using the system, please contact the Substitute Office at (281) 229-6049, Frontline at support@aesoponline.com, or tquilter@dickinsonisd.org.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

A substitute shall be subject to all the duties of a regular classroom teacher. Likewise, substitutes are expected to be familiar with and adhere to the District's policies and procedures. Specific substitute responsibilities are detailed within the attached substitute job descriptions. Important issues related to substituting include but are not limited to the following items:

General Duties

Accepting and Canceling Jobs

Whenever possible, substitutes should accept the jobs they are offered through Frontline. Once they have done so, they should write down the job number, date, time, location, and other information pertinent to the assignment. If, after accepting a job, a substitute must cancel a job, he/she should do so at the earliest possible opportunity. This can be done by calling the assigned campus to cancel a job. **Note:** Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. Failure to do so will result in a possible exclusion from that campus in the future; repeated failure to do so will result in the substitute being restricted from working in the district.

Ethical Behavior

Substitutes must conduct themselves in a professional manner at all times when carrying out their duties.

No Solicitation

Substitutes may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any Dickinson ISD property. Substitutes are also instructed not to promote or market their personal availability as a substitute to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. On the other hand, substitutes may make reasonable, limited, targeted attempts to inform Dickinson ISD educators of their availability to work as substitutes, provided they utilize good judgment and common sense in this regard.

Substitute/Student Relationships

Substitutes should exercise extreme caution and good judgment in relationships with students. Substitutes should establish a position of authority with the students; they may “be friendly” without “befriending” the students. Yelling at students, calling them derogatory names, and using profanity, insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal. **Substitutes are never to touch a student to forcibly remove items from a student’s possession.** This policy is not only for the students and the substitutes’ protection but also to prevent misunderstandings from taking place. Violation of this policy will result in disciplinary action, up to and including removal from the District’s substitute system.

Student Teachers, Clinical Teachers, and Interns

It is a district requirement for all student teachers, clinical teachers, and interns to register as a substitute teacher in DISD prior to the start of their classroom experience. In addition, each student teacher, clinical teacher, and intern is required to provide gratis days of substituting as part of the agreement for student teaching in Dickinson ISD. Please check with your university supervisor to verify the number of gratis days you are required to provide as part of your program. Once your gratis days have been logged in AESOP, you will then be eligible to substitute in DISD for compensation.

Punctuality

Substitutes are expected to be on duty the same length of time as the regular classroom teacher or aide. This includes reporting to duty AT LEAST twenty (20) minutes before the start of school to allow enough time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substituting.

The exact beginning and ending times for substitutes may vary from school to school, so be certain to listen carefully to the start times as indicated by the substitute system. **When in doubt, call the school the day before if possible to verify the start time and to get directions to the school if needed.**

Campus Hours

<u>Schools</u>	<u>Students</u>	<u>Substitutes</u>
High Schools	7:05 A.M. – 2:35 P.M.	6:40A.M. – 2:45 P.M.
Middle and Junior High Schools	7:45 A.M. – 3:15 P.M.	7:20A.M. – 3:35 P.M.
Elementary Schools	8:30 A.M. – 4:00 P.M.	8:05 A.M. – 4:15 P.M.

CAMPUS	FULL DAY SIGN IN	FULL DAY SIGN OUT	½ DAY AM SIGN IN	½ DAY AM SIGN OUT	½ DAY PM SIGN IN	½ DAY PM SIGN OUT
DICKINSON HIGH SCHOOL	6:40 AM	2:45 PM	6:40AM	10:45 AM	10:46 AM	2:45 PM
DCC/DALC	6:50 AM	3:00 PM	6:50 AM	11:00 AM	11:01 AM	3:00 PM
JUNIOR HIGH SCHOOL CAMPUSES	7:20 AM	3:35 PM	7:20 AM	11:30 AM	11:31 AM	3:35 PM
MIDDLE SCHOOL CAMPUSES	7:20 AM	3:35 PM	7:20 AM	11:30 AM	11:31 AM	3:35 PM
ELEMENTARY SCHOOL CAMPUSES	8:05 AM	4:15 PM	8:05 AM	12:15 PM	12:16 PM	4:15 PM

SUBSTITUTES ARE REQUIRED TO BE AT THE SCHOOL AT THE TIME SPECIFIED BY THE SUBSTITUTE SYSTEM WHEN THEY ACCEPT A JOB.

Exception: If you accept a job after the start time indicated on the phone or website, please call the school to let them know the time you will arrive for the job.

Reporting for Duty

Substitutes must always wear their **photo I.D. badge** and must report to the school office before assuming their duties on campus to obtain the daily schedules, the room key or request the room to be unlocked. Review the teacher's lesson plans, teaching materials, building routines, and disaster drill regulations. The Substitute Information Folder includes an emergency plan for quick reference. Consult the principal or an assigned teacher if there are questions about the day's activities or if the Substitute Information Folder is unavailable. Teachers plan together and are happy to share and assist substitutes. Feel free to ask questions about lesson plans.

Supplies, Materials and Equipment

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Failure to comply with this rule can result in disciplinary action up to and including removal from the District's substitute system. Any material and equipment borrowed must be returned to the proper person before leaving campus. At the end of the day, the teachers' rooms and equipment should be left the way they were found. The teacher's desk, files, and other storage areas should be regarded with respect.

Employee Responsible Use Guidelines for Technology

Introduction

Dickinson Independent School District makes a variety of communications and information technologies available to students and District employees through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication within the District. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and employees and setting standards which will serve to protect the District. The District firmly believes that the advantages of using digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

Mandatory Review

To educate District employees and students on proper computer/network/Internet use and conduct, users are required to review these guidelines at the beginning of each school year. All District employees shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Computer/Network/Internet Responsible Use Guidelines (hereinafter referred to as the Responsible Use Guidelines as part of their review of the Parent/Student Handbook and Student Code of Conduct. Employees supervising students who use the District's system, must provide training to students emphasizing its appropriate use.

Definition of District Technology System

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, or tools (Internet- or District-serverbased);
- District-provided Internet access;
- District-filtered public Wi-Fi; and
- New technologies as they become available.

Availability of Access

Acceptable Use

Computer/Network/Internet access will be used to improve teaching and learning consistent with the District's strategic plan and supporting educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

Privilege

Access to the District's computer/network/Internet is a privilege, not a right.

Access to Computer/Network/Internet

Computer/Network/Internet access is provided to all District teachers and staff. All students will have access to the Internet unless parents request in writing that access be denied. Student Internet access will be under the direction and guidance of a District teacher or staff member.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Each District computer and public Wi-Fi has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. For students under the age of 13, CIPA requires additional parental permission for some Web tools used for educational purposes. Parents wishing to deny access to these sites must do so in writing.

Limited personal use is permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources, and has no adverse affect on an employee's job performance or on a student's academic performance.

All individual users of the District's system must complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in either the principal's, departmental supervisor's office, or district human resources department. System users are required to maintain password confidentiality by not sharing their password with others. System users may not use another person's system account. Any system user identified as a security risk or having violated the District's Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

Objectionable Content/Third-Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Student Code of Conduct. An employee who knowingly brings prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See Board policy DH]

Subject to Monitoring

All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. System users should not use the computer system to send, receive or store any information, including e-mail messages, that they consider personal or confidential and wish to keep private. All electronic files, including e-mail messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Users should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose.

User Responsibilities

Computer/Network/Internet users are responsible for their actions in accessing available resources.

Employee Responsibilities

District employees are bound by all portions of the District's Responsible Use Guidelines. An employee who knowingly violates any portion of the Responsible Use Guidelines will be subject to disciplinary action in accordance with District policies. [See Board policy DH]

Dickinson ISD Employee Code of Conduct

District employees are expected to maintain appropriate conduct when accessing the communications and information technologies available through computer/network/ Internet access. All employees must comply with the District's Responsible Use Guidelines at all times when accessing any part of the technology system.

Employees will guard and protect access to secure systems by:

- **Protecting passwords and other similar authorization information:** Passwords are the primary way in which users are authenticated and allowed to use the District's computing resources. Employees will not disclose personal password(s) to any individual, including a faculty or staff member. Similarly, employees will not disclose other identifying information used to access specific system information, recognizing that if they do so, they will be held accountable for their actions as well as those of other parties to whom they have given access.
- **Guarding unauthorized use of resources:** Employees will not allow others to make use of their accounts or network access privileges to gain access to resources to which they would otherwise be denied.
- **Not circumventing or compromising security:** Employees must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the District's systems and network.

Computer/Network/Internet usage is subject to monitoring by designated staff at any time to ensure appropriate use. Electronic files sent, received or stored anywhere in the computer system are available for review by any authorized representative of the District for any purpose. Employees will affirm, in writing that at all times their actions while using the District's system will not violate the law or the rules of network etiquette, will conform to the guidelines set forth in the Responsible Use Guidelines, and will not violate or hamper the integrity or security of the District's technology system.

If a violation of the Responsible Use Guidelines occurs, employees will be subject to one or more of the following actions:

- Revocation of access;
- Disciplinary action;
- Loss of employment with the District;
- Appropriate legal action.

Use of Social Networking/Digital Tools

Consistent with DISD policy and regulations, students and employees may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions.

The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other district-approved digital tools. Employees who use digital learning tools in their classrooms must monitor student actions to ensure compliance with the Student Responsible Use Guidelines for Technology and the Student Code of Conduct.

Student Responsibilities

District students are bound by all portions of the District's Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Student Code of Conduct.

Use of System Resources

System users are asked to purge e-mail or outdated files on a regular basis.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses and are prohibited:

Violations of Law

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material; or
- material protected by trade secret.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for the litigation process.

Intellectual Property

Teachers, staff and students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Transmitting Confidential Information

Teachers, staff and students may not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information such as, but not limited to, home addresses, phone numbers, e-mail addresses, birthdates of users or others is prohibited.

Modification of Computer

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Commercial Use

Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

Marketing by Non DISD Organizations

Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief

Any malicious attempt to harm or destroy District equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. System users committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See DH, FN series, and FO series in Board Policy and the Board-approved Student Code of Conduct.]

Impersonation/Plagiarism

Fraudulently altering or copying documents or files authored by another individual or assuming the identity of another individual is prohibited.

Illegally Accessing or Hacking Violations

Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, program, or codes is prohibited.

File/Data Violations

Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

Copyright Violations

Downloading or using copyrighted information without following approved District procedures is prohibited.

System Interference/Alteration

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Electronic Mail and Communication Tools

Electronic mail (e-mail) and other digital tools such as, but not limited to, blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

Users should keep the following points in mind:

Perceived Representation

Using school-related e-mail addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the e-mail to assume that the user's comments represent the District or school, whether or not that was the user's intention.

Privacy

E-mail, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or e-mail addresses, should not be divulged. To avoid disclosing e-mail addresses that are protected, all e-mail communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

Inappropriate Language

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in e-mails, blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

Political Lobbying

Consistent with State ethics laws, District resources and equipment, including, but not limited to, e-mails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District e-mail, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of e-mails, hyperlinks, or other external references within e-mails, blogs, or wikis regarding any political advertising.

Forgery

Forgery or attempted forgery of e-mail messages is prohibited. Attempts to read, delete, copy or modify the e-mail of other system users, deliberate interference with the ability of other system users to send/receive e-mail, or the use of another person's user ID and/or password is prohibited.

Display of Student Information on District Websites

The following conditions apply to the display of student information on District Web sites. A content contributor who knowingly violates (or promotes the violation of) any portion of these guidelines will be subject to disciplinary action in accordance with District policies. [See Board policy DH]

- Student-created projects, writings, and/or artwork are permitted on campus/District Web sites, or District-approved blog and wiki sites, if the appropriate parental consent has been obtained.
- Student photographs and names are permitted if authorized.
- Specific parental consent may need to be obtained to display photographs of the student.
- All student photographs and/or student work must be displayed with either no name, first name only, or first name and last initial only. No other personal student information is allowed including, but not limited to, e-mail address, phone number, home address, and/or birth date.

Security Reporting/Security Problem

If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the user should immediately notify the District's Help Desk. The security problem should not be shared with others.

Impersonation

Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the user's access to computer/network/Internet.

Other Security Risks

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the District computer/network/Internet.

Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the user's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges

With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend access as required, pending an investigation.

Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Leaving the Campus

The care and supervision of the students assigned to the substitute should be of paramount importance. The substitute should at no time leave the campus unless authorized to do so by a Campus Administrator. At the end of the day, substitute teachers must check out with the office prior to leaving campus.

Other Duties as Assigned

A substitute may be directed to teach in a classroom other than the one they agreed to teach when the job was accepted through the substitute system. The substitute is expected to demonstrate **flexibility** and **cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care. A conference period may or may not be extended to a substitute.

At the End of the Day

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute still has several more duties to perform. The room should be checked to ensure that it is restored to the way

the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Substitutes have the option of leaving a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plan was accomplished, any other important information about the substitute's instructional efforts, and any behavior problems or unusual events that may have occurred during their absence.

Changes in the Personal Profile Information

If your telephone number or home address changes, please update your personal information in the employee access center.

Should you receive a college degree or become a certified teacher, you will need to send an official transcript and/or copy of the teaching certificate to the substitute office. New pay rate will be effective the day these official documents are received in the substitute office.

Please keep all information current with the Human Resources Department. The Human Resources Department is located on the first floor in the Education Support Center and can be reached at 281-229-6016.

Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Inquire as to whether any students with special needs or medical conditions are in the class to which you are assigned. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

Lesson Plans

When teachers are absent from school, they leave lesson plans for the substitute teacher to maintain instructional continuity in the classroom. These lesson plans are the blueprint, the roadmap, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be approved by the campus administrator in advance. Any instructional materials (videos, CDs, DVDs, tapes, etc.) not specifically called for in the lesson plans must receive advanced approval from the teacher or campus administrator.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, seek help from the campus secretary or department head.

Student Attendance

One of the many regular duties of the full-time teacher is recording student attendance. State law and District policy require that student absences be excused only with a written note from the parents or legal guardians. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office in accordance with the procedures established at the school. Attendance-taking procedures are available from the office or any full-time teacher.

Discipline

When students behave in ways that disrupt the learning environment, the substitute teacher should apply acceptable behavior management strategies to restore and maintain proper classroom order and discipline. However, substitutes must never physically discipline or verbally abuse a student in any way. Shouting at students or calling them derogatory names may constitute verbal abuse and is strictly forbidden. If additional help is needed to control the classroom, substitutes are to contact the front office to request administrator support.

Unattended Classroom

The substitute should **never** leave the classroom unattended. Even if a student runs out of the room, you should not chase the student. Contact the office immediately for assistance and they will handle the situation. If you need to leave the classroom for **emergency** reasons, notify a nearby teacher so that the classroom will be supervised.

Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute's proximity to the students.

Accidents and Illness

All accidents involving students (or substitutes) on the grounds, in the school buildings, on the way to or from school, or occurring at any place while the student is under the supervision of the school should be reported at the earliest possible time to the principal's office.

Early Dismissal at the Request of Students/Parents

Any unusual requests from parents and students should be referred to the principal, such as a request to be dismissed early or to be absent from the classroom for some activity. Students should never be released from the building during the school hours without office permission.

Substitute Teaching Resources

There are literally hundreds of good "sites" available on the Internet for substitute teachers. Of- course some are better than others, but feel free to "browse" for yourself until you find what you need. To get you started, here are a few excellent sites to explore. Take some time to check them all out!

www.disciplinehelp.com: The *Discipline Help* website provides substitutes (and parents) access to information and assistance in dealing with a wide array of student misbehaviors in the classroom. This website lists the causes, effects, appropriate actions to take, and frequent mistakes made when dealing with 117 different student misbehaviors.

www.stedi.org: This is the site created and maintained by the Substitute Teacher Training Institute at Utah State University. It contains many articles and resources for substitute teachers and managers. There is also a self-assessment one can take to test their readiness and effectiveness as a substitute teacher.

www.proteacher.com: Select “Substitute Teachers” from the main menu on the left. This site serves as a bulletin board for substitute teachers. In addition to lots of helpful hints and success stories, there is plenty of room for commiseration so you won’t feel alone in your experiences as a substitute.

Above all, remember to follow the lesson plans provided by the teachers.

Books and other Resource Materials

In addition to the excellent resources available through the Internet, there are many books, videotapes, magazines, and handbooks available to assist the substitute teacher. The Internet sources listed above all have links to additional materials—especially the San Diego site. Some of the more popular books currently available from Barnes and Noble and other bookstores are:

- *Classroom Management for Substitute Teachers*, S. Harold Collins, Kathy Kifer (Illustrator)
- *A Survival Kit for the Substitute and New Teacher: Your Blueprint to Having a Successful Day*, Jennifer Gaither
- *Mastering the Art of Substitute Teaching*, S. Harold Collins, Gary J. Schubert (Illustrator)
- *Lifesavers for Substitutes*, Mary McMillan
- *Substitute Teaching: A Handbook for Hassle-Free Subbing*, Barbara Pronin
- *The First Days of School*, Harry Wong and Rosemary T. Wong

Substituting in Special Education Positions

Special Education substitute positions include but are not limited to the following:

- **ABCD** (Adaptive Behavior Class-Dickinson) Self-contained emotional/behavior.
- **DEAR** (Dickinson Education. Acceleration, Recovery) Credit recovery DHS only.
- **BLP** (Behavior Learning Program)
- **ECSE** (Early Childhood Special Education) Self-contained preschool program for students suspected of ID, AU, ED
- **SAILS** (Structured Academics Integrated Life Skills)
- **TIDES** (Teaching Independence, Development, Experiences and Skills)
- **RISE** (Restructured & Individualized Special Education)
- **WAVE** (Woven Academic & Vocational Education)
- **SEALS** (Secondary Education and Life Skills, 18-21 years)

Prohibited Aversive Techniques

It is the policy of the state and DISD to treat all students with dignity and respect.

Timeout is a behavior management technique used to provide a student with the opportunity to regain self-control. The student is separated from the other students for a limited period of time in a setting that:

- is NOT locked; and
- from which the exit is not physically blocked by furniture, a closed door held shut from the outside, or an inanimate object

Restraint means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of the student's body.

A school employee, volunteer, or independent contractor may use restraint only in an emergency which is defined as imminent, serious physical harm to the student or others or imminent, serious property destruction. DISD has a core team at each campus whose members are trained in the appropriate use of restraints.

NOTE: *Substitute teachers should not engage in the restraining of students.* In case of emergency, contact the office.

Seclusion is a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that:

- is designed solely to seclude a person; and
- contains less than 50 square feet of space

A school district employee or volunteer or an independent contractor of a district may not place a student in seclusion.

Accommodations and Modifications

Accommodations deal with *how* a student learns. They include changes to the way student's access instruction and demonstrate performance.

Modifications deal with *what* a student learns. They are changes to what students are expected to learn.

Remember the following items regarding accommodations/adaptations:

- Accommodations/Adaptations are instructional support strategies determined by the ARD committee.
- They are required for the student to master the goals within the IEP.
- Noncompliance with adaptations or any ARD recommendations may result in personal liability.
- Teachers must document that they are complying with the ARD documented goals, accommodations, and modifications.

Remember the following items regarding modifications:

- Modifications can be found on the Goal and Objectives page (included in lesson plan).
- They are individualized, modified curriculum for the student.
- They do not include all of the Texas Essential Knowledge and Skills (TEKS).
- Long term substitutes with students who have modifications should conference with the special education team leader about D-10s and monitoring folders.

A Behavior Intervention Plan (BIP) is an action plan to help a student manage his/her behaviors. It is based upon a Functional Behavior Assessment (FBA). It identifies events that precede or predict behaviors (antecedent) as well as positive interventions to change behaviors.

Please note: All teachers and staff must implement the BIP consistently. All teachers and staff must document behaviors and interventions in the school setting. If you need additional support, please contact the team leader or counselor, who will contact a District Instructional Specialist for behavior or Licensed Specialist in School Psychology (LSSP).

Confidentiality of student information is an important aspect for substitutes to understand and follow. Student information is private and must not be discussed with anyone who does not have an educational need to know. Those with an educational need include the student's teacher(s), principal, assistant principal, counselor, special education service provider, and parent. No other individuals should have information about the student provided to them.

Confidentiality Reminders:

Do

- Talk with the special education teacher/counselor/team leader if there are any questions about the needs of the students in class.
- Keep all student records and reports in a secure location.
- Discuss students in your class only with others who have an educational need to know, and always do so in a private setting.
- Refer parents to the student's permanent teacher.
- If you are a long-term sub, please conference with your principal.

Do Not

- Talk about the students in the hallway, lounge, or any other public area.
- Leave confidential student information on your desk or any area where others can have access.
- Talk about students to staff who do not provide services to the student (i.e. those without educational need).
- Discuss your concerns with the parents. Report concerns to the sped team leader/counselor/AP to address with the parents.
- Mention other students' names in non-school necessitated conversations.

Communication Tips for Auditory Impaired (AI) Students

- Speak directly to and look at the student (not the interpreter) when giving instructions.
- Allow interpreter to stand or sit near you.
- Pause after major subjects.
- Speak at your normal rate.
- Allow only one person to speak at a time.
- Provide copies of materials to be discussed.
- Keep interpreters informed of any changes in schedules due to field trips, assemblies, etc.
- Provide notes/written information to your student if interpreters are absent without a sub.
- Remember that the use of an interpreter must be an ARD committee decision and is considered a related service.

Related Services are additional services provided to students with special needs to ensure educational progress. These include but are not limited to: speech, occupational therapy, physical therapy, audiological services, Interpreter for the deaf, music therapy, nursing services.

RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND TEACHERS

Successful substitute teaching is a partnership between the substitute, the teacher, the staff at the school, and District staff.

Substitute Office

The Substitute Coordinator is a full-time staff member dedicated to providing service and support to Dickinson ISD Substitute teachers. Her responsibilities include creating and maintaining employee files, maintaining AESOP, and scheduling and conducting orientations and training for substitutes. Questions about any of these matters can be directed to her at (281) 229-6049, or you may email her at tquilter@dickinsonisd.org. Human Resources is also available to answer any questions substitutes may have, and representatives may be reached at (281) 229-6016.

Payroll Office

It is the responsibility of the Payroll Office staff to provide the substitute with accurate and timely delivery of payroll checks. If a substitute believes an error has occurred in a paycheck, they may contact the Payroll Office at (281) 229-6030.

Teachers

The classroom teacher will provide a substitute information folder that includes the following:

- current daily schedule, routines and duty schedule
- current bell schedules
- current class rules and seating charts
- current lesson plans
- current location of Teacher editions and guides to textbooks
- current disaster drill and fire drill regulations
- current lunchroom procedures

Teaching materials and reporting forms are to be in an easily accessible place

The Department Chairperson or Team Leader is available to assist the substitute in cases where the classroom teacher was unable to provide the materials listed above.

PAYROLL AND EMPLOYMENT ISSUES

Substitutes shall be paid according to the table below. A substitute teacher shall be considered certified if a standard certificate, valid for the dates of service, is provided for the District file. The additional day rates are paid for continuous service in a single assignment. Long term pay will begin on the 11th full day in the same assignment. It must be full days no half days. If a job lasts 11 consecutive days or longer, the substitute will be paid the long-term rate beginning on the 11th day. *Permanent term pay will begin on the 31st consecutive day in the same assignment. If a job last 31 consecutive days or longer, the substitute will be paid the permanent rate beginning with the 31st day.*

- After initially working 20 consecutive days without an absence, substitutes are allowed to miss one unpaid day during any subsequent 20-day period due to personal or family illness and still maintain long-term or permanent substitute status.

Rate of Pay

Substitute Qualifications	Daily Rate	Long Term Rate	Permanent
Classroom Aide	\$80.00	\$110.00	N/A
Teacher non certified	\$90.00	\$115.00	\$120.00
Teacher certified	\$120.00	\$155.00	\$160.00
Registered Nurses	\$120.00	\$155.00	\$160.00

Payroll Schedule

Pay Day	Dates to Include
September 13	August 15-30
September 30	September 3-13
October 15	September 16-30
October 30	October 1-15
November 15	October 16-31
November 22	November 1-8
December 13	November 11-22
December 18	December 2-6
January 15	December 9-20
January 30	January 6-15
February 14	January 16-31
February 28	February 3-14
March 14	February 17-28
March 28	March 3-14
April 15	March 24-31
April 30	April 1-15
May 15	April 16-30
May 30	May 1-15
June 13	May 16-31
June 30	NN/A
July 15	NN/A
July 30	NN/A
August 13	NN/A
August 30	NN/A

NOTEAny changes to pay dates will be posted on the Frontline system.

Please note: *If you are a substitute teacher and you accept a Paraprofessional Aide/Clerical position, you will be paid at the Aide/Clerical rate.*

Special Notes Regarding Pay

Pay method / Frequency

In our continuing effort to streamline processes and reduce costs, DISD has implemented mandatory direct deposit. Effective July 1, 2009, check stubs and W-2's will only be available online @ www.dickinsonisd.org. Details to access online pay information are found on page 26 of this handbook. Substitutes are paid on the 15th and 30th of each month.

Change in credentials that warrants a change in pay status must be submitted to the Substitute Office in writing. Please have your college or university send an official transcript with the conferred date in a sealed envelope. If you receive a teaching certificate, please send a copy to the Substitute Office. The new pay rate will be effective the day your credentials are received.

Job Log

A job log of dates, times, schools, and job numbers is valuable for verifying the accuracy of each paycheck.

Teacher Retirement Benefits

Retirees as Substitutes

The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee. Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work as open or vacant positions, and any kind of tutoring or extra help. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits. It is the retiree's responsibility to continually check your substitute status in AESOP and the number of hours worked each month.

Retirees should carefully monitor the type of position for which they are working – Are you working in the place of a current employee or is it a vacant / supplemental position. The number of days worked on a monthly basis – working in a vacant / supplemental position for as little as a half day in any month can cause you to lose your annuity. It is the retiree's responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1.800.223.8778. For detailed written information regarding employment after retirement, please contact TRS at www.trs.state.tx.us and/or view the online document pertaining to employment after retirement at <https://www.trs.texas.gov/Pages/Homepage.aspx>.

457(b) FICA Alternative Plan and Trust

The Omnibus Budget Reconciliation Act of 1990 (OBRA 90) mandates that employees of public agencies, including school districts who are not members of the employer's existing retirement system as of January 1, 1992 be covered under Social Security or a qualifying alternate plan. The ESC Region 10 457(b) FICA Alternative Plan satisfies federal requirements and provides substantial cost savings compared to Social Security.

- Eligibility: An employee is eligible to participate in the FICA Alternative Plan if they meet one of the eligibility requirements listed below.
 - Part-time (20 hours or less per week)
 - Seasonal (five months or less per year)

Paychecks

Employees no longer receive copies of their paychecks but are able to access their pay information from the district website (www.dickinsonisd.org): From the homepage scroll down, select the staff tab, then select the Employee Access Center link. (see below)

Employee Access Center

The Employee Access Center allows employees to have access to many important pieces of Human Resource and payroll information. The Employee Access Center can be accessed from the Employee Portal log-in screen located on the District website at www.dickinsonisd.org.

- The Employee Access Center will provide you with the following important information:
- Paychecks — View and print current or historical checks as needed
- W-2, Wage and Tax Statements — View and print current or historical statements as needed
- Demographic Data — Update your address, phone number or contact information online
- Salary — View your current salary information
- Payroll Deductions — View your current payroll deductions.
- Federal Tax withholding- View your current federal tax withholding.

Healthcare Benefits

Dickinson ISD offers medical Insurance coverage to eligible substitute employees through Blue Cross Blue Shield. A district substitute is eligible to enroll in Blue Cross Blue Shield if the district reasonably expects the employee to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Dickinson ISD.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event. Instructions on how to enroll will be provided through the TalentEd System.

If you elect to enroll, you will be responsible for the full premium. Dickinson ISD does not payroll deduct the health care premium.

A substitute who is enrolled in Blue Cross Blue Shield and who is then terminated and becomes ineligible for health coverage will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore, you would not be eligible for COBRA.

Removal from the Substitute List

Substitutes may be excluded from working at a particular campus if the school administration and the Human Resources Administrator conclude it is in the best interest of the District. Failure to report to an assignment will count as an exclusion. Substitute teachers may be removed from service to the District throughout the year as needed. Should circumstances warrant, the substitute maybe restricted immediately from service to the District pending the outcome of an investigation of policy violations. A campus administrator may request that a substitute be excluded from his/her campus. Questions concerning exclusions should be addressed to the Director of Human Resources; under no circumstance should an excluded substitute contact the campus from which they have been excluded. Additionally, the Substitute Office will maintain an exclusion list for each campus.

Equal Employment Opportunity

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

Annual Renewal of Service

TO REMAIN ACTIVE AS A SUBSTITUTE you must substitute a minimum of 15 days in the fall semester and 15 days in the spring semester. If you have not substituted a minimum of 30 days, your name will be removed from the Active Substitute Roster and you must re-apply. Should you wish to voluntarily have your name removed from the substitute list, please submit this request in writing, along with your ID badge, to the Human Resources Department (P O Drawer Z, Dickinson TX, 77539).

A Letter of Reasonable Assurance will be sent to substitutes via the Talent Ed System. This letter demonstrates a reasonable assurance of employment for the upcoming school year. All substitutes will participate in annual training. Substitutes who are not performing satisfactorily by the end of any school year will not receive a Letter of Reasonable Assurance.

Complete annual recertification process.

Emergency Closings

When inclement weather or an emergency results in the closing of schools, the District will notify parents via its emergency phone, sms and email system. It will also post the information on www.dickinsonisd.org as well as their social media pages and distribute to local media.

DISTRICT POLICIES

Substitutes are expected to be familiar with and adhere to the District's Legal and Local Policies, as they interact with students, parents and other District personnel. These policies can be found in their entirety on the District's website at www.dickinsonisd.org.

Dress/Grooming

Employee Standard of Dress

A professional standard of dress requires staff members to be readily distinguishable from students. Role modeling is a part of the employee's professional responsibilities. Managers and supervisors will exercise discretion in asking employees deemed to be dressed inappropriately, to return home, change into appropriate dress, and return to work.

Male employees are allowed to wear well-trimmed mustaches and beards.

Coaches/PE instructors may wear shorts in their respective sport/activity and cover them with a warm-up suit if they alternate between classroom and coaching responsibilities.

Instructors in laboratory-based coursework (i.e. science or technical shops, art, etc.) must comply with the dress standards and should wear aprons, smocks, or jumpsuits to protect their clothing if necessary.

Campus, school - related club/organization T-shirts and jeans may be worn on designated days as approved by the campus principal.

Visible tattoos and body piercing other than ears must be covered. Inappropriate dress includes but is not limited to the following:

- Shorts
- Low-cut, short, or revealing attire
- Wind suits, warm-ups, sweat suits (exception: coaches/PE instructors; see above)
- Stretch pants or stirrup pants
- Flip-flops or sandals without leather soles and heels
- Sun dresses without a jacket
- Spaghetti strap garments
- Overalls

Advancement of Religion

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to lead prayer or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students.

Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto 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 supervisor.

Visitors in the Workplace

All visitors are expected to enter District facilities through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including substitutes) who observe an unauthorized individual on District premises should immediately direct him or her to the building office and contact the administrator in charge.

Cell Phone

All cellular phones must be turned off and out of sight during the school day. No personal calls should be made or received during instructional time or when students are present. Violation of this policy will result in disciplinary action up to and including removal from the District's substitute system. Cell phones may only be used during designated breaks and lunch.

Tobacco Products and E-Cigarette Use

Smoking or using tobacco products including electronic cigarettes, vaporizing devices, and other smokeless products is prohibited by law at all 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 using these products 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.

This policy applies equally to all employees, students, patrons, and visitors. The policy applies to all forms of tobacco and tobacco products, including smokeless tobacco, as well as e-cigarettes and vaporizing devices.

Administering Medication to Students

Substitutes are not allowed to administer medication to students. Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine must be in its original, properly labeled container. Contact the principal or school nurse if you have additional questions.

Employee Arrests and Convictions

An employee must report the arrest to the HR Substitute Coordinator within three calendar days of the arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, or any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle a person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence (including but not limited to assault)
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug or alcohol-related offenses, including driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol.
- Acts constituting abuse or neglect under the Texas Family Code or SBEC rules.

Sexual Harassment

Dickinson ISD is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, disability, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct. It is demeaning to other persons, undermines the integrity of the employment relationship, and is strictly prohibited. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employee-to-Employee. Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee.
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or 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 principals or supervisors. Employees must follow the procedures outlined in this handbook 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 a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
 - a) Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b) Creates an intimidating, threatening, hostile, or abusive educational environment.

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, and/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. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly reported to the appropriate authorities, as required by law.

Student-to-Student. Staff members should be alert to situations involving student-to-student sexual harassment. Inappropriate conduct should be stopped and appropriate action taken to prevent future occurrences.

Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g. state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to Child Protective Services (1-800-252-5400). Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the investigator is prohibited. You may refer to policy FFG or contact your principal, counselor, supervisor, or school nurse for details concerning the reporting process.

If you have additional questions about District policies or guidelines, please refer to the District website @ www.dickinsonisd.org.

General Safety Procedures

Bad Weather Closing

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to close schools, open late, or release students early, the Public Information Office will notify the media, post information on the district website, update the community hotline, and utilize a district-wide emergency phone call to parents and staff.

Emergencies

Training and preparation are keys to effective handling of an emergency or crisis situation. The District has prepared and implemented an Emergency Management Protocol that outlines the responsibilities of District employees in an emergency. The Emergency Management Protocol is available to all employees and should be posted in all classrooms.

Emergency Preparedness and Response

While we certainly do not anticipate an emergency at our schools, we are certainly prepared and well trained in the Federal Emergency Management Agency's National Incident Management system. DISD also partners with the Texas School Safety Center. Each campus has a crisis response plan. Training and mock exercises are conducted regularly (lockdowns, fire evacuations, and shelter in place).

Important Terminology

Hold: Hold (formerly Lockout) is when there is an external event (i.e., bank robbery, police chase) which makes it unsafe for students to be outside. More than 90% of our emergency response situations involve non-school related events which require students to remain indoors for a period of time. In these situations, all exterior doors will be locked and students will move throughout the building as usual.

Lockdown: Lockdown is when there is a suspected intruder inside the school building. In these situations, students and staff are to lock their classroom or office doors and remain quiet and calm until there is an all-clear from responding officers.

Evacuate: Evacuation is called when there is a need to move staff and students from one location to another. Examples for an evacuation is fire, bomb threat, flooding, major gas leak, or other hazards inside the building.

Shelter in Place: Shelter in place is initiated when there is a need to protect the staff and students from natural or man-made disasters. There are two types of protocols for this category: Hazardous Material and Weather.

Hold: A hold occurs when students need to remain in the classroom until an "All Clear" signal is given. The classroom door remain locked, continue normal classroom activities.

Training and mock exercises are conducted regularly as prescribed by the Standard Response Protocol.

Substitute Safety Responsibilities

Substitutes are ultimately responsible for all students under their care; consequently, substitutes are required to:

- Participate in all safety drills
- Follow safety protocol as stated in the Standard Response Protocol Safety Assessment
- Pass the Safety Assessment once each school year.

Substitute Preparedness

The service provided by DISD substitute teachers is invaluable. The opportunities for students to learn must continue, regardless of the reason(s) the teacher is absent. The services of dependable, well-prepared substitute teachers are essential to DISD as we meet the needs and aspirations of each student. It is critically important that we prepare our substitutes for a successful day and provide information that will serve as their guide.

Required components of your substitute plans:

- Lesson Plans – Post intervention Safety Plan (If applicable)
- Instructions for Substitutes (class rosters/seating chart, hall passes, signing in/out, etc.)
- Bell Schedule
- Teacher Daily Schedule and Classroom Rules
- What to do in case of an emergency with specific instructions (see information directly from Emergency Management Protocol handbook that can be added to plans)
- School Map

Protocol: What do I do in event of a lockdown?

- Step 1: Notification of Lockdown to staff and students over the intercom and repeat three times: “ATTENTION! LOCKDOWN!” If the intercom system is not working, staff and students will be verbally notified throughout the building.
- Step 2: Teachers and staff should immediately lock their doors.
- Step 3: Turn out lights.
- Step 4: Hide, get out of sight and maintain silence. Stay low and away from doors and windows.
- Step 5: Quickly take attendance and account for all students
- Step 6: Students and staff who are outside of the building need to evacuate to a campus pre-designated location.
- Step 7: Students and staff who are in the hallways need to move into the nearest room.
- Step 8: Students and staff located in common areas or library need to hide get out of sight and maintain silence.
- Step 9: If it is safer to evacuate to a known location, do so!
- Step 10: Wait for Law Enforcement officials to open all doors.
- Step 11: Once Law Enforcement has secured the scene; reunification will take place at a designated location.

What to do if a Lockdown occurs during arrival or dismissal?

- If a lockdown occurs during arrival, take immediate action to secure the campus. Staff and students need to find the nearest door to enter and lock. If you are inside the building it may be safer to evacuate to a known location. If you are outside of the building do not try to re-enter the campus, evacuate to known location.
- If Lockdown occurs during passing period take immediate action to secure the campus. Enter the nearest room and lock the door. Evacuation is an option to a known evacuation site. If you are outside do not try to re-enter the campus, evacuate to a known location.
- IF a Lockdown occurs during dismissal, take immediate action to secure the campus. Staff and students need to find the nearest door to enter and lock. If you are inside the building it may be safer to evacuate to a known location. If you are outside of the building do not try to re-enter the campus, evacuate to a known location.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! (Lockout) Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

SECURE (Lockout)	LOCKDOWN	EVACUATION/FIRE	SHELTER IN PLACE		
<i>“Secure! Get inside. Lock outside doors. Secure! Get inside. Lock outside doors.”</i>	<i>“Lockdown! Locks, Lights, Out Of Sight”</i>	<i>“Evacuate! To Outside The Building” (or specified location)</i>	<i>“Shelter! Hazard and safety strategy”</i>		
<ul style="list-style-type: none">- Recover students and staff from outside the building.- Increase situational awareness.- Take attendance: Account for all students.- Do not allow any entry from exterior doors.- Continue all normal internal operations.- Monitor emails and follow intercom instructions by your Administrators.	<ul style="list-style-type: none">- Sweep immediate area; any students in the hall should come into your class.- Close and lock all doors.- Move students to corner away from doors and windows.- Turn out lights.- All cell phones should be silenced.- No one allowed to enter or leave the room until the door is unlocked by administration or law enforcement.- Line up students who are having class outside, such as P.E. students, and lead them to a safe location on the campus perimeter.- Any staff without students must lockdown in first safe available location.- After threat is over, allow students to text parents every 5 minutes so they know they are safe.	<ul style="list-style-type: none">- When the alarm sounds, have students line up at the door in an orderly fashion.- Quickly check the hallway to make sure it is safe to evacuate.- Caution students to remain quiet and listen to instructions.- Follow evacuation route posted in your classroom.- Carry student roster with you.- Turn off lights.- Do not lock the door upon exiting.- Account for all students. Report any missing student(s) to an administrator immediately.- Remain with your class at all times.- Once the “All-Clear” has been given, return to the classroom in a quiet, orderly fashion.- Take attendance to ensure that all students have returned.- Take your keys, wallet, and cell phone whenever you leave your room. We cannot reenter the building until cleared by the Fire Marshall.	<ul style="list-style-type: none">- Take roll, account for students- Do not open any external doors.- Monitor emails and follow intercom instructions by your Administrators.- This may be followed by a Severe Weather Warning		
			HOLD	ACTIVE SHOOTER	SEVERE WEATHER
			<i>Hold in your classroom! Clear the halls.</i>	<p>Avoid – Move away from or hide from danger. Create distance and barriers from the threat. Leave if near an exit.</p> <p>Deny – Keep distance from threat. This includes lockdown procedures. Barricade door.</p> <p>Defend – If you cannot avoid or deny, aggressively protect yourself using any means necessary!</p>	<i>“Move to an interior room and take cover”</i>
<ul style="list-style-type: none">- Clear the halls.- Close and lock classroom door.- Continue all normal internal operations.- Take attendance: Account for all students.- Remain in the classroom until the “All Clear” is announced.			<ul style="list-style-type: none">- Teachers in interior classrooms will stay put.- Teachers in exterior rooms will move quickly, quietly, and orderly to an interior room (please refer to the tornado drill map)- Account for all students.- Move students to a safe area away from doors and windows and take cover<ul style="list-style-type: none">• Sit on the floor in a crouched position• Knees to the chest• Hands and arms covering head and neck- Hold students until an “All-Clear” is given and then return to class in an orderly manner.- Take attendance to ensure that all students have returned.		

BOMB THREAT “Staff, please do a visual check of your classroom. Instructions will follow.”	UNIDENTIFIED PERSON ON CAMPUS	MEDICAL EMERGENCY	BEST PRACTICES FOR SCHOOL SAFETY
<ul style="list-style-type: none">- Initiate “Hold” procedures.- Quietly check room for anything that does not belong.- Notify the office of anything suspicious- Staff will be notified by announcement or alarm if evacuation is necessary.- Teachers will need to bring their class roster, school keys, purse, and activities or books for the students.- DO NOT lock the door or turn off lights upon exiting.- Wait for the “ALL CLEAR” before entering the building.	<ul style="list-style-type: none">- Ask if they are lost or need help.- Request that they report to the office.- If possible, accompany them to the office.- Notify administrator if they are uncooperative.*Do not approach if they are behaving erratically. Notify administration immediately.	<u>Minor Incident/Injury</u> <ul style="list-style-type: none">- Take victim to campus nurse.- Provide first aid treatment if needed.- Notify parents. <u>Major Incident/Injury</u> <ul style="list-style-type: none">- Call campus nurse/administration.- Assess severity of injury or illness.- Call 911 if life or limb threatening.- Only trained staff can provide first aid and life saving techniques.- Nurse or administration will notify parents.	<ul style="list-style-type: none">- Greet each student every day/class.- Create a sense of belonging (community) in your classroom.- Make sure classroom procedures are clearly established and followed.- Keep your door locked.- Wear your ID badge at all times.- Find an optimized location to observe the hall and your classroom during passing periods.- Never leave students unsupervised.- Always be conscious of your environment (situational awareness).- Practice your response to emergency situations.- Review emergency responses with your students.- Report unusual or extreme changes in student behavior to administration.- Report allegations of bullying/ suicide ideation to administration.- Communicate your safety/student concerns with administration.- Always instruct visitors to enter the front door and check in at the office.
	EXPLOSION	TRAIN DERAILMENT	
	<ul style="list-style-type: none">- Stay in room if safe and wait for instructions.- If explosion is near room, move students away from site to safe location.- Keep students together and maintain a list of any missing students.- Render first aid if necessary.- Evacuate per fire drill procedure if directed by administration.	<ul style="list-style-type: none">- Reverse evacuation for any students/faculty outside.- Move students/class away from the vicinity of the railroad tracks.- Do NOT evacuate the building due to possible hazardous chemicals unless directed to do so by emergency personnel.- Administration will call 911 and wait for instructions from First Responders.	
REUNIFICATION			
<ul style="list-style-type: none">- Remain with your students.- Take attendance: Account for all students. Notify administration if you have any missing students.- Follow administrative and law enforcement directions.- Take attendance again once you arrive at the reunification center.			

Avoid Deny Defend®

What You Do Matters.®



Since 2002, the Advanced Law Enforcement Rapid Response Training (ALERRT)™ Program at Texas State University has been used to train law enforcement officers across the nation in how to rapidly respond to dangerous active threat situations. In 2013, the FBI named ALERRT at Texas State the national standard in active shooter response training for law enforcement.

Over the years we've seen response times shorten and the

capabilities of law enforcement increase. As a result of increased public awareness, many citizens have asked what individuals can do protect themselves and reduce the dangers faced during one of these events. As we've seen that hiding and hoping isn't a very effective strategy, **Avoid Deny Defend®** has been developed as an easy to remember method for civilians of all ages and abilities to follow.

Avoid | Deny | Defend™

During an act of violence (e.g. robbery, hostage situation, workplace violence, active shooter):

AVOID starts with your state of mind.

- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.

DENY when getting away is difficult or maybe even impossible.

- Keep distance between you and the source.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off and silence your phone.
- Remain out of sight and quiet by hiding behind large objects.

DEFEND because you have the right to protect yourself.

- If you cannot **AVOID** or **DENY**, be prepared to **DEFEND** yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. **THIS IS ABOUT SURVIVAL.**

CALL 911 when you are in a safe area.

When Law Enforcement arrives, **SHOW YOUR HANDS AND FOLLOW COMMANDS.**

Remember that **What You Do Matters.®**

For more information, visit **AvoidDenyDefend.org**
or email: **ADD@alerrt.org**

ALERRT at Texas State University's Avoid-Deny-Defend® training is a not-for-profit vital message and may be used at no cost provided it is distributed at no cost. We only ask that you credit ALERRT at Texas State University as the creators of the Avoid Deny Defend® program.
For more information, contact Info@ALERRT.org
or visit ALERRT.org



**TEXAS STATE
UNIVERSITY**



MEMBER
**THE TEXAS
STATE UNIVERSITY
SYSTEM**

FOCUS on school safety

LOCKDOWN

*In a **Lockdown**, doors must be locked, lights turned off, and students and staff remain out of sight. (For example: Aggressive intruder or active shooter on campus.)*

Employees

- Principal makes school-wide announcement.
- Public Information Office will email information to all district employees.
- ESC provides letter or script for ESC front desk and campus receptionist.

Parents

- ESC sends district-wide call and email to parents and posts details on social media and website.
- Updated information sent via calls, email, social media and website as available.
- Initiate Reunification protocol and communication, if necessary.
- Parent meeting, if needed, to review incident and answer questions.

Students

- Principal makes school-wide announcement.
- DHS will notify off-site students to remain off campus (for example, Collegiate High School).

Media

- Public Information Office sends email to media outlets.
- Public Information Office responds to media inquiries as needed.
- Public Information Office prepares for media to be at the site and makes plans for a press conference.

SECURE

*In **Secure** mode, students and staff get inside and lock outside doors. (For example: Law enforcement notification regarding a police search for burglary suspect or when they serve an arrest warrant in the area.)*

Employees

- Principal notifies ESC and makes a campus-wide announcement.
- ESC emails all district staff.
- ESC notifies Transportation Department.
- ESC provides letter or script for ESC front desk.

Parents

- ESC sends campus-wide call and email that school is on secure mode for precautionary reasons.
- ESC sends second call and email once secure mode is lifted.
- Further notification if end of day dismissal is involved.
- Public Information Office will post information on district social media and website.

Students

- Principal makes school-wide announcement.
- Reminder from teacher to students of secure procedures.
- DHS will notify off-site students to remain off-campus (for example, Collegiate High School).

Media

- Respond to media inquiries as needed.

Dickinson ISD Emergency Communications Guide

Preparing for potential emergencies is an important part of the district's annual training. One large part of handling an emergency situation is communication. To be consistent throughout the year as emergencies arise, Dickinson ISD developed an Emergency Communications Guide as an outline of how the district will communicate with employees, parents, students and the media during emergency situations. Every emergency is different, so in turn, the district must be ready to make changes as the situation develops. However, this guide provides a standard in which the district strives to follow as the situation allows. It includes eight different types of emergency situations that are possible within the school setting and provides bullet points of how the district will communicate to employees, parents, students, and the media.

HOLD

*During a **Hold**, students and staff get inside classrooms and clear the hallways. (For example: Non-emergencies, such as a disruption in the front office, a fight in the hallway, or completion of campus-wide assessments.)*

Employees

- Principal emails staff with script to share.

Parents

- Principal responds to parent inquiries as needed.

Students

- Principal makes school-wide announcement.

Media

- Public Information Office responds to media inquiries as needed.

TRANSPORTATION EMERGENCIES

Transportation Emergencies are incidents involving a Dickinson ISD school bus and impacting students and staff. (For example: A bus accident.)

Employees

- Transportation Department will provide bus details to ESC to notify feeder campuses, as needed, of possible disruptions to arrivals or dismissals.

Parents

- Public Information Office will post information on social media and website, including when and where the emergency happened, the campuses affected and the bus route number.
- Transportation Department will notify parents of students on the impacted bus.

Students

- Principal makes school-wide announcement, if necessary.

Media

- Public Information Office responds to media inquiries as needed.

SCHOOL THREAT

*A **School Threat** is a verbal or written threat to cause harm to the school and shared via the larger school community. (For example: A written or verbal threat, including one posted to social media.)*

Employees

- Principal sends email to staff with script to share if needed.
- ESC sends email to all employees.
- ESC provides letter or script for ESC front desk.

Parents

- Campus-wide call and email depending upon the nature/severity of the threat.
- Additional campus-wide call and email, if necessary.
- For reunifications, further communication will be made for location and times.
- Public Information Office will post information on district social media and website.

Students

- Teachers will communicate with students as needed
- Principal may make an announcement if needed.

Media

- Public Information Office will respond to media inquiries as needed.

FACILITY EVACUATION

*A **Facility Evacuation** is when students and staff are required to exit the building. (For example: In the event of a fire or gas leak - not for a fire drill.)*

Employees

- Principal makes school-wide announcement.
- ESC sends email to all employees
- DHS will notify off-site students to remain off campus (for example, Collegiate High School).
- ESC notifies Transportation Department.
- ESC provides letter or script for ESC front desk and campus receptionist.

Parents

- ESC sends district-wide call and email.
- ESC sends district-wide call and email when issue is resolved.
- For reunifications, further communication will be made for location and times.
- Public Information Office will post information on district social media and website.

Students

- Principal makes school-wide announcement.

Media

- Public Information Office sends email notification to media contacts.
- Public Information Office responds to media inquiries as needed.

WEATHER-RELATED CLOSURES

Weather-Related Closures are when inclement weather forces a school closure or disruption to school activities due to safety concerns. (For example: A hurricane or icy winter weather makes transportation to and from school unsafe.)

Employees

- Superintendent sends email to A-Team, then to all employees.
- District calling tree activated.
- Principals send out additional notification and information to campus employees.
- Public Information Office sends callout, if after hours.
- ESC provides letter or script for ESC front desk and campus receptionists if during the school day.

Parents

- Public Information Office sends district-wide call and email with closure information.
- Public Information Office sends additional calls and emails for additional closures and when school reopens.
- Public Information Office will post information on district social media and website.

Students

- Principal makes school-wide announcement, if necessary.

Media

- Public Information Office sends email notification to media contacts.
- Public Information Office responds to media inquiries as needed.

Dickinson ISD

Preventative Safety Measures

Safety is foundational for learning, and in DISD, it is a district goal to provide a physically and emotionally safe, healthy, and equitable environment. The DISD District Safety and Security Committee meets during each school year to review district needs and data, state-required procedures, safety products, and software. They also make recommendations for safety and security improvements. To provide the safest learning environment possible, the following safety and security measures are in place in DISD.

Protection and Safety

STUDENT LIAISON OFFICERS (SLO)

DISD has nine Galveston County Deputies to provide support on our campuses.

ALERT (Advance Law Enforcement Rapid Response Training)

All deputies within the school liaison division have received tactical training.

SECURITY MONITORS

Dickinson High School has four security monitors during the school day. They are responsible for monitoring hallways, restrooms, interior/exterior doors, parking lots, and security cameras.

LOCAL LAW ENFORCEMENT PARTNERSHIPS

Local law enforcement agencies actively participate on our Safety and Security Committee. They are given access to our campuses for any training needs they may have, including emergency response. All law enforcement personnel are welcome on DISD campuses for purposes of visitation or performing duties.

SECURITY VESTIBULES

All campuses have updated vestibules with ballistic window film, a transaction window, and controlled access to the building.

ENTRY ACCESS

The main front door at each campus is the only door that will remain unlocked during the school day. All exterior doors and all classroom doors must remain locked during the school day. Door sweeps will occur weekly at each campus to ensure doors are kept locked.

VISITOR MANAGEMENT SYSTEM

DISD uses the Raptor system at all campuses to monitor and verify visitor ID's and check for sex offenders. The program prints a badge with the visitor's name, picture, date, and time. The badges make it easier for staff to identify campus visitors. No one will be allowed to visit a DISD campus without identification, and only parents/guardians listed in Skyward will be allowed access.

STANDARD RESPONSE PROTOCOL K12 EXTENDED

DISD has adopted the protocols developed by the "I Love U Guys" Foundation, as well as the protocol toolkit located on the Texas School Safety Center website. All employees and students are trained on how to use this protocol.

CAMPUS EMERGENCY GUIDES

All campuses have individually developed emergency plans designed specifically for their schools. The guides include drill planning, emergency shut down procedures, and communications.

EMPLOYEE EMERGENCY PROCEDURES GUIDE

Updated guides are available for all employees to address emergency situations outside of the Standard Response Protocol. This guide includes a list of best safety practices including teachers keeping classroom doors always locked and

Avoid, Deny, Defend instruction. Administrators and teachers receive training prior to the start of school with updates during the school year.

MOTION DETECTORS/ALARM SYSTEMS

All campuses have motion detectors and monitored alarm systems to detect entry and notify campus administration and law enforcement when district facilities are not in use.

SECURITY CAMERAS

1,900 camera lenses monitor our campuses, and additional cameras will be added as recommended. Law enforcement and campus administrators have access to all cameras on their campus. All buses have security cameras.

TELEPHONES

All classrooms have phones that allow teachers to call the office in case of emergency. The phones can call other rooms and outside numbers as well. All phones are 911 enabled.

PORTABLE BUILDINGS

Classrooms located in portable buildings will follow the same procedures as classrooms within the building. Safety practices for DISD portable instructional buildings also include locking systems to secure all doors from the inside, fencing to restrict access, signage reinforcing access is only allowed through the campus main entrance, telephones, audible communications, skirting and underpinning, and cameras for surveillance and monitoring.

RADIOS

Key campus personnel have upgraded radios to facilitate communication on campuses. These radios also allow school personnel to communicate with our Galveston County Student Resource Officers.

K9 DRUG DOG

The district has access to the use of a K9 unit through our contract with the Galveston County Sheriff's office. This unit is used at random during the school year inside campuses and on parking lots.

THREAT ASSESSMENT TEAMS

Each campus has a multidisciplinary Threat Assessment Team trained to utilize SIGMA Threat Management. These teams identify, assess, and address threats to the campus.

CAMPUS SAFE AND SUPPORTIVE SCHOOL TEAM

Each school has a Safe and Supportive School Team comprised of parents and staff to address the needs and concerns of the campus. Committees encourage parent involvement in school safety and help with the safety audit.

ADMINISTRATOR TRAINING

Appropriate administrators have training in NIMS (National Incident Management Systems) and ICS (Incident Command System) to facilitate emergency response. Training for district and campus administrators includes the Standard Response Protocol K12 Extended developed by the "I Love U Guys" Foundation and CRASE (Civilian Response to Active Shooter Events).

STAFF TRAINING (including substitute teachers)

All teachers are trained in the Standard Response Protocol K12 Extended developed by the "I Love U Guys" Foundation, including secure, lockdown, evacuate, shelter, and hold.

STUDENT TRAINING

All students are trained in the Standard Response Protocol K12 Extended developed by the "I Love U Guys" foundation. Posters are in every classroom, and parent information is available in the Student Handbook and on the district website.

STOP THE BLEED TRAINING

DISD employees are trained in Stop the Bleed, basic actions to stop life threatening bleeding, and Stop

the Bleed kits are located at all district facilities.

STUDENT DRILLS (Mandatory)

The following drills are required: fire drills(obstructed/unobstructed) as required by our municipalities, secure drill (1), lockdown drill (1 per semester), evacuation drill (1), shelter-in-place for hazmat drill (1), shelter for severe weather drill (1), and hold (1). Campuses must schedule these required drills prior to the start of the school year.

ANONYMOUS BULLYING/THREAT REPORTING

DISD contracts with P3 Campus to provide a method to report anonymous tips relating to school safety. Reports can be made through a mobile app or via a web browser. Information about P3 Campus is available on each campus website. Anonymous tips are available to administrators and law enforcement.

SOCIAL MEDIA MONITORING

The district monitors social media for threats, suicide ideation, and bullying in real time.

INTERNAL MEDIA MONITORING

DISD has a contract with Gaggle to monitor district internal digital media including Google mail and Google Drive in real time for inappropriate content, threats, bullying, and suicidal ideation.

SHARE 911 EMERGENCY MANAGEMENT APP/SOFTWARE

The district has implemented the computer/smartphone app-based emergency communication platform. It is used to run drills, emergency message, and manage emergency response. The app uses the Standard Response Protocols from the I Love U Guys Foundation.

CRIME STOPPERS

Crime Stoppers is a peer driven program to reduce weapons and drug violations on campus and increase safety awareness. Students are oriented each year as to how to report emergency situations and staff are trained in dealing with student information and confidentiality. This program encourages students to confide potentially dangerous situations to the proper authority. The number to call for Crime Stoppers is: 281-229-STOP

Mental and Behavioral Health

DISD GATOR WELLNESS CENTER

The Gator Wellness Center is a holistic approach dedicated to the mental and emotion wellness of students, families, and staff. The GWC is located at McAdams Junior High and is available by appointment. Amy Cmaidalka, Social Emotional Learning Specialist, oversees the Center and provides training and materials for DISD staff and families.

DISD MENTAL HEALTH REQUEST

The DISD webpage has a mental health request form that parents can fill out and submit. It will be routed to the campus counselor for immediate assessment.

SOCIAL WORKERS

The district employs two social workers to assist students and families in need throughout the district.

CERTIFIED SCHOOL COUNSELORS

DISD employs 24 professional school counselors to meet students' counseling needs.

LICENSED PROFESSIONAL COUNSELORS (LPC)

DISD has two LPCs responsible for providing Counseling as a Related Educational Service to students who receive Special Educational Services and Supports through an ARD or 504 committee.

LICENSED SPECIALISTS IN SCHOOL PSYCHOLOGY (LSSP)

The district employs nine Licensed Specialists in School Psychology. LSSP's help children and youth succeed academically, socially, behaviorally, and emotionally. They collaborate with educators, parents, and other professionals

to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community for all students. Their training emphasizes preparation in mental health and educational interventions, child development, learning, behavior, motivation, curriculum and instruction, assessment, consultation, collaboration, school law, and systems.

COMMUNITIES IN SCHOOLS

DISD has Student Support Specialists through a partnership with Communities in School - Bay Area to provide services for at-risk students. A CIS Support Specialist is located at every DISD campus. Two CIS Support Specialists are located at Dickinson High School.

MENTAL HEALTH COMMUNITY PARTNERSHIPS

- **Family Service Center of Galveston County** –DISD has five mental health counselors to provide mental health counseling support to students and families.
- **UTMB Texas Child Health Access Through Telemedicine (TCHAT)** – This organization offers school-based telemedicine service that provides access to behavioral health services. *New in 2022 – UTMB will be providing the Youth Aware of Mental Health (YAM) program for grades 7-12.*
- **Gulf Coast Center** – This organization support campuses with crisis response, care coordination, and suicide prevention.
- **DePelchin** – This organization supports families with parenting support and training.
- **Innovative Alternatives** – This organization provides free counseling to students and families that qualify. Families are provided with Innovative Alternatives information if they are a survivor or witness of a crime or any kind of abuse.
- **Community Health Network** – *New in 2022 – This partnership is in Coordination with Communities in Schools and will provide counseling services for students.*

BEHAVIOR COACHES

In addition to a district-wide behavior specialist who supports all campuses, every elementary, middle, and junior high school has one professional educator who has received specialized training to serve as a behavior coach. Dickinson High School has three behavior coaches. We also have several self-contained behavior units for students who need this level of support. All behavior coach staff are trained annually and certified in non-violent crisis intervention with the philosophy of providing the best “care, welfare, safety, and security” for students exhibiting crisis behaviors. All behavior coaches are also trained in trauma-informed care and mental health awareness.

NONVIOLENT CRISIS INTERVENTION TRAINERS

DISD has certified instructors who provide training in nonviolent crisis intervention.

BACODA PARTNERSHIP

Bay Area Council on Drug Awareness provides health-related information and training on drugs and alcohol.

SUICIDE AWARENESS AND PREVENTION - New in 2022

- Hope SQUAD's, a school-based, peer-to-peer suicide prevention program will be implemented on middle school, junior high, and high school campuses.
- The American Foundation for Suicide Prevention, Gizmo's Awesome Guide to Mental Health program, will be implemented on elementary campuses.

Physical Health

GATOR HOPE CLINIC

DISD employs a Physician's Assistant in cooperation with Houston Physician's Hospital. She provides immediate medical care for students, immunizations, and medical management of chronic conditions.

CAMPUS HEALTH CLINICS

DISD employs Registered Nurses who provide daily nursing services to students on each campus.

UTMB PHYSICIAN'S ASSISTANTS

DISD serves as the intern site for UTMB medical doctors as part of their rotation. Doctors are present on our campus monthly and provide assessment and other services.

Relational and Instructional

COMMUNITY PARTNERSHIPS

- **M.I. Lewis Social Service Center** provides food, school supplies, and other necessities to our students and families throughout the year.
- Through Operation School Bell, the **Bay Area Assistance League** provides clothing for students in need.
- **Galveston County Food Bank** provides weekend food provisions for identified families.

CAMPUS BEHAVIORAL PROGRAMS

- **Restorative Practices** – DISD works with National Educators for Restorative Practices to provide training for teachers utilizing a relationship-first approach and practical techniques to proactively strengthen, support, and sustain relationships.
- **Safe & Civil Schools** – Several campuses have implemented this proactive and positive approach to school management in which everyone on the campuses teaches pro-social and academic classroom and school behavior. These expectations are taught systematically and focus on positive interaction with students. Staff use “fluent correction” by referring to the behavioral expectation rather than create an indictment on the student. Misbehavior is treated as an opportunity to teach replacement behaviors.

COMMUNITY MENTORS

- **Military** – DHS has promoted the presence of military recruiters on the campus on a weekly basis.
- **AVID** (Advancement Via Individual Determination) program mentors at DHS, KJH, and MJH provide weekly academic tutoring. AVID teaches critical thinking skills and supports student success through engaging, rigorous, and student-centered learning.
- **HUT (Higher Up Texas)** works with students at Dickinson High School enrolled in AVID or CTE Health Science programs. HUT is provided two hours per week and teaches the tools and skills needed for adulthood. After HUT students graduate high school, they continue into HUT 2, a support system for navigating adulthood and its challenges.

CAMPUS INSTRUCTIONAL PROGRAMS

- **Lighted Windows, Open Doors** – DHS teachers in all four-core areas provide tutoring assistance every Tuesday and Thursday from 2:45 – 7:00 pm in the library. This service is open to all DISD students for assistance with academics.
- **College & Career Center** – DHS provides a full-time counselor in a fully equipped college and career center with weekly visits from local colleges. This service is open to all DISD students.

PREVENTION AND MITIGATION

Public school systems are to operate in compliance with existing state laws and regulations, including all executive order by the governor of Texas. Using recommendations from the Centers for Disease Control (CDC), Texas Education Agency (TEA), and Galveston County Health District (GCHD), the following procedures for healthcare and virus mitigation will be in place. As the need arises, adjustments may be made to our health and safety procedures.

CDC Guidance - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

Campus Procedures

- Hand sanitizer will be available in each classroom, at all entrances, and throughout common spaces.
- Students are encouraged to bring their own water bottles from home; all water bottles must be clear. Water fountains and bottle-fillers will be cleaned and sanitized multiple times per day and may only be used to refill bottles.
- Students, employees, and campus visitors are expected to cover coughs and sneezes with a tissue, and if not available, cover in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Visitors on campus will be limited. Volunteers and guest speakers will be scheduled with campus principal approval.
- Parents may not drop off students at campuses before the doors open to receive students
- (7:15 a.m. – junior high and middle school campuses; 8:00 a.m. – elementary campuses), and parents may not accompany their students into the building and to classrooms.
- Outside deliveries of food will not be permitted for employees or students.

Classroom Procedures

- Employees will have access to disinfectant spray to sanitize high-touch surfaces, working surfaces, and shared objects regularly.
- Students will be taught effective hand washing techniques and hygiene (coughing/sneeze) awareness and etiquette. They will also be expected to wash/sanitize their hands before eating, after recess, and after bathroom breaks.

Nurses / Clinics

- Campuses will implement protocols for students who require additional support from clinic staff (diabetes, asthma, medications, and regular care due to illness or injury, etc.).
- Visits to the school clinic will be for essential services only.
- School nurses will provide information for students and employees regarding best practices for health and hygiene.

Food & Nutrition Services

The DISD Food & Nutrition Services Department will provide all students free breakfast and lunch in accordance with 2022-2023 Texas Department of Agriculture guidelines. The following precautionary measures will remain in place for food and nutrition services:

- Students may bring a lunch from home or they may access food available in the cafeteria.
- Students will eat at assigned tables and/or with assigned groups each day. Other areas may be used during lunches for lunchroom visitors at elementary and middle school campuses.
- Hand sanitizer will be available to students at the start of serving lines.
- Visitors will be permitted in the cafeteria during lunch following procedures provided by the campus.
- Tables will be cleaned and sanitized after each group eats.

Substitute Teacher Job Description

Job Title: Substitute Teacher

Reports to: Administrator at Assigned Campus

Days Employed: 172 A substitute must work a minimum of 30 days per year or you will be removed from the active substitute roster.

Primary Purpose:

Working under the direct supervision of the principal, substitute teachers are expected to comply with the school laws of Texas, the regulations of the State Board of Education, the directives of the Texas Education Agency, the policies of the Board of Trustees and the administrative regulations of the school district.

Qualifications: 30 earned college hours from an accredited college/university (bachelor's degree with a valid Texas/state teaching certificate preferred).

Performance, Responsibilities and Duties:

- **Arrive promptly** at the assigned time and location reporting directly to the main office in order to receive necessary directions and to assemble materials needed for the day. The substitute should report at the same time as the regular classroom teachers report for duty.
- Assume all responsibilities and duties assigned to the class room teacher such as playground, cafeteria, bus, etc.
- Follow as closely as practical, the lesson plans provided by the teacher and maintain the regular routine of the class. If time permits the substitute teacher's own innovations may supplement the daily program.
- It is the responsibility of the substitute teacher to be aware of each campus' policies and procedures in dealing with discipline problems before administering any consequences.
- If assistance is needed notify a neighboring teacher or the principal's office. **AT NO TIME SHOULD A CLASS BE LEFT UNATTENDED.**
- Inform the school nurse if a student needs medication. Only authorized district employees may administer medication.
- All accidents, injuries or other serious problems shall be reported to the building principal.
- Leave a summary of work covered in each class and other pertinent information for the regular teacher including discipline problems. Also attach any notes or communication from parents.
- No money shall be taken up by the substitute, the students need to hold onto their money until the teacher returns.
- Report all suspected abuse to the principal, counselor or nurse and file report with CPS.
- Maintain confidentiality regarding students and staff.
- **Substitutes may not use a cellular phone, laptop or any other personal electronic devices when students are in the classroom.**
- Physical Requirements
 - Maintain emotional control under stress.
 - Frequent standing, stooping, bending, pulling and pushing.
 - Move small stacks of textbooks, desks and other classroom equipment.
- Check in with the office before leaving for the day to turn in any keys and to sign out with the secretary.

Substitute Aide Job Description

Job Title: Substitute Aide

Reports to: Administrator at Assigned Campus and Teacher(s) Assigned

Days Employed: 172 A substitute must work a minimum of 30 days per year or you will be removed from the active substitute roster.

Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements.
Work under the supervision of the teacher.

Qualifications:

GED/High School Diploma (Some college hours preferred)

Ability to communicate effectively

Some related experience working with students (preferred)

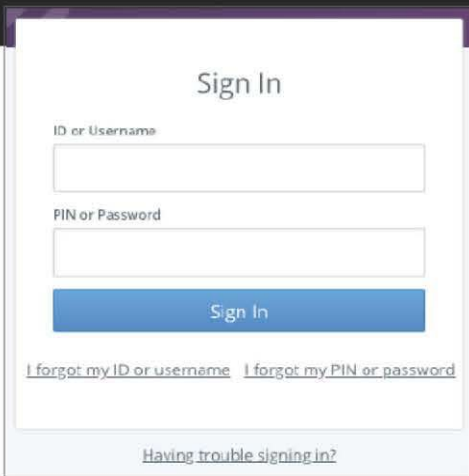
Paraprofessional Certificate (preferred)

Major Responsibilities and duties:

- Assist teacher in preparing instructional materials and classroom displays
- Help maintain a neat and orderly classroom.
- Assist the classroom teacher as requested.
- Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
- Help supervise students throughout the school day, inside and outside the classroom including lunchroom, bus and playground duty.
- Keep teacher informed of special needs or problems with individual students.
- Exercise extreme caution and good judgment in verbal and physical relationships with students.
- Demonstrate a professional manner at all times when carrying out the duties designated.
- Maintain confidentiality regarding students and staff.
- Substitute Aide's may not use a cellular telephone, laptop or other personal electronic devices when students are in the classroom.
- Physical requirements
 - Maintain emotional control under stress.
 - Frequent standing, stooping, bending, pulling and pushing.
 - Move small stacks of textbooks, desks and other classroom equipment.
- Check in with the office before leaving for the day to turn in any keys and to sign out with the secretary.



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

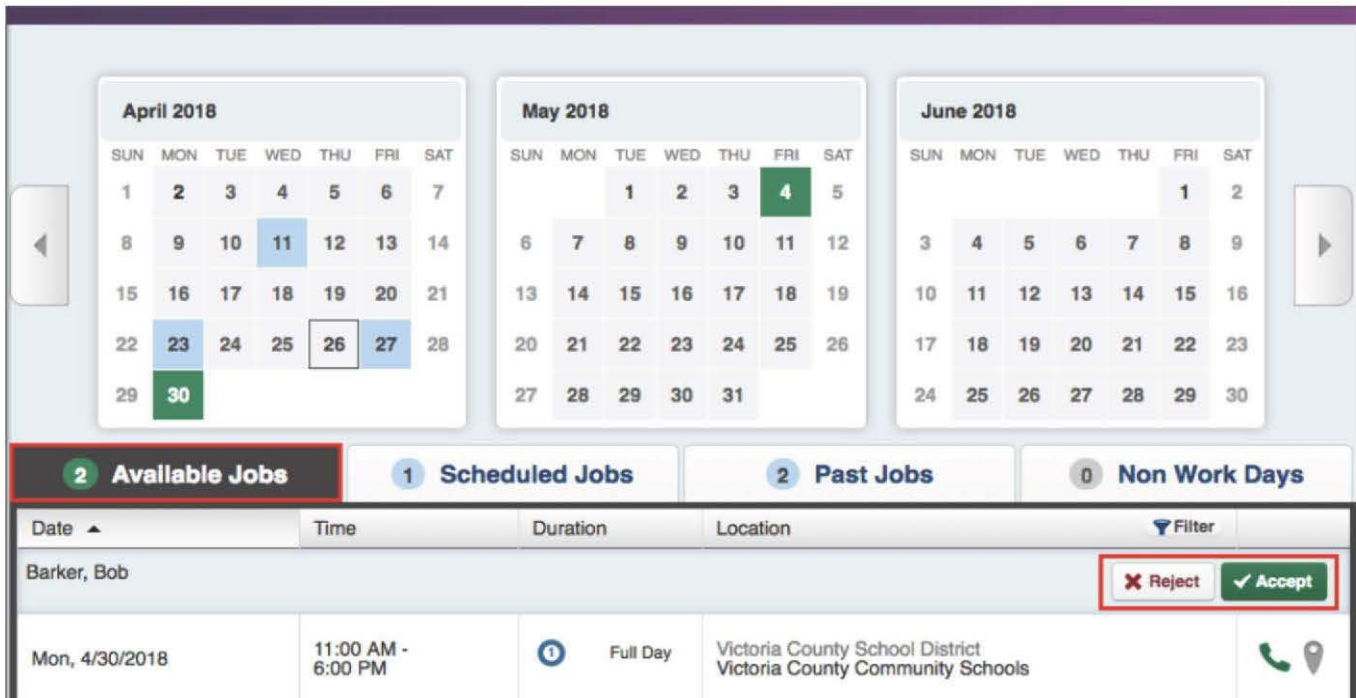
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The interface displays three monthly calendars for April, May, and June 2018. Available jobs are highlighted in green on the calendars. Below the calendars, there are four tabs: **2 Available Jobs**, **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. The **Available Jobs** tab is selected, showing a list of jobs. The first job is for Barker, Bob, on Mon, 4/30/2018, from 11:00 AM to 6:00 PM, for a Full Day at Victoria County School District and Victoria County Community Schools. The job has **Reject** and **Accept** buttons.

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	Reject Accept



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

