



# GUEST EDUCATOR HANDBOOK 2023-2024



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## Board of Trustees

- Stephanie Korteweg, President, District 2
- Jose Vidana, Vice President, District 3
- Jeremy Davis, Secretary, District 1
- Jonathan Grant, District 4
- Jim Patton, District 5
- Keith Guillory, At-Large
- Angelo Ochoa, At-Large

## Human Resources Directory

Dr. Daniel Lopez <b>Assistant Superintendent of Human Resources</b>	254-755-9418 <a href="mailto:Daniel.lopez@wacoisd.org">Daniel.lopez@wacoisd.org</a>
Ronnita Carridine <b>Executive Director of Human Resources</b>	254-261-5621 <a href="mailto:ronnita.carridine@wacoisd.org">ronnita.carridine@wacoisd.org</a>
Sue Pflieger, SPHR, SHRM-SCP <b>Director of Human Resources</b>	254-755-9529 <a href="mailto:sue.pflieger@wacoisd.org">sue.pflieger@wacoisd.org</a>
Luis Ortiz <b>Assistant Director of Human Resources &amp; (Substitute Contact)</b>	254-754-9138 <a href="mailto:luis.ortiz@wacoisd.org">luis.ortiz@wacoisd.org</a>
Tammy Boyett <b>Supervisor of Benefits, Risk Management &amp; Leave</b>	254-755-9547 <a href="mailto:tammy.boyett@wacoisd.org">tammy.boyett@wacoisd.org</a>
District Website	<a href="http://www.wacoisd.org">www.wacoisd.org</a>
Mailing Address	PO Box 27 Waco, TX 76703
Substitute Service Center	<a href="https://waco.teams.hosting/employee/substitute/selfserve.do">https://waco.teams.hosting/employee/substitute/selfserve.do</a>
Help Desk	254-755-9410

# School Calendar

## Waco ISD 2023-2024 Instructional Calendar

JULY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SEPTEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Key	
<span style="background-color: #f8d7da;"></span>	Student Holiday/Staff Inservice or Workday
<span style="background-color: #d1ecf1;"></span>	Staff Inservice/Comp Day
<span style="background-color: #d1ecf1;"></span>	Student and Staff Holiday
<span style="background-color: #d1ecf1;"></span>	Beginning of 6-week
<span style="background-color: #d1ecf1;"></span>	End of 6-week
<span style="background-color: #d1ecf1;"></span>	Early Student Release/Staff Inservice
<span style="background-color: #d1ecf1;"></span>	New Staff Orientation
<span style="background-color: #d1ecf1;"></span>	Bad Weather Day

Holidays	
9/4/2023	Labor Day
10/9/2023	Columbus Day
11/20/2023-11/24/2023	Thanksgiving Break
12/22/2023-1/5/2024	Winter Break
1/15/2024	Martin Luther King Jr. Day
2/19/2024	President's Day
3/4-3/8/2024	Spring Break
3/29/2024	Good Friday

Six Week Instructional Days		
28 days	8/14/2023	9/22/2023
26 days	9/26/2023	11/3/2023
26 days	11/6/2023	12/20/2023
<b>1st Semester</b>	<b>80</b>	
27 days	1/9/2024	2/16/2024
31 days	2/20/2024	4/12/2024
28 days	4/16/2024	5/23/2024
<b>2nd Semester</b>	<b>86</b>	
<b>Total</b>	<b>166</b>	

Early Release Day(s)	
Wednesday, December 20, 2023	
Wednesday, May 22, 2024	
Thursday, May 23, 2024	

Bad Weather Make-up Day(s)	
Monday, April 15, 2024	

School Start and End Times	
ES Regular	7:45 - 3:30 / 465 min
ES Early Release	7:45 - 12:30 / 285 min
MS Regular	8:30 - 4:15 / 465 min
MS Early Release	8:30 - 1:15 / 285 min
HS Regular	8:30 - 4:15 / 465 min
HS Early Release	8:30 - 1:15 / 285 min
LAMMS Regular	7:45 - 3:30 / 465 min
LAMMS Early Release	7:45 - 12:30 / 285 min

Total Minutes: 78,510  
Total Student Days: 163  
Additional Minutes: 2,910  
Additional Days: 6.26  
Teacher Workdays: 187

**Protected Planning Days**  
9/15, 10/20, 12/8, 2/2, 3/28

**Professional Development Days**  
9/25, 10/30, 11/17, 3/1



## Elementary School Directory

### Waco ISD 2023-2024 Elementary Campus Information

Elementary	Principals	Assistant Principals	Secretary	Secretary Extension	Campus Phone	Address
Alta Vista	Lindsey Helton	Amber Orchard	Bonnie Berryhill	3001	254-662-3050	3637 Alta Vista Dr.
Bell's Hill	Kristi Ingram	Maria Antonio	Christina Romero	3101	254-750-5100	2100 Ross Ave.
		Lloyd Byram - Admin Intern				
Brook Avenue	Lorena Ferrales	TBD	Olevia Degrate	3301	254-750-3562	720 Brook Ave.
Cedar Ridge	Erin Lange	Troy Volkman	Maria Martinez-Saucedo	3401	254-756-1241	2115 Meridian Ave.
Crestview	Samantha Craytor	Nancy Alvarado	Jana Owens	4569	254-776-1704	1120 New Road
Dean Highland	Sharina Hubbard	Amy Atnip	Frances Ramos	3516	254-752-3751	3300 Maple Avenue
Hillcrest PDS	Haley Dean	Dr. Amanda Flentge	Rhonda Combs	4401	254-772-4286	4225 Pine Ave.
J.H. Hines	Dr. Cynthia Wise	Jennifer Logan	Ester Atchison	3601	254-753-1362	301 Garrison St.
Kendrick	Isabel Lozano	Diana Guajardo	Veronica Alonso	3701	254-752-3316	1801 Kendrick Ln.
Lake Air Montessori	Christi Yourman	Rhonda Parker	Darlana Smith	3801	254-772-1910	4601 Cobbs Dr.
		Marissa Northern				
Mountainview	Cari Detlefsen	Becky Kersh	Melissa Saucedo	3901	254-772-2520	5901 Bishop Dr.
Parkdale	Elaine Nelson	Joi Jenkins	TBD	4001	254-772-2170	6400 Edmond Ave.
Provident Heights	Courtney Whitaker	Areli Lopez	Melissa Renobato	4101	254-750-3930	2415 Bosque Blvd.
South Waco	Lauren Frasure	Krystal Collier	Dianna Juarez	4201	254-753-6802	2104 Gurley Ln.
West Avenue	Bonnie Trammell	La'Quan Hughes - Admin Intern	Kasie Kahanek	4301	254-750-3900	1101 N. 15th St.

## Secondary School Directory

<b>Waco ISD</b> <b>2023-2024 Secondary Campus Information</b>						
Secondary	Principals	Assistant Principals	Secretary	Secretary Extension	Campus Phone	Address
Cesar Chavez Middle	Lena Ortiz	Ronald Fox - Admin Intern Sheree Goodman Brittney Eskew	Melissa Tinney	5001	750-3736	700 S. 15th St.
G.W. Carver Middle	Reggie Lewis Bamma Moore Associate Principal	Dean of Students Elijah Barefield Shala Williams	Sandra Dorsey	5201	757-0787	500 N. University Parks Dr.
Indian Spring Middle	Reggie Lewis	Chemise Sora Desiree Hardeman Alfreda Love	Sandra Dorsey	5601	757-6200	500 N. University Parks Dr.
Tennyson Middle	Bradford McMillan	Bradley Knox Kathleen Knight Dr. Bianca McVade	Jasmine Wallace	5401	772-1440	6100 Tennyson Dr.
University High	Alonzo McAdoo  Associate Principal Denise Wooden	Dean of CTE - James Stewart  Elizabeth Salinas Dan Pfleging Lisa Walker (Cohort 2026) Bryant Adams (Cohort 2023)	Alexandra Vaquera	7001	756-1843	3201 S. New Road
Waco High	Sterlin McGruder	Dean of CTE Sara Bartlett	Barbara Ramos	7501	776-1150	2020 N. 42nd St.
	Associate Principal Takeisha Albertie	Gregory White				
		John Hand				
		Julie Biezenski				
G.L. Wiley Opportunity Center	John Weeks	Thia Allen (Middle) Odis Robinson	TBD	6001	757-3829	1030 E. Live Oak St.
Brazos High Credit Recovery Center	Daphanie Latchison	Jessica Castillo	Yesenia Rangel	6401	754-9422	3005 Edna Ave.
McLennan County Challenge Academy	Chris Rankin		Valerie Perez	6109	754-0803	2015 Alexander Ave.
Future Educators Academy	Dr. Beth Brabham					
GWAMA	Dr. Dale McCall		Juanita Lopez	6301	412-7900	2401 J.J. Flewellen Rd.
GWAHCA	Matt Rambo		April Marin	6201	399-6654	7200 Viking Dr.

## Guest Educator Daily Rate of Pay

### 2023-2024 Guest Educator Pay Information

Position/Degree	2023-2024 Daily Rate
Substitute Aide or Paraprofessional Positions High School Diploma or GED	\$80 per day
Long Term Substitute Paraprofessional/Aide – after 10 <sup>th</sup> consecutive day in the same assignment (long term rate starts on day 11)	\$85 per day
Substitute Teacher – 30+ College Hours (previously 40+)	\$100 per day
Long Term Substitute Teacher – Non-Certified with 30+ College Hours – after 10 <sup>th</sup> consecutive day in the same assignment (long term rate starts on day 11)	\$115 per day
Substitute Teacher – Bachelor's Degree	\$100 per day
Long Term Substitute Teacher – Non-Certified with Bachelor's Degree – after 10 <sup>th</sup> consecutive day in the same assignment (long term rate starts on day 11)	\$125 per day
Substitute Teacher – Texas or Out of State Certification	\$125 per day
Long Term Substitute Teacher with Teacher Certification – after 10 <sup>th</sup> consecutive day in the same assignment (long term rate starts on day 11)	\$150 per day
Substitute Nurse – LVN or RN	\$150 per day
Substitute Professional (Non-Teacher Campus Role) – Counselor, Instructional Specialist, Behavior Interventionist, etc. – Must have appropriate credentials and be approved by Human Resources	\$150 per day
Substitute Principal or Assistant Principal – Must have appropriate certification (Principal or Mid-Management), previous experience as a Principal or AP, and be approved by Human Resources	Rate set by HR
Substitute Central Office Administrator or Professional – Must have appropriate credentials	Rate set by HR

- Substitutes with less than 30 college hours, a high school diploma, or GED are only allowed to substitute in paraprofessional/clerical positions
- All paraprofessional/clerical positions are paid at \$80 per day, regardless of degree or certification. A paraprofessional substitute is a non-teacher position such as an instructional aide, office/clerical worker, or secretary.
- Substitutes working as a teacher or aide in a special education classroom earn an additional \$5 per day
- Substitutes working on Mondays and Fridays earn an additional \$5 per day
- Substitutes earn incremental pay the more they work
  - \$10 per day in addition to the daily rate after working 30 cumulative days (beginning on the 31<sup>st</sup> day)
  - \$20 per day in addition to the daily rate after working 60 cumulative days (beginning on the 61<sup>st</sup> day)
  - NOTE: Incremental pay will carry over to the 2023-2024 school year from 2022-2023 (based on number of days worked in 2022-2023)

The district shall hire substitute teachers who have at least 30 college credit hours as a minimum requirement. Every effort shall be made to employ substitute teachers who have completed a bachelor's degree from an accredited institution and hold a valid teacher certificate. For persons desiring to substitute in a paraprofessional position, a high school diploma shall be the minimum requirement along with some work related experience.



Substitute teacher pay is based on the credentials submitted to Human Resources. If your education level or teacher certification status changes, you are responsible for providing proof of documentation to Human Resources. Your daily rate of pay will not increase until Human Resources has received an updated transcript showing proof of your awarded degree or a copy of your valid teaching certificate. **The increased rate of pay becomes effective the date Human Resources receives documentation.**

Person's qualified and eligible to substitute shall be approved to work and accept assignment in the Substitute Service Center (SSC). All assignments must be processed through SSC in order for substitutes to be reimbursed for substitute services by the District.

#### **Long Term Assignments:**

A substitute teacher whose continuous employment as a substitute for an individual teacher exceeds ten days shall be paid the long-term pay rate set by the board starting on the 11<sup>th</sup> day of the assignment. **Employees must be certified as a principal, assistant principal, counselor or other administrative/professional position and be approved by Human Resources in order to substitute in one of these positions and receive the daily rate of pay.**

A substitute teacher or paraprofessional whose continuous employment surpasses the ten consecutive working days in an individual teacher/paraprofessional assignment can be moved to another long-term assignment on the same campus without loss of additional daily rate of pay. Circumstances involving the loss of additional daily amounts or other situations not covered by this policy may be appealed to the Human Resources Department in writing for approval.

Waco ISD has two types of long-term assignments. The long-term assignments can be for a prolonged absence of a regular teacher or a vacant position.

#### **Prolonged Absence of a Regular Teacher**

In the event of prolonged illness/recuperation or other circumstances the substitute should visit with the regular teacher or grade level/development chairperson and prepare lesson plans for the class. A substitute can be in this type of long-term assignment for an extended period of time. The substitute will **earn their daily rate of pay for ten consecutive working days in the assignment**, then provided the substitute remains in the same assignment, will **earn the long-term rate of pay on the eleventh day of the assignment**.

#### **Vacant Positions**

A vacant position should not be filled with an uncertified or inappropriately certified individual who will serve as the teacher of record or serve in the assignment for more than 20 consecutive instructional days, without approval of the Assistant Superintendent of Human Resources or designee. A retired teacher may work as a substitute in a vacant position as long as they follow the guidelines below.

#### **TRS Retirees:**

TRS defines a substitute as a person who serves on a temporary basis in the place of a current employee. Beginning Sept. 1, 2016, a retiree may serve in a position that is vacant, provided they do not work more than 20 days in that vacant position and the position is not vacant because it is the position from which the substitute retired. While a retiree may serve in a vacant position for up to 20 days, beginning on the 21st day of service in the same vacant position they will no longer be considered a substitute (you will

be considered by TRS under another employment type such as full time, combination of substitute and one-half time, or one-half time or less). Also, working any part of a day as a substitute counts as working a full day. If you combine substitute work and one-half time work in the same calendar month, you cannot substitute an unlimited number of days in that month.

Any further questions, contact TRS at 1-800-223-8778.

### **Payment Schedule:**

Substitutes are paid on the 15<sup>th</sup> and last day of the month. Paychecks must be electronically deposited into an employee's bank account. Paper checks are no longer issued. A substitute's payroll statement contains detailed information including deductions and any withholding information and can be viewed on the Employee Service Center (Frontline). College interns can substitute teach and receive pay during an internship only on scheduled days off from college classes (holidays and breaks).

### **Part-time Assignments:**

Substitutes are paid for a half day (up to 4.5 hours) or a full day (4.75 hours or greater) according to the current daily rate of pay.

### **Personal Record-Keeping:**

Each substitute is encouraged to keep their own assignment log for duty performed or review assignments on the Substitute Service Center at [www.wacoisd.org](http://www.wacoisd.org) or <https://waco.teams.hosting/employee/substitute/selfserve.do>. All assignments are verified by job number and date duty performed.

### **Campus Badge**

All substitutes are always required to wear an ID badge while on campus. When a substitute arrives on campus, all substitutes must check-in and sign-in with the front desk. A campus based Guest Educator ID badge will be issued and should be returned to the office at the end of the school day. Substitutes will need to present a photo ID upon check-in to receive the Guest Educator ID badge. The substitute should sign-out in the front office upon completion of the assignment.

### **Summer School**

Substitutes during summer are not arranged through Human Resources and assignments are not made through the substitute management system. If an assignment is available in the Substitute Service Center over the summer, please contact the Human Resources Department at 254-755-9410 to confirm the assignment. If interested in becoming a summer school substitute, you must complete an online application and be hired by the Summer School Administrator over the summer school program.

### **Premier Plan**

### **Social Security Alternative Plan for Part-Time, Seasonal and Temporary Employees**

All part-time, seasonal, and temporary employees not participating in TRS must have Social Security deducted from each paycheck. On January 1, 2012, Waco ISD exercised its Social Security Section 218 exclusion allowance, which allows us to provide the option of giving

part-time, seasonal and temporary employees a meaningful, defined contribution retirement alternative to Social Security.

### **What does this mean?**

All part-time employees (with the exception of employees currently retired through TRS) including substitutes, temporary, and seasonal workers (temporary custodial and cafeteria workers; summer warehouse workers; stadium workers; game help, etc.) contribute 6.2% of their pay to Social Security. By exercising the exclusion allowance, Social Security Social Security deductions for these employees are eliminated, with contributions instead made to a defined contribution plan with a guaranteed rate of return. Medicare contributions of 1.45% will continue.

The Premier Social Security Alternative Plan has been selected as the alternative plan. It is structured as an Internal Revenue Code Section 457 plan. Administration is provided by MidAmerica, through First Financial Administrators, Inc. at no cost to the employee or district.

An employee's current after-tax Social Security contribution will be replaced with 7.5% pre-tax employee contribution (7.5% pre-tax is approximately equivalent to 6.2% after-tax social security) to the employee's individual account. Employees earn market rate of return on their accounts and are 100% vested in the full account value with no penalty for withdrawal upon termination from employment. The Social Security Regulations require that participants in a Social Security Alternative program always receive 100% of their principal contributions plus interest.

### **Advantages**

- You contribute with pre-tax dollars, which reduces the amount of federal income tax you pay.
- Your contributions earn interest at the current declared market rate with a guaranteed minimum rate of return.
- Your account earnings are compounded to build up your account until the money is paid out to you.
- Unlike Social Security, the money in your account – your contributions and earned interest – is yours to withdraw when you terminate employment and after a standard waiting period. If you change to full-time status and become eligible for TRS, you are eligible to withdraw your funds two years from the date of your last contribution as long as your account balance does not exceed \$5,000. If your balance is \$5,000 or more, your employment must be completely terminated to receive a distribution of your funds.

### **Other Important Plan Information**

- Enrollment in the Premier Plan is automatic with your employment.
- You will receive an annual statement reflecting your account activity.
- Your money is invested with American United Life Insurance Company. AUL is a highly respected, successful, and well-managed company.
- If you should die, the beneficiary you designate will receive the full amount in your account less applicable taxes. If there is no beneficiary listed on file, funds will be made payable to your estate.

- You may log onto MidAmerica’s website, [www.midamerica.biz](http://www.midamerica.biz), at any time to print forms, statements, or just view your account information.
- Contact information:

**MidAmerica Administrative & Retirement Solutions, Inc.**

**211 E. Main Street, Suite 100**

**Lakeland, FL 33801**

**1-800-430-7999**

**E-mail [info@midamerica.biz](mailto:info@midamerica.biz)**

What do I need to do?

In order to ensure proper set up of your account with MidAmerica, please complete the Deferred Compensation Plan Participating Agreement form and return to the Benefits Office in Human Resources as soon as possible. It can be hand delivered to the Benefits Office (2<sup>nd</sup> floor), mailed to Waco ISD – Benefits Office, PO Box 27, Waco TX 76703, faxed to 254-755-9423, or scanned and emailed to [tammy.boyett@wacoisd.org](mailto:tammy.boyett@wacoisd.org). The form must be completed in its entirety, including beneficiary information. Please be sure the writing is legible.

*If you have any questions or concerns, contact the Benefits office at 254-755-952*

## 2023-2024 Pay Schedule for Substitutes

<b>If you substituted during the weeks listed below:</b>	<b>You should be paid on the following pay dates:</b>
Aug 6 thru Aug 25	9-15-23
Aug 26 thru Sept 8	9-29-23
Sept 9 thru Sept 22	10-13-23
Sept 23 thru Oct 6	10-31-23
Oct 7 thru Oct 20	11-15-23
Oct 21 thru Nov 3	11-30-23
Nov 4 thru Nov 24	12-15-23
Nov 25 thru Dec 8	12-29-23
Dec 9 thru Dec 29	1-15-24
Dec 30 thru Jan 12	1-31-24
Jan 13 thru Jan 26	2-15-24
Jan 27 thru Feb 9	2-29-24
Feb 10 thru Feb 23	3-15-24
Feb 24 thru Mar 15 (Spring Break Mar 4 – Mar 8)	3-29-24
Mar 16 thru Mar 29	4-15-24
Mar 30 thru Apr 12	4-30-24
Apr 13 thru Apr 26	5-15-24
Apr 27 thru May 10	5-31-24
May 11 thru May 24	6-15-24
May 25 thru June 7	6-28-24
June 8 thru June 21	7-15-24
June 22 thru July 5	7-31-24
July 6 thru July 19	8-15-24
July 20 thru Aug 2	8-31-24

## Employee Service Center Instructions

Employees can view their paycheck information including any deductions in the Employee Service Center (ESC). Employees can use the Employee Service Center homepage to access their account information from any computer (work or home). To access the ESC, go to <https://waco.teams.hosting/servicecenter/EntryPointSignOnAction.do?> or to the Waco ISD website, [www.wacoisd.org](http://www.wacoisd.org), and click on the “Employee Srv Center” icon in the gray bar towards the top of the screen.

Prior to separation from the District, employees are encouraged to contact the Payroll Department regarding their final paycheck.

To log in to the ESC, you will need to enter your active directory login and password; or set up an account on the ESC login page.

Use the Employee Service Center homepage to access the following account information:

- Personal Information Tab
  - Use the My Personal Information tabs to view and edit personal information. Not all personal information can be edited.
- Time Cards Tab
  - The My Time Cards link opens the Time Cards tab, which you can use to view time card information (day/hours worked as reported)
- My Employment Records Tab
  - Use the My Employment Records tab to access information about certifications, degrees, and transfer requests.
- Pay Check Tab
  - Use the Pay Check tabs to search for and view electronic pay stubs for either live checks or direct deposits.
  - View W-2 and other tax and benefit deduction information

Contact the Human Resources Department at 254-755-9410 for assistance.

## Substitute Service Center

Use the Substitute Service Center (SSC) to search for jobs; view and accept jobs; review job history, change your PIN; update availability and set days and hours unavailable for work; and restrict locations.

<https://waco.teams.hosting/employee/substitute/selfserve.do>

Substitute Mobile is the mobile web version of the desktop Substitute Self Service Center application. Functionality in Substitute Mobile is limited to accessing and accepting jobs. To customize settings, such as your preferred locations, use the desktop Substitute Self Service Center application. You can download the free “Frontline ERP & SIS Mobile” app from the Apple and Android app stores.

## Substitute Information

### Guidelines for Substitutes

#### **Offers for Substitute Work**

Substitutes are encouraged to search for, view and accept jobs online. It is highly recommended that you check your assignments in the SSC (or on the mobile app) on a daily basis as teachers may pre-assign you a job without first notifying or asking if you are available. Be sure to decline the job if you have been pre-assigned and are unable to fulfil the assignment. Instructions for utilizing the system are also provided in the handbook. Careful!

#### **Previous Teaching Commitment**

Substitutes who have previously accepted a substitute teaching assignment are expected to fulfill that obligation. Substitutes may not cancel an assignment and accept another assignment for the same time period. If an emergency arises and you are unable to fulfill the assignment, **you must cancel the job assignment 1.5 hours prior to the start time with SSC (online only) and also contact the campus and speak to an administrator. If unable to cancel 1.5 hours prior to the start time or unable to cancel online you will need to notify the campus and the Human Resources Department (254-755-9410) of the cancellation immediately with an explanation, in order for the campus and/or SSC to find another substitute.**

If it is found that a substitute cancels an assignment on one campus to accept an assignment on the same day at another campus, disciplinary action may be taken.

#### **General Information:**

All substitutes are provided with a Personal Identification Number (PIN) upon hire. The PIN can be changed by the substitute in the SSC.

Employees may also pre-arrange jobs with substitute and can assign the substitute in SSC using the substitute's last name. If assignment is pre-arranged, the substitute should login to the SSC and accept the position (an email will be sent to the substitute informing them of the pre-arrangement with instructions to accept the assignment). If a substitute does not decline the assignment online, the job will be held and the substitute will be expected to show up for the assignment. **Substitutes will not get an email or text from the system for pre-arranged jobs - all must be accepted or declined online. Be sure to check the service center for assignments regularly. The teacher/paraprofessional or campus secretary should be contacting the substitute prior to assigning a pre-arranged job in Frontline, however this step may be missed by the teacher – it is important to check your job assignments and decline any job you are not able to fulfil.**

Assignments must be **canceled 1.5 hours prior** to the **start time** of the assignment. Failure to do so will warrant the campus to complete a "No Show" for the assignment, which is forwarded to Human Resources. Substitutes failing to show for a pre-accepted assignment will receive a written notice from Human Resources. Multiple "No Shows" may warrant further disciplinary action or possibly termination from Waco ISD.

Do not accept a multiple day assignment if you know you are unable to complete the entire assignment, unless you have made arrangements with the campus. In this case, the campus should modify the assignment to correctly show the dates you will be working.

If you **verbally agree and accept an assignment**, check the system and review your assignments to make sure you are assigned to the position on the evening prior to the assignment. Take your job number with you to your assignment. If two substitutes show for the same assignment, the substitute with the job number will remain in the assignment. If you are the substitute without a job number, you may call the Human Resources Department before you leave that campus. Other assignments may be open at a nearby campus that you could be assigned.

A substitute who is unable to continue substituting for any reason for an extended period of time should go online to the SSC and change times of availability in accordance with instructions for use of the system. Update your availability in SSC as needed. While substitute schedules are flexible, there is normally a high demand for substitutes on Mondays and Fridays. Being available on those days will minimize the hardship campuses face when a substitute is not available. **To remain in active substitute status, a substitute must work at least three (3) days each semester.**

Assignments are always available to view using the online SSC. If you are able to work you may contact the Human Resources Department (254-755-9410) for any job assignments that may be open in the district.

Keep your contact information (address, phone number and email address) current both in SSC and with the district. The substitute can update phone number and email address by logging in to the Employee Service Center (<https://waco.teams.hosting/employee/substitute/selfserve.do>).

### **Bad Weather Days:**

Bad weather days are beyond the control of the District. The superintendent will notify the news media of any closings or delayed openings. It is your responsibility to listen to the news (TV channels - WISD Channel 17, KWTX, KCEN, KXXV, and local AM and FM radio stations) for such announcements. If you accepted an assignment on a day where the district has a school closing, you will not be paid for this day. If you accepted an assignment on a day where the district has a delayed opening, it is your responsibility to report at least 30 minutes prior to the announced opening of school.

## **Waco ISD Profile of Substitute Teacher**

In order to provide the best learning experience for all students, the Waco Independent School District must employ high quality people at all levels, including substitute positions. Substitute teachers are an important and vital part of the total school operation. The Waco ISD wishes to employ as a substitute teacher a person who:

- Enthusiastically supports and contributes to the total school program.
- Demonstrates the ability to spark a student's interest in learning and enhance his abilities.
- Has an awareness of the age group and the abilities of the age group being taught.
- Shows an appreciation for the strengths of others and a tolerance for their weaknesses.
- Demonstrates ability to plan and give careful attention to detail.



- Shows understanding of the subject matter and the students at the grade level being taught.
- Manifests an eagerness to search out, accept, and develop additional responsibilities.
- Is open-minded and receptive to consideration of new ideas.
- Demonstrates understanding and ability to work with children of different racial backgrounds.
- Carries out the lesson plans prepared by the regular teacher.
- Shows interest in developing instructional skills and attends workshops to promote professional growth.
- Demonstrates emotional maturity and a high degree of responsibility.
- Is never afraid to ask for assistance.

When accepting an assignment:

- Show up on time
- Stay the day
- Follow the lesson plans
- Have the ability to manage the class

## District Procedures & Policies

**Look and Act Like a Teacher** - Substitute teachers are expected to dress appropriately and to serve as role models. Please adhere to the dress code policy. Short dresses/skirts, low cut blouses/shirts, blouses/shirts which expose the navel, nose rings, unusual hair colorings, pierced body parts (other than ears), t-shirts, or pants with holes or rips, are deemed not to be professionally appropriate. Engage yourself fully in the role and responsibility of teaching and classroom management.

Family/friends are not allowed to accompany a substitute for an assignment.

Do not attempt to present yourself as their babysitter, buddy or friend. You are their teacher.

Movies are not allowed in the classroom unless approved by the principal.

No solicitation of any kind.

Eating during the class period is not allowed.

Do not complete personal work such as reading, letter writing, bill paying, crafts, hobbies, etc.

Electronic cigarettes or other smokeless tobacco products are not to be used on campus or in a classroom.

Taking pictures or recording videos of students is prohibited in the classroom unless authorized by the school principal.

**Substitutes are expected to remain on duty the entire day, follow the same schedule and complete all regular assignments of the regular teacher. The conference period is a part of a substitute workday and may be assigned other duties during the conference time.**

Substitutes are required to monitor students at all times. A teacher or teacher aide will be required to monitor the classroom/students if circumstances arise and the substitute is absent a short time. Do not allow the students to leave the classroom without a valid reason.

A substitute may not leave their assignment early without authorization from the campus administrator.

Duty hours may extend beyond the regular school hours and will not be considered as extra duty.

Substitutes may not switch job assignments with another substitute without an administrator approval. Remember to record appropriate job number.

Substitutes may be re-assigned by campus administration upon arrival to campus.

Substitutes are prohibited from sleeping during the workday assignments. If it is reported, that you are sleeping on the job, you will be subject to disciplinary action or terminated.

Substitutes do not have access to personal e-mail accounts. Students should not be allowed access to the teacher's computer.

Leave the classroom tidy and everything in place at the end of the day.

Cell phones:

- **Substitute teachers** - Turned off while in class and school hallways. All personal phone calls should be taken while on conference or lunch in an area that is authorized for staff only. The teachers' lounge allows more privacy. Substitutes should **not** be on their phone while supervising students.
- **Students** – Check with Campus Administration for Cell Phone Policy

All off site visits such as city parks must be approved with the principal.

All accidents or injuries to a substitute or student should be reported to the office immediately. In any questionable situation, the substitute should ask for assistance from the office or a neighboring teacher.

### **Daily Routine**

The principal or his/her designee will give the substitute necessary instructions concerning routine information such as special duties, absentee reporting, hall or other passes, bells and/or other information pertinent to the school.

The substitute should endeavor to preserve the regular routine of the class and to perform all the duties of the regular teacher. A learning experience should be developed in each situation in which the substitute is assigned.

### **Lesson Plans**

Substitutes should **follow the lesson plans** and other instructions left by the classroom teacher to maintain the appropriate pace and sequence in preparation for STAAR (State of Texas Assessments of Academic Readiness). Don't hesitate to ask for help and clarification from another grade level teacher if necessary. Substitutes completing an assignment may complete a "Note From the Sub" form to describe parts of the lesson plan that were carried out or any information of the day's activity.

### **Attendance Record**

Please check with the principal's office for procedures in keeping the attendance record.

### **Discipline**

An orderly classroom is necessary for learning to take place. The substitute is expected to maintain discipline. If a student's behavior is unacceptable or becomes intolerable, the substitute should seek the assistance of the administrator or the person designated to handle such problems. A neighboring teacher may be able to provide help. Refer to the District Discipline Management Guidelines, found in each teacher's classroom, for further information relating to handling of discipline problems. At no time is it acceptable for a substitute to grab a student by the arm (or other body part) or make physical contact with a student in any way, unless it is to prevent serious physical harm to themselves or others.

### **Physical Contact with Students**

Substitutes should exercise extreme caution in making physical contact with students. Hugging, putting your arms around students, patting, or touching students in any way can easily be misunderstood and can place a teacher at legal and professional risk.

### **Being Alone with Students**

Unfortunately, in today's society, teachers are placing themselves in a situation where they are alone or outside the view of others, while with individual students. Teachers should avoid situations where they are let alone with an individual student.

### **Grading Student Papers**

Substitutes should follow the direction of the classroom teacher when it comes to grading student papers. If there are no specific grading instructions from the regular classroom teacher and the substitute teacher sufficiently understands the work to be graded, then the substitute may grade the student papers prior to leaving for the day, if possible. As a minimum, student papers should be organized, so the classroom teacher can more readily grade them upon their return.

### **Emergency Plans and Exits**

Substitutes should identify emergency exits, routes and procedures for student emergencies, evacuation and drills.

### **Responsibility of the School Principal**

The principal's office will provide the substitute with schedules for both the regular school schedule and for any special schedule to which the substitute is assigned.

The principal may complete a Principal Evaluation report on the performance of a substitute. The evaluation report will be sent to Human Resources.

If a substitute is not satisfactorily performing their duty, the principal may restrict a substitute from working on that campus by entering the information in the SSC. If a substitute is satisfactorily performing their duty, the principal or teacher may enter the substitute name to the Favorites List as a **Favorite** substitute in the SSC.

### **Responsibility of the Regular Teacher**

The regular teacher will leave lesson plans, class rolls, and other information regarding duties for the substitute either in the teacher's desk or in some known place.

At the conclusion of the substitute assignment, the classroom teacher may complete an evaluation report.

The evaluation report will be sent to Human Resources.

### **Professional Ethics**

The substitute must exercise restraint in expression of opinions or reactions regarding what is seen or heard in the classroom. Tolerance for differences in teaching procedures and respect for individual effort is expected from every individual who substitutes in the Waco ISD.

Constructive criticism and suggestions are encouraged. However, they should be made to the school's principal or other appropriate school official. It is inexcusable to make negative comments about a school's problems in another school, in private conversations, to students, or in any other inappropriate setting. An individual child's educational progress is the confidential information of the school staff. It is not to be discussed outside the school.

### **Reporting for Work**

Report to the campus office 30 minutes before your assignment time with job number, and to receive further instructions. Remember that the substitute with the job number will remain in the assignment. Punctuality in arrival and strict observation of the designated time schedule for the day is required of all substitutes. Dependability and reliability are prized attributes of substitute teachers. Although every effort will be made to give at least three to twenty-four hours advance notice, there will be times when that will not be possible, and a substitute will be asked to report to the school as quickly as possible. Contact the school, notifying them that SSC has offered you the assignment, you accepted and you are in route to their school. The designated time scheduled for the day will be given by the SSC instructions.

### **Checking Out at the End of the Day**

Remember to stop by the office before you leave for the day to find out if your services are needed as a substitute the following day. Turn in keys, name badge, and any other property the campus provide to you while you were on their campus.

# Employee Conduct and Welfare

## Standards of Conduct

### *Policy DH*

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 38 for additional information.

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

## Texas Educators' Code of Ethics

### **Statement of Purpose**

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

### **Professional Standards**

## **1. Professional Ethical Conduct, Practices, and Performance**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

### **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

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

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

## **Discrimination, Harassment and Retaliation**

*Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members,

vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found online at <http://pol.tasb.org/Policy/Code/867?filter=DIA> or a paper copy may be requested by contacting the Human Resources Department at 254-755-9410.

## Harassment of Students

*Policies DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 48 and *Bullying*, page 49 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a) The nature of the communications;
  - b) The timing of the communications;
  - c) The extent of the communications;
  - d) Whether the communications were made openly or secretly;
  - e) The extent that the educator attempts to conceal the communications;



- f) If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
  - g) Any other evidence tending to show the context of the communications between educator and student.
- 2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
- 3. Making sexually demeaning comments to a student.
- 4. Making comments about a student's potential sexual performance.
- 5. Requesting details of a student's sexual history.
- 6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
- 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
- 8. Inappropriate hugging, kissing, or excessive touching.
- 9. Providing the student with drugs or alcohol.
- 10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
- 11. Any other acts tending to show that the educator solicited a romantic relationship with the student.

*19 TAC 249.3(50)*

A superintendent may notify SBEC of any educator misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC. *19 TAC 249.14(d)*

<http://pol.tasb.org/Policy/Code/867?filter=FFH>

## Reporting Suspected Child Abuse

*Policies DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, 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.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or person with a disability.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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. In addition, the

district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A 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 Texas 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. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. 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 duly authorized investigator is prohibited.

## Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [http://pol.tasb.org/Policy/Download/867?filename=FFG\(XHIBIT\).pdf](http://pol.tasb.org/Policy/Download/867?filename=FFG(XHIBIT).pdf). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

## Bullying

### *Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal or designee. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

**Note: This policy addresses bullying of students. Before proceeding under this policy, review FFH to first determine whether that policy applies. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.**

### **Bullying Prohibited**

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process set out in this policy is a violation of District policy.

**Definition**

Bullying occurs when a student or group of students who are on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District engages in written or oral expression, expression through electronic means, or physical conduct that:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student's education or substantially disrupts the operation of a school; and such conduct:
- Has the effect or reasonably will have the effect of physically harming a student, damaging a student's property, or placing a person in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**Retaliation**

The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or otherwise participates in an investigation under this policy.

**False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.

**Timely Reporting**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate.

**Reporting Procedures****Student Report**

To obtain intervention and assistance, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District professional employee.

**Employee Report**

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.

**Report Format**

A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.

**Investigation of Report**

The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so,

the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dismiss the complaint.

### **Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will be filed with the Superintendent or other appropriate administrator. The principal shall also communicate a summary of the report and its conclusions to the complainant.

### **Notices to Parents**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of both the victim and the perpetrator.

### **District Action Bullying**

In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

### **Students with Disabilities**

Before a student with disabilities is disciplined for engaging in bullying, the District shall comply with state and federal requirements related to discipline of students with disabilities.

### **Counseling**

If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.

### **Transfers**

If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.

### **Improper Conduct**

If the investigation reveals improper conduct that was not “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.

### **Confidentiality**

To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.

### **Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

### **Records Retention**

The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).

### **Access to Policy and Procedures**

Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District’s website; a copy may also be obtained at each campus and the District’s administrative offices.

## **Technology Resources**

### *Policy CQ*

The district’s technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. 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
- Has no adverse effect on job performance or on a student’s academic performance

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Department at (254) 755-9599.

## **Personal Use of Electronic Communications**

### *Policy DH*

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook,

Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Electronic Communications between Employees and Students*, below, for regulations on employee communication with students through electronic media.

## Electronic Communications between Employees and Students

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgment by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.



## Criminal History Background Checks

### *Policy DBAA*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## Employee Arrests and Convictions

### *Policy DH*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and 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 any 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 the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

## Alcohol and Drug-Abuse Prevention

### *Policies DH*

Waco ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's

policy regarding employee drug use can be found online at:  
<http://pol.tasb.org/Policy/Code/867?filter=DH>

### **Drugs and Alcohol (DH Local)**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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

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

**Exceptions.** It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

**Sanctions.** An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

**Notice.** Employees shall receive a copy of this policy.

### **Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of

district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes (including vaping) 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.

## Conflict of Interest

*Policy CB, DBD*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

## Associations and Political Activities

*Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources including work time for political activities is prohibited.

## Safety

*Policy CK series*

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

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Risk Management & Benefits Department at (254) 755-9522.

## Possession of Firearms and Weapons

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. 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 or immediately call the Waco ISD Police Department at (254) 752-0858.

## Visitors in the Workplace

*Policy GKC*

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

## Dress and Grooming

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their campus principal or department supervisor.

All District employees shall adhere to all dress and grooming regulations during regular school business hours.

### The following items shall not be worn:

- Tee shirts (except on designated days, such as Spirit Day on which all staff wear tee shirts with a common theme, logo, or slogan)
- Jeans may be worn on days designated by the campus principal and/or department supervisor along with a Waco ISD logo or Waco ISD campus shirt. Jeans must be clean and free of rips, tears and fraying; may not be excessively tight or revealing. Employees may not give monies to causes in order to be out of dress code unless authorized by the Superintendent. ***For Administration Building Employees: Jeans may be worn on Fridays as long as the employee is not presenting***

***on a campus. Be sharp! If you dress sloppy and do not follow the guidelines the entire department will lose the privilege to wear jeans.***

- Shorts (appropriate length shorts may be allowed for PE teachers, PE aides and coaches during athletic periods only)
- Warm-up suits/Athletic suits (may be allowed for PE teachers, PE aides and coaches during athletic periods only)
- Spandex clothing of any sort
- House shoes or flip flops
- Athletic shoes (may be allowed for nurses, PE teachers, PE aides and coaches during athletic periods only)
- Nursing Scrubs (nurses only)
- Hats or caps inside of school buildings
- Pierced jewelry other than in the ears (i.e., nose, tongue, eyebrow, lip, etc.)
- Leggings/tights may be worn under appropriate length skirt or dress

The following are prohibited for women:

- Sun dresses, spaghetti straps, and halter-tops

The following are prohibited for men:

- Shirts exposing the underarms
- Untidy facial hair
- Hair that extends below the collar except when neatly tied in a ponytail/braid

Tattoos that contain the following elements must be covered:

- Skulls, images or acts of violence
- Provocative (text or image)
- Profanity (in any language)
- Located on the face or neck (above collar bone)
- Full sleeve tattoos
- Images or text which are offensive to others
- Drugs/illegal activities

Employees should seek clarification from their supervisor of whether a certain item is appropriate or not. Appropriate attire will be determined at the discretion of the principal. Principals/Supervisors are expected to enforce the employee dress code for their staff at all times. An employee's appearance should not become a distraction to the working or learning environment.

## Use of District Property and Equipment

No employee of Waco ISD shall use any equipment belonging to the district, consume any supplies, or utilize any district personnel for any purpose other than the business of the district, nor shall they permit the unauthorized use of such equipment, supplies, or personnel by others, without the written consent of the Superintendent or his/her designee. Failure to adhere to this guideline may result in the employee being subject to appropriate disciplinary action up to and including termination of employment.

## Reports to Texas Education Agency

*Policy DF, DHB*

The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

## Workers' Compensation Insurance

*Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards (TASB), effective upon employment.

All work-related accidents or injuries should be reported immediately to the employee's supervisor, the campus or department secretary, or the school nurse. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

### **District Procedures in Reporting a Work Related Injury**

Waco Independent School District is a member of the Texas Association of School Boards Risk Management Fund (the Fund) to protect you in the event of a work related injury or illness.

If you are injured at work you must tell your supervisor immediately, but no later than 24 hours after the work related incident.

- Campus and central office administrators must report a work related injury to their immediate supervisor and the Risk Management and Benefits Office.
- Teachers and campus or central office support staff must report a work-related accident/injury to their immediate supervisor and principal.
- Custodians must report a work-related accident/injury to their head or lead custodian and principal.

- Food Service workers must report a work-related accident/injury to their cafeteria manager and CNS Management, Central Office.

If the accident/injury occurs after normal working hours and the supervisor or principal is not on duty, the injury should be reported to the next co-worker in charge.

#### **Political Subdivision Workers' Compensation Alliance Requirements**

You are required to choose a doctor from the Alliance list if you are hurt at work and you live in the Alliance service area. This is required for you to receive coverage of healthcare cost for your work related injury. If your treating doctor leaves the Alliance, you will be notified in writing. You will have the right to choose another treating doctor from the list of Alliance doctors. If your doctor leaves the Alliance and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request that you treat with him or her for an extra 90 days.

#### **Workers' Compensation Medical Treatment Outside of Service Area**

If you believe you live outside the service area, you may request a service area review by calling your TASB adjuster. If you become dissatisfied with your first choice of treating doctor, you can select an alternative treating doctor from the list of direct contract treating doctors in the service area where you live. The Fund will not deny a choice of an alternative treating doctor. Before you can change treating doctors the second time you must obtain permission from your adjuster.

#### **Workers' Compensation Doctor Referrals**

Referrals for health care services that you or your doctor request will be made available on a timely basis as required by your medical condition. Referrals will be made no later than 21 days after the request. Your doctor should refer you to another Alliance provider unless it becomes medically necessary to make a referral outside the Alliance. You do not have to get a referral if you are in need of emergency care.

#### **Workers' Compensation Healthcare Payment**

Alliance providers have agreed to seek payment from the Fund for your health care. They should not request payment from you. If you obtain health care from a doctor that is not in the Alliance without prior approval from your adjuster, you may have to pay for the cost of that care and your income benefits (if any) may be disputed. You may treat with medical providers that are not contracted with the Alliance only if one of the following situations occurs:

- Emergencies: You should go to the nearest hospital or emergency care facility.
- You do not live within the Alliance service area.
- Your treating doctor refers you to a provider or facility outside the alliance.

This referral must be approved by your adjuster.

#### **Workers' Compensation Alliance Complaints**

You have the right to file a complaint with the Alliance. You may do this if you are dissatisfied with any aspect of direct contract program operations. This includes a complaint about the program and/ or your Alliance doctor. It may also be a general complaint about the Alliance. A complainant can notify the Alliance Grievance Coordinator of a complaint by phone, from the Alliance website at <http://www.pswca.org> or in writing via mail or fax. Complaints should be forwarded to:

PSWA (The Alliance)  
Attention: Grievance Coordinator  
P. O. Box 763  
Austin, Texas 78767-0763; 1-866-997-7922

A complaint must be filed with the program grievance coordinator no later than 90 days from the date the issue occurred. Texas law does not permit the Alliance to retaliate against you if you file a complaint against the program. Nor can the Alliance retaliate if you appeal the decision of the program. The law does not permit the Alliance to retaliate against your treating doctor if he or she files a complaint against the program or appeals the decision of the program on your behalf.

#### **In Case of an Emergency**

For severe accidents/injuries call 911 and/or go to nearest emergency room and call the district's Risk Management Office at 254-755-9547 and your immediate supervisor. If you are injured at work after normal business hours or while working outside your service area you should go to the nearest care facility. After you receive emergency care you may need ongoing care. You will need to select a treating doctor from the Alliance provider list. Emergency care does not need to be approved in advanced. "Medical emergency" is defined in Texas laws. It is a medical condition that comes up suddenly with acute symptoms that are severe enough that a reasonable person would believe that you need immediate care or you would be harmed. That harm would include your health and bodily functions being in danger or a loss of function of any body organ or part.

If the employee is placed on modified duty by an authorized medical provider due to the accident/injury, or if the employee misses work because of the accident/injury, then he/she must report to Human Resources as soon as possible to complete additional paperwork. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

### **Unemployment Compensation Insurance**

#### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Director of Human Resources.



## Student Issues

### Equal Educational Opportunities

*Policies FB, FFH*

In an effort to promote nondiscrimination and as required by law, Waco ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the Assistant Superintendent for Student Services & Support, Dr. Rachelle Warren, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to the ADA Coordinator, Charlotte Davis, Executive Director of Special Education. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Dr. Rachelle Warren  
P.O. Box 27  
Waco, TX 76703  
(254) 755-9517  
[rachelle.warren@wacoisd.org](mailto:rachelle.warren@wacoisd.org)

Charlotte Davis  
P.O. Box 27  
Waco, TX 76703  
(254) 755-9569  
[charlotte.davis@wacoisd.org](mailto:charlotte.davis@wacoisd.org)

## Student Records

### *Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

## Administering Medication to Students

### *Policy FFAC*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## Dietary Supplements

### *Policies DH, FFAC*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## Psychotropic Drugs

### *Policy FFAC*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

## Student Conduct and Discipline

*Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

**Absolutely no fighting will be allowed.**

# Training

## Classroom Management for Substitutes

1. Why do we need to discuss classroom management?
2. What, in particular, would you like to learn about classroom management?
3. What does the term “You cannot transfer what you do not possess” mean?
4. What are some things you can do to establish and maintain control in the classroom?
5. How long does it take to form a first impression?
6. What does it take to counteract a BAD first impression?
7. What will you do to create a good first impression?
8. Name two things that are vital to become a good disciplinarian.
9. What are three variables in any disciplinary situation?
10. Which one of the three can you control?
11. Name two common characteristics of a chaotic classroom.
12. What is a private conference and what value is it to you?
13. What is the best process for avoiding confrontation?

### I. Proactive Substitutes—

- Say what they mean
- Take three stances
  - ✓ *I will not tolerate any student in this classroom stopping me from teaching for any reason whatsoever.*
  - ✓ *Stopping another student from learning for any reason whatsoever is not allowed.*
  - ✓ *Doing anything that is not in your best interest or the best interest of the classroom is not allowed.*

### II. Cardinal Rules Substitutes—

- Do not describe behavior to someone when it is occurring.
- Do not ask “why”.
- Do not say “will you try and stop.”

### III. The Most Effective Verbal Responses—

- Stop! Look with your own expression—not a reactive one!  
*Think: “Make sure it is effective, not hostile.”*
- Say his or her name calmly – PARADOX RESPONSE – *opposite of what he/she expects!*
- Move in – slowly, controlled – COMMUNICATE – *“I know what is going to happen.”*
- “I understand.”
- (Optional) *Private Conference*

#### IV. Four Questions:

1. What are you doing?
2. What are you supposed to be doing?
3. Is that what you are doing?
4. What are you going to do about it?
5. (Optional) What is going to happen if you do this again?
6. (Optional) *Private Conference*

***Every day is a new Day! Start over!***

#### **I've Got to Get a Handle on this Before it Handles Me**

Student Code of Conduct Overview and Positive Classroom

Management (PCM) Information

Positive classroom management is a “focus on prevention and early intervention to successfully stop academic and behavioral problems before they begin.” Whether it is a classroom-based or school-wide plan, the purpose of a well-designed behavior intervention plan is to establish, reinforce and maintain expected behavior and to reduce and/or eliminate problem behavior.

Positive Classroom Management (PCM) is not:

- a specific curriculum
- a quick fix
- limited to only a few students in the classroom
- “new and improved”
- only applicable in the traditional classroom

When applied consistently, teachers who use PCM should begin to see improved academic achievement and classroom climate and more school involvement and participation by all students and parents.

All WISD campuses are required to have a Campus Improvement Plan (CIP). The CIP contains a goal that deals with school safety and discipline. Included in many campus plans, are specific references to not only the Student Code of Conduct, but also to the specific discipline management plan for that campus.

#### **BE PROACTIVE – NOT REACTIVE**

Historically, negative consequences are the consequences with which parents, teachers, students and administrators are the most familiar. Negative consequences communicate what is unacceptable to students and help to teach the limits of behavior. Along with positive consequences, negative consequences play an important role in PCM. The following rules should be observed when using negative consequences:

1. Deliver consequences in a careful and consistent manner.
2. Let the punishment fit the crime.
3. Apply with positive consequences when possible. The ratio of positive to negative should be at least three to one.

#### 4. Maintain the respect and dignity of the student.

Examples of negative consequences may include: Loss of teacher attention and approval, loss of privileges, loss of points earned by individual students, time out or removal from an activity, restitution, etc.

Teachers and administrators who deliver positive consequences in a frequent, careful and consistent manner when students meet behavioral expectations, will be assured of the establishment of those expected behaviors at their campuses.

### Students with Special Needs

Federal and state laws protect students with disabilities. Most students in special education have “hidden” disabilities so you can’t tell just by looking that they have a disability. Other students are protected under section 504 of The Rehabilitation Act of 1973. This means two main things to you as a substitute:

- 1) Confidentiality must be maintained at all times. You may not identify a student as being in a special education program or having a diagnosed disability. You may not share any information about students with anyone except campus administrators and the students’ other teachers.
- 2) You are responsible for following the student’s individualized educational program (IEP). This includes implementing accommodations and following a behavior intervention plan (BIP) if a student has one. If a student has a BIP, it is critical that you are aware of its contents and follow the plan.

If the teacher did not leave a folder or instructions with the needed information (list per class period of identified special education students, accommodations for each special education student and BIP for any special education student) please ask the campus administrator. If you do not understand how to implement an accommodation or BIP ask the administrator for assistance.

Check List of Questions to assure compliance with requirements:

1. Is there a list of students who have IEP’s and BIP’s?
2. What type of assistance is required? (Applicable to tests or class assignments or student behavior management.)
3. How do I handle a student (with BIP) if they begin to escalate poor behavior?
4. Who do I contact for assistance?

Substitutes should check IEP’s and BIP’s for their students before class begins.

\*Neglect of federal or state regulations has resulted in civil actions being filed and damages being awarded.

## Substitute Self Service Center

You can use the TEAMS Substitute Self Service Center to accept or reject substitute jobs and to customize settings, such as your availability and preferred locations.

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# Pre-Arranged Jobs Tab

The Pre-Arranged Jobs tab is shown when you log in to the Substitute Self Service Center. When you are viewing another tab, you can click the **Pre-Arranged Jobs** link on the My Information navigation bar to display this tab. The Pre-Arranged Jobs tab lists available jobs for which a district employee has selected you as their preferred substitute.

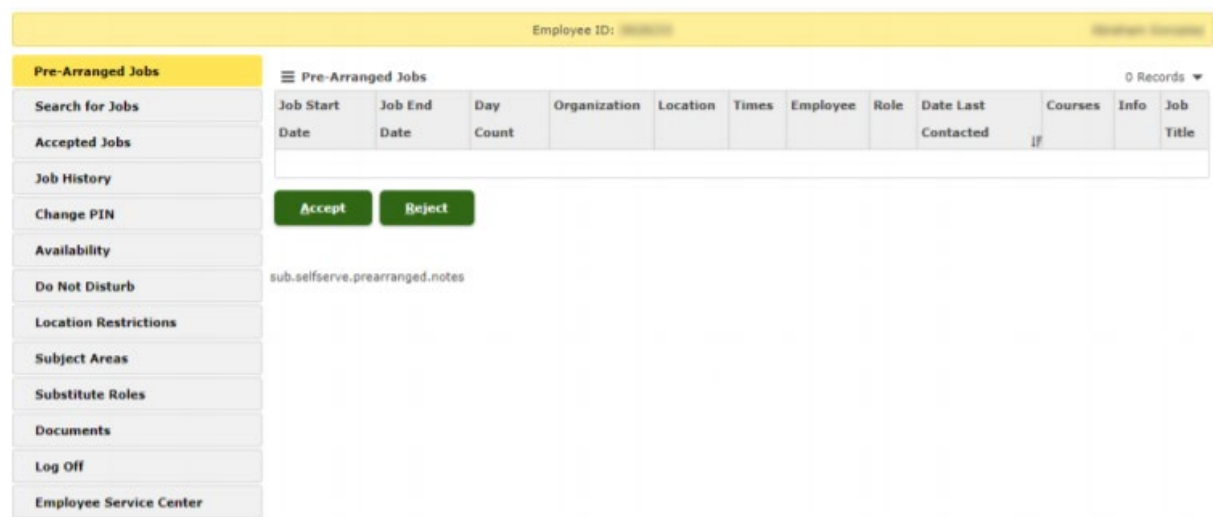




Figure 4: Pre-Arranged Jobs tab

Hover your cursor over the  icon to view a pop-up note with information about the course section of the assignment. Hover your cursor over the  icon to view a pop-up note with any additional instructions about the assignment.

You can click the Location name to view the address in Google Maps in a separate browser window.

## Buttons on the Pre-Arranged Tab



- **Accept.** To accept a job listed on the tab, click it and click the **Accept** button. The Sub Job Number box shows your substitute job number for the assignment. When you have noted the number, click the **OK** button to close the Sub Job Number box. The job will be moved from the Pre-Arranged Jobs tab to the Accepted Jobs tab.
- **Reject.** To reject a job listed on the tab, click it and click the **Reject** button. The job is removed from the Pre-Arranged Jobs tab.



## Search for Jobs Tab



Click the **Search for Jobs** link on the My Information navigation bar to view the Substitute Search for Jobs tab and view available jobs that meet your profile.

☰ Jobs 3 Records ▼

Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Courses	Info	Job Title
11-13-2017	11-14-2017	2	West Elementary	West Elementary	7:15 AM - 3:15 PM	Teacher - Substitute	Teacher - Elementary			
10-27-2017	10-27-2017	1	West Elementary	West Elementary	7:15 AM - 3:15 PM	Teacher - Substitute	Teacher - Elementary			3rd Grade
10-27-2017	10-31-2017	3	West Elementary	West Elementary	7:15 AM - 3:15 PM	Teacher - Substitute	Teacher - Elementary			Art

Accept Refresh

Figure 5: Search for Jobs tab

Hover your cursor over the  icon to view a pop-up note with information about the course section of the assignment. Hover your cursor over the  icon to view a pop-up note with any additional instructions about the assignment.

You can click the Location name to view the address in Google Maps in a separate browser window.

## Buttons on the Substitute Search Jobs Tab

- **Accept.** To accept a job listed on the tab, click it and click the **Accept** button. The Sub Job Number box shows your substitute job number for the assignment. When you have noted the number, click the **OK** button to close the Sub Job Number box. The job will be moved from the Substitute Search Jobs tab to the Accepted Jobs tab.
- **Refresh.** To see if other jobs matching your profile have been added to the system since you logged in to the Substitute Service Center, click the **Refresh** button to refresh the tab.
- **Expand Results.** If you have set up location restrictions that are active on the current date, the Expand Results button appears with a message informing you that more jobs may be available. Click the button to temporarily broaden your search to include results that may have been excluded due to your location restrictions.

## Accepted Jobs Tab



Click the **Accepted Jobs** link on the My Information navigation bar to view the Substitute Accepted Jobs tab with a list of jobs you have accepted. If an accepted job is for a future date and you need to cancel, you can do that from this tab.

Accepted Jobs											0 Records ▾
Sub Job	Job Start	Job End	Day	Organization	Location	Times	Employee	Role	Date	Courses	Info
ID	Date	Date	Count						Accepted		

✕ Cancel Job

Report Absence

Figure 6: Substitute Accepted Jobs tab

Hover your cursor over the  icon to view a pop-up note with information about the course section of the assignment. Hover your cursor over the  icon to view a pop-up note with any additional instructions about the assignment.

You can click the Location name to view the address in Google Maps in a separate browser window.

## Buttons on the Substitute Accepted Jobs Tab

- **Cancel Job.** To cancel a job you have accepted, click it and click the **Cancel Job** button.  
If you cannot cancel the job through the Substitute Service Center (for example, if it is the day of the job), the Can Not Cancel Notification box informs you that you must contact office staff to cancel the job. Click the OK button to close this box.
- **Report Absence.** To report that you will be absent for a job that you accepted, click the **Report Absence** button. In the Assign Substitute button that appears, select the **Start Date** and **End Date** of your absence (or the **As Of Date**) and click the **OK** button.

## Job History Tab

Click the **Job History** link of the My Information navigation bar to view the Substitute Job History tab with a list of your jobs with the district. If a listed job is for a future date and you need to cancel, you can do that from this tab.

Substitute Jobs History										0 Records ▾
Substitute Job Id	Job Start Date	Job End Date	Organization	Location	Times	Employee	Role	Job Title		

✕ Cancel Job

Next 60 days

Previous 60 days

Figure 7: Substitute Job History tab

You can click the Location name to view the address in Google Maps in a separate browser window.

## Buttons on the Substitute Jobs History Tab

- **Cancel Job.** To cancel a job you have accepted, click it and click the **Cancel Job** button.  
If you cannot cancel the job through the Substitute Service Center (for example, if it is the day of the job), the Can Not Cancel Notification box informs you that you must contact office staff to cancel the job. Click the OK button to close this box.
- **Next 60 days** and **Previous 60 days.** You can click these buttons to look forward and backward in your job history.

## Change PIN Tab

Click the **Change PIN** link of the My Information navigation bar to display the Change PIN tab, which you can use to change your Personal Identification Number (PIN), if necessary.

Change Pin

Current PIN:

792691

New 6 digit PIN:

★

Save

Figure 8: Change PIN tab

If you need to change your PIN, enter the 6-digit number in the **New 6 digit PIN** field and click the **Save** button.



**Note:** Your PIN must be six digits and must be unique among TEAMS users. If you enter a number that is not unique, the system displays a message that asks you to try again.

## Availability Tab

Click the **Availability** link of the My Information navigation bar to view the Substitute Availability tab, which you can use to indicate days and/or times that you are not available.



**Note:** The Availability tab is not used in Substitute Mobile.

Calendar

October, 2017

« < Today > »

Wk Sun Mon Tue Wed Thu Fri Sat

39 1 2 3 4 5 6 7

40 8 9 10 11 12 13 14

41 15 16 17 18 19 20 21

42 22 23 24 25 26 27 28

43 29 30 31

Select date

Thu, Oct 26, 2017

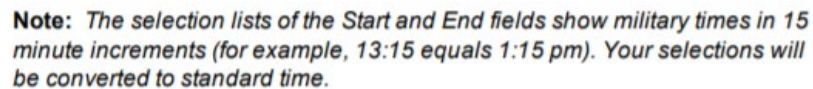
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Available	Available	Available	Available	Available	
8	9	10	11	12	13	14
	Available	Available	Available	Available	Available	
15	16	17	18	19	20	21
	Available	Available	Available	Available	Available	
22	23	24	25	26	27	28
	Available	Available	Available	Available	Available	
29	30	31				
	Available	Available				

Figure 9: Substitute Availability tab

## Indicating You are not Available on a Selected Day

The Substitute Availability tab shows the district calendar for the month. By default for each potential work day, the system indicates that you are *Available*. If you know you are not available for all or part of a day, you can indicate that on tab.

1. Click the **Available** link on the day you cannot work to display a box that asks if you are available any portion of the selected day.
2. Select your availability in the **Are you available any portion of this day** box:
  - If you are available a portion of the day and would like to potentially be called about a job, click the **Yes** button. A box appears in which you can designate the hours you are available on the day. In the



- ## Modifying Your Availability Settings

- ## Location Restrictions Tab

**Note:** The Location Restrictions tab is not used in Substitute Mobile.

Figure 11: Locations Restrictions tab

## Adding a Location Restriction

1. Enter a **Start Date** for the location restriction.



---

**Note:** *Because there is no End Date on this tab, when you save the location restriction, it will show [Open] in the Restrict End Date column. The restriction will be in effect until you delete it.*

---

2. Select a **Reason** for the restriction.
3. In the Available Organizations list, click to select one or more locations at which you do not wish to accept a job.
4. Click the **Add** button between the Available Organizations and the Selected Organizations lists. The Locations are moved to the Selected Organizations list.  
  
You can use the **Add All** button to select all items in the Available Organizations list. Use the **Remove** button to remove an individual item from the Selected Organizations list. Use the **Remove All** button to remove all items from the Selected Organizations list.
5. Click the lower **Add** button to save the restriction information and add the restriction to the lower Organization Restrictions panel.

## Editing a Location Restriction

1. In the lower Organization Restrictions panel, click the restriction and click the **Edit** button to view its information in the upper Organization Restrictions panel.
2. Make any necessary changes to the selections in the upper Organization Restrictions panel, then click the **Save** button.

## Deleting a Location Restriction

In the lower Organization Restrictions panel, click the restriction and click the **Delete** button. Click **Yes** in the confirmation box to delete the restriction.



# Subject Areas Tab

Click the **Subject Areas** link of the My Information navigation panel to view the Subject Areas tab with a list of your selected subject areas.



**Note:** *The Subject Areas tab is not used in Substitute Mobile.*

Selected Subject Area

68 Records

Subject Area
Clinic Aide
Agriculture
Art
Other
Business Ed
Bilingual

Remove

Figure 12: Subject Areas tab

## Removing a Selected Subject Area

Click the subject area in the list, then click the **Remove** button.

# Substitute Roles Tab

Click the **Substitute Roles** link of the My Information navigation bar to view the Selected Substitute Roles panel with a list of the substitute roles you have selected.



**Note:** *The Substitute Roles tab is not used in Substitute Mobile.*

Selected Substitute Roles

26 Records

Role Names
AVID Trainer
Adult Education
Adult/GED Paraprofessional
Advanced Academic Presenters
Athletic Game Workers
Babysitter
Bilingual/ESL Tutor

Remove

Figure 13: Selected Substitute Roles panel

## Removing a Selected Subject Role

Click the role in the list, then click the **Remove** button.

## Documents Tab

Click the **Documents** link of the My Information navigation bar to view the Documents tab. Use the links on the tab to display documents related to your substitute position.



**Note:** The Documents tab is not used in Substitute Mobile.

### Substitute Forms

[Letter of Reasonable Assurance](#)

[Extra Duty AD - Federal Funding](#)

[AUP and HIPAA](#)

[Instructions for Sub Renewal](#)

Figure 14: Documents tab

## Employee Service Center

Click on the Employee Service Center link on the navigation bar to open the log in page for the Employee Service Center in an alternate browser window, as shown below. You are not logged out of the substitute service center. Areas that include information used by substitutes include:

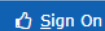
- My Personal Information
- My Employment Records
- My Documents
- My Paycheck



Welcome to the Waco Independent School District  
Employee Service Center

mandy.moss

.....

A blue rectangular button with a white right-pointing arrow icon and the text 'Sign On'.

 Password | [Forgot User ID](#)

[Need an Account? Register](#)

## Mandatory Online Training



### Mandatory Annual Training

The safety of our staff and students is of utmost importance. Annual Training is required to be completed by all district employees using the online platform through Vector Solutions (formerly Safeschools).

Returning employees must complete all required training by August 31, 2023, while NEW employees will have 30 days from the date of hire.

For questions or assistance contact Tammy Boyett 254-755-9547 or at [tammy.boyett@wacoisd.org](mailto:tammy.boyett@wacoisd.org)

#### Step 1:

Access the Vector Solutions Platform:  
<http://wacoisd.tx.safeschools.com/login>

#### Step 2:

**User Name** -District email  
**first.last@wacoisd.org**  
**Password:** district password

#### Step 3:

Complete  
the Courses

#### All courses must be completed with a passing score on the assessments

✓	Bloodborne Pathogen Exposure Prevention
✓	Bullying: Recognition and Response
✓	Child Abuse: Identification & Intervention
✓	Cybersecurity Overview
✓	Severe Bleeding Response: Wound Packing and Tourniquet Use
✓	Sexual Harassment: Staff-to-Staff
✓	Sexual Harassment: Student Issues & Response



## Substitute Assignment Log

### 2023 – 2024

[illegible]

## A Note from the Sub

Date: \_\_\_\_\_



Dear Teacher: \_\_\_\_\_

My day was \_\_\_\_\_

These students were VERY helpful: \_\_\_\_\_

\_\_\_\_\_

These students were absent: \_\_\_\_\_

\_\_\_\_\_

These students were tardy: \_\_\_\_\_

\_\_\_\_\_

Problems I had and what we did to resolve the problem: \_\_\_\_\_

\_\_\_\_\_

Lesson Plans Completed: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Sincerely,

\_\_\_\_\_

Substitute Teacher

## Principal Evaluation of Substitute



Evaluations are received in Human Resources from principals and teachers. These evaluations are reviewed and may warrant a conference with the district's Assistant Director of Human Resources or the Assistant Superintendent of Human Resources. Disciplinary action may be taken.

Substitute Teacher's Name: \_\_\_\_\_

Date of Assignment: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Grade/Subject Taught: \_\_\_\_\_

General evaluation by regular teacher:

---

---

---

---

Have you observed the substitute teacher in his/her work? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you desire the substitute teacher to return to your school for future assignments?

Yes \_\_\_\_\_ No \_\_\_\_\_

If answered **No**, you must follow through by:

- **Add** to your campus Priority List as a **Do Not Use** in Frontline.
- Send the evaluation report to Human Resources.

Five-point rating schedule for general evaluation: **LOW** 1 2 3 4 5 **HIGH**

Comments:

---

---

---

---

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

*Note: To be completed by Principal and submitted to Human Resources for further action.*



## Teacher Evaluation of Substitute

Evaluations are received in Human Resources from principals and teachers. These evaluations are reviewed and may warrant a conference with the district's Assistant Director of Human Resources or the Assistant Superintendent of Human Resources. Disciplinary action may be taken.

Substitute Teacher's Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Date of Assignment: \_\_\_\_\_

Were your lesson plans followed? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the substitute provide adequate comments or notes? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the room left in good order? Yes \_\_\_\_\_ No \_\_\_\_\_

Was there a positive reaction to the substitute by your students? Yes \_\_\_\_\_ No \_\_\_\_\_

Was there a negative reaction to the substitute by your students? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the substitute's appearance acceptable? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the substitute's punctuality and preparedness  
acceptable in filling the position? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the substitute demonstrate positive acceptance  
of constructive criticism? Yes \_\_\_\_\_ No \_\_\_\_\_

In your opinion, do you think the substitute went beyond what is required  
in this position to facilitate learning? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you wish to have this substitute return to your room for  
future assignments? Yes \_\_\_\_\_ No \_\_\_\_\_

Please comment if any of the above items are checked.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

*Note: To be completed by teacher and submitted to campus Principal for further evaluation. After review, Principal should submit to Human Resources for further action.*