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## Allen Independent School District INTRODUCTION

## ALLEN INDEPENDENT SCHOOL DISTRICT Texas Recognized School District

#### Dear Fellow Educator:

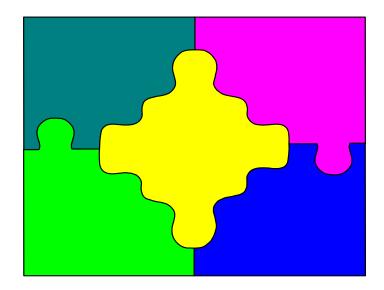
It is an honor to have you serve as a substitute teacher in Allen ISD. You are considered to be an important part of the instructional team in the schools where you teach. Your commitment to excellence will enable us to uphold the outstanding reputation that we enjoy.

Our mission is to address the individual learning needs of each student who enters our schools. You are encouraged to recognize the important role you play in this plan and seek to make every student a winner.

If, at any time, you need assistance in your role as a substitute teacher, please do not hesitate to ask.

Kindest personal regards,

Kent Turner Executive Director for Human Resources Deloris (Dee) Teel SubFinder System Manager



#### APPRECIATION OF SUBSTITUTE SERVICE

A substitute has one of the most challenging assignments in the school system.

It is the responsibility of all school personnel to establish and maintain a favorable and respectful attitude concerning the substitute and his/her work. Pupils must appreciate the need and the importance of the work of the substitute teacher and be urged to treat him/her in a courteous, kindly, and friendly manner. The Allen School System must maintain the high regard that rightly belongs to the substitute.

By your request for an assignment as a substitute, you accept a commitment to serve when you are called.

We hope that the suggestions and ideas presented in this handbook will make you a more efficient substitute. We also hope that you will realize that you are an integral part of our educational program. We appreciate your participation.

#### **FORWARD**

The purpose of this Handbook is to help you and the Allen Independent School District have a common understanding of requirements, policies and procedures for the substitute.

AISD, the Board of Trustees, and professional staff consider substituting an important phase of our total school program. The substitute teacher plays a very important role in upholding the high standard of teaching which we maintain in our school system, and the presence of the substitute teacher must ensure a continuous program of quality instruction for all children. The role of the substitute teacher is one of the great challenges and one in which you may face new and different situations several times each day. The work is never easy. Substitute teachers are expected to meet the challenge with personal dedication in a sincere, conscientious effort. Substitutes are welcomed as members of our professional family and will be treated with consideration, courtesy, and respect by all school personnel, parents and pupils.

Please feel free to call upon members of the administrative staff should you need assistance at any time.

# The Allen Independent School District SubFinder Substitute Program General Information

#### **GENERAL INFORMATION**

#### Requirements/Salary - Substitute Teacher

In order to be placed on the Approved Substitute List, you must have a complete file consisting of an application, references (3), college transcripts, criminal history clearance, LSW FICA Alternative Retirement Plan enrollment form, W-4, I-9 with proper ID and copy of social security card, completed personal data sheet, signed job description form and attend a Substitute Orientation/Training session.

Substitute teachers with 90 or greater college hours will be paid \$80.00 per day. Certified substitute teachers (with valid Texas or out of state certificate on file in our office) will be paid \$85 per day. Substitute teachers on a long-term assignment (15 or more consecutive school days on one assignment or back to back assignments with no break) will be paid an additional \$10.00 per day starting on the 15th day. A substitute must have at least 90 college credit hours for long term assignments. Once you have worked 15 consecutive days on a long-term assignment, you may be out two (2) days and still receive the increased rate of pay. If you are out more than two (2) days, the rate automatically goes back to your previous pay rate. Substitute teachers must be certified for long-term assignments of more than 30 consecutive school days on one assignment.

Substitute teachers who have been approved to sub with a high school diploma (prior to the 2004-05 school year) will continue to be eligible to sub at a rate of \$65.00 per day. Beginning in 2004-05, the district will no longer accept substitute teachers without 90 or more college hours.

#### Requirements/Salary - Substitute Aides/Secretaries/Clerks

Substitute aides and clerical personnel must have an application on file at the AISD Human Resources Office with references (3), criminal history clearance, a copy of high school diploma or GED, and LSW FICA Alternative Retirement Plan enrollment form, W-4, I-9 with proper ID and copy of social security card, completed personal data sheet, signed job description, and attend a substitute orientation/training to be placed on the Approved Substitute List.

Substitute Aides/ Secretaries/ Clerks are paid \$65.00 per day. The rate of pay will increase an additional \$10.00 per day for long term assignments of 15 or more consecutive days worked in the same position or back to back assignments with no break. This rate will begin on the 15<sup>th</sup> day of the assignment. Once you have worked 15 consecutive days for a long-term assignment, you may be out two (2) days and still receive the increased rate of pay. If you are out more than two (2) days, the rate automatically goes back to your previous pay rate.

#### **Additional information:**

If any substitute is required to be at the school more than four hours, they will qualify for one full day's pay. If a substitute is required to be at the school four hours or less, they will qualify for one-half day's pay.

All paychecks will be mailed to your home address if not picked up before 2:00 PM at the Administration Building on/before the 15<sup>th</sup> of each month. For this reason, please notify AISD Human Resources immediately if your address changes.

<u>ADDITIONAL TRAINING</u>: There may be opportunities throughout the year for substitutes to receive additional training beyond the Substitute Orientation/Training. You will be notified of these opportunities.

#### **Teacher Retirement System of Texas (TRS)**

Substitute teachers who have retired from active teaching anywhere in Texas and receive retirement income from the Teacher Retirement System of Texas should report this to Payroll in the Human Resources Office.

#### Aide Exemption Program

An application for the Educational Aide Exemption Program is now available. This state-wide program exempts aides from tuition and mandatory fees for individuals who have been employed as educational aides for at least one school year during the prior five years at a public school in Texas and who are attending a Texas college or university to become certified teachers.

The program is also available to substitute teachers who have at least 180 full days of employment as a substitute during the past five years. The application includes a fact sheet about the program and a list of frequently asked questions and answers. Applications may be picked up at the Human Resources Department or contact Kent Turner or Linda Parker at 972-727-0533 if you need more information.

#### **Bad Weather Closing**

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, school officials will notify the following radio and television stations:

<u>Television Stations</u>	Radio Stations
Channel 4 (Fox)	KHKS (106.1)
Channel 5 (NBC)	KDMX (102.9)
Channel 8 (WFAA)	KDGE (102.1)
Channel 11 or 21 (KTVT/KTXA)	KERA 90.1 OR KZPS (92.5)
Channel 98 (Cable)	KLTY 94.9
	KFXR (1190 AM)

#### **Internet Links**

There are several Internet links to help Substitutes. Education World provides answers for handling "problems" in the classroom, i.e. cheating, spitting, biting, inattention, noise makers, the whiner, and even weaning the helpless handraisers. There is www.thesub-hub.com. Also a Lesson Plans page at http://www.lessonplanspage.com as well as <a href="http://www.hotchalk.com">http://www.garlicpress.com</a>. Substitute Teaching Institute's website is <a href="https://sti.usu.edu">https://sti.usu.edu</a>. Allen ISD's Web site is <a href="https://www.allenisd.org">https://sti.usu.edu</a>. All provide good references for help in the classroom.

#### **Visitors in The Workplace**

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.

#### **Computer Use and Data Management**

The district's electronic communications system, including its network access to the Internet, is to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use. Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

#### **Release of Children**

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the principal's office. In any event, children are **not** to be released from the classroom without official notice from the building principal.

#### **Accidents in/on School Property**

The substitute should not attempt to move a student who is unable to move on his/her own. In such cases, the substitute should send a reliable student to the office for help and stay with the injured student. In a case where there is a risk of exposure to blood or other material potentially containing bloodborne pathogens, avoid exposure. The school nurse or principal should be notified immediately. Handwashing facilities (soap and water/clean cloth/paper towel/antiseptic towelettes/waterless disinfectant) should be available to anyone who incurs exposure to blood or other potentially infectious materials.

#### **Bloodborne Pathogens Exposure Control Plan**

The district has adopted a bloodborne pathogens exposure control plan to protect employees who are at risk of exposure to blood or other materials potentially containing bloodborne pathogens in connection with exposure to sharps. Sharps are defined as objects used or encountered in a health care setting that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident.

#### **School Property**

It is expected that the substitute will maintain good order wherever assigned, and create such conditions as are conducive to a good learning situation. The regular classroom teacher is legally and morally charged with the school property as well as the welfare of the children, and no less is expected of the substitute teacher. Also, please reference *Standard of Conduct* in District Policy DH.

#### **Professional Confidence**

Substitute teachers are expected to hold in professional confidence any information about the school (pupils, teachers, parents and principal) which might be gained while substituting.

#### **Maintaining Discipline**

Corporal punishment is not allowed in the Allen Independent School District. Any unusual disciplinary problem should be addressed with the campus principal or assistant principal. Treat all students with fairness and respect and in a positive manner, while maintaining a learning environment that supports each student's self worth.

#### **Dress and Grooming**

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent. See also Standards of Conduct-Dress Code in District Policies (pp 18).

#### **Cell Phone Use**

Employees should silence their cell phones while on the job and in the classroom.

#### Your Personal Telephone Number

Occasionally, we need to give your personal telephone number to a teacher who would like to give you personal instructions. Please call Human Resources if you DO NOT WISH YOUR NUMBER TO BE GIVEN OUT.

#### **Standards of Conduct**

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

- Recognize and respect the rights and property of students and coworkers and 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 procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

#### **Dismissal of Non-Contract Employees**

Non-contract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. If the Substitute Office receives a negative complaint including, but not limited to, one or more of the following, the substitute or non-contract employee may be removed from a site or classroom:

- Failure to follow lesson plans and perform all duties of the regular classroom teacher in a prompt and efficient manner;
- Falsification of information on documents used for consideration of employment;
- Failure to comply with board policy or administrative policy;
- Willful and repeated failure to comply with official directives from supervisors;
- Insubordination infraction of rules willful or overt defiance contempt for authority;
- Unexcused tardiness or continued lateness for work;
- Use of inappropriate language or behavior;
- Sexual harassment / lewdness / indecency;
- Distribution of non-related school materials w/o permission from the building principal;
- Commission of an act which would contribute to a felony or misdemeanor involving moral turpitude or would constitute lewdness, indecency, or pornography;
- Commission of an act which would constitute any crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime.

#### **Unemployment Compensation**

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. 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.

#### **Roles and Responsibilities of the Substitute**

Arriving at least 20-30 minutes before school begins will give you time to get prepared and settled before the students start arriving. The following is a list of AISD schools and hours:

Full Day Kindergarten 7:55 a.m. - 2:55 p.m.

Elementary School (K-6): 7:55 a.m. - 2:55 p.m.

Middle School (7-8): 8:30 a.m. - 3:30 p.m.

Dillard Center (Alternate Ed) 8:50 a.m. - 2:20 p.m.

Lowery Freshman Center (9): 8:15 a.m. - 3:35 p.m.

High School (10-12): 8:15 a.m. - 3:35 p.m.

(May vary with zero periods & tutorials)

The substitute has a professional responsibility even though he/she is not a contracted teacher.

The substitute teacher is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in the choice of wearing apparel.

Report to the school office and sign in.

Wear your substitute identification badge while at work at all times.

Obtain classroom number, campus map, keys, bell schedule, teacher's assigned lunch period and any extra duties the teacher may have.

Ask if there are expected schedule changes for the day (fire drills, assemblies, etc.). Acquaint yourself with fire and emergency drill regulations, assigned exits, and refuge area procedures.

Check the teacher's box to locate lesson plan book (may be on the teacher's desk), announcements, special activities or changes in the school schedule for the day, attendance sheets (may be at attendance office or with lesson plans in the room), seating charts, and today's list of excused absences (field trips, etc.).

#### **Organize Before Class Begins**

Obtain access to the room and locate/review the lesson plan and seating chart. Locate or obtain forms (hall passes, library passes, nurse passes, etc.), textbooks, teacher's edition, and orient yourself with the classroom and telephone system.

Avoid changing the seating arrangement or any other part of the classroom organization except for temporary grouping of pupils for instruction or committee work.

Supervision of halls and corridors is a responsibility of ALL teachers especially when pupils are coming into the building or leaving the building at bell time.

Write your name, today's date, and class assignments on the board or use overhead projector.

Locate and review school and class rules and consequences, if any.

Introduce yourself to adjacent teachers and/or team leaders.

Under no circumstances should a substitute criticize a teacher, campus, classroom, or district policies outside the campus due to the fact that the period of observation has been of such short duration that accurate conclusions cannot be reached. Any concerns should be directed to the campus administrator(s).

All schools in the Allen ISD are operated under the policies of the Board of Education. A substitute teacher is in a position to establish good school/community relationships for the district and for the individual campus at which he or she will be teaching.

#### When Your Class Begins

Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior. Be friendly, consistent and treat everyone with respect.

Greet students at the door as you are monitoring the halls during passing periods.

Learn the names of the students as quickly as possible. Designate student assistant(s) to aid with various organizational tasks (may be teacher recommended or selected by observing students entering class).

Unless requested by the regular teacher, do not assign written work and leave it to be graded. If there is written work assigned which is beyond the lesson plans of the regular teacher, it should be graded and left for examination. On long-term assignments, such work should be reviewed and recorded as directed.

Perform ALL assigned duties for the day. In elementary schools: PE, library, recess, lunch, playground, bus duties, etc. Substitutes are expected to teach all class periods. Planning periods are not free time. Report to the school secretary for instructions. If the substitute is teaching for an extended time, he/she should attend all scheduled meetings. In case of doubt, make inquiry of the building principal.

Review class rules or if none are posted, be ready to state your rules and behavioral expectations. Make sure students understand what is expected of them. Use praise generously and show all students respect.

Elementary attendance should be checked in the morning at 10. Classroom attendance in middle and high school should be recorded during the second period of the day. If students enter class tardy, he/she should have a "tardy" slip from the office. Change their designation from "absent" to "tardy" and note the time of arrival on your teacher report form. Have the attendance form ready for pickup or office delivery (each school may do it differently.)

Do not leave students unattended.

Move around the room to monitor student activity during presentations, questioning, independent work and group work (MOVE among all students and groups continuously).

Substitute teachers are to be an active part of the classroom instruction. Reading personal materials (i.e. newspapers, magazines, books), sleeping, working on personal work, etc., is unacceptable and will not be tolerated.

Gather, label, and retain all student work assignments for the returning teacher.

A substitute's personal views on certain subjects (ex: religion, politics, drugs, etc.) should not be brought into conversation with students.

With student assistance, take the last minutes before class change (secondary level) or the end of various activities (elementary level) to straighten and pick up the supplies or equipment you have used and return it to it's proper place.

Lesson plans provided by the regular teacher should be followed as closely as possible, and the regular class routine should be maintained. Please leave a note, or use a copy of the form in the *Forms Section*, for the teacher relating how much of the lesson plan was completed and list any special problems that might have occurred during the day.

Make written notes for the returning teacher throughout the day to avoid a last minute rush (lessons taught, student participation, behavior, etc.). The teacher needs to know what portion of the lesson each individual class was able to complete.

Keep a door open when you are alone with a student.

Students are not excused to leave school under any circumstances without office permission.

Remain on campus unless school policy allows off campus lunch, then sign out at the office when leaving campus and back in when returning.

#### **End of Day**

Organize all written information you need to leave for the returning teacher.

No written communications should be sent to parents without permission from the principal. The long-term substitute teacher should arrange for a parent conference only after consultation with the principal.

Perform all assigned after-school activities.

Students may not be kept after hours.

If serious problems (student threats, weapon use threats and first hand disclosures involving student physical or sexual abuse) arise during the day, notify the school office immediately. This is good protection not only for you, but the school and district as well.

Return all items issued from the school office when you sign out. It is expected that the substitute will maintain good order wherever assigned, and create such conditions which are conducive to a good learning situation.

#### IN BRIEF, BE THERE .....



#### **BEFORE CLASSES START:**

- 1. Put on a happy face! A new day is just beginning!
- 2. Wear your badge while on all AISD property.
- 3. Greet administrator and office staff.
- 4. Sign in at the front office.
- 5. Collect all needed materials (keys, lesson plans, grade book).
- 6. Write your name on the chalkboard in the classroom.
- 7. Greet students as they come into the classroom.
- 8. Record attendance.

#### **THROUGHOUT THE DAY:**

- 1. Follow lesson plans left by the teacher.
- 2. Write brief notes on lessons taught and student behavior.
- 3. Keep classroom orderly.

#### **AT THE END OF THE DAY:**

- 1. Complete your report to the teacher. Put inside grade book, if available. Otherwise, leave it in the teacher's mailbox.
- 2. Return all materials to their proper place.
- 3. Turn off lights and lock door.
- 4. Sign out at the front office and see if you will be needed the next day.

#### No Child Left Behind Act (NCLB)

The reauthorization of the Elementary and Secondary Act (ESEA), entitled the No Child Left Behind Act of 2001, has been characterized as the largest-ever overhaul of the federal role in education and is projected to impact districts, states and schools for years.

The scope of the legislation is complex and offers opportunities and challenges to students, parents, teachers, and administrators. The four key elements to this legislation are as follows:

- 1. Stronger accountability for results
- 2. Expanded flexibility and local control
- 3. Expanded options for parents
- 4. Emphasis on research-based methods, especially in reading.

The major components include:

- 1. Adequate Yearly Progress (AYP)
- 2. Highly Qualified Teachers and Paraprofessionals
- 3. School Choice
- 4. Parent's Rights FRPA and PPRA
- 5. Scientifically Based Research

#### **Timeline:**

2002-2003

Local districts must test the English proficiency of Limited English Proficient students annually.

States must issue school report cards for 2001-02 school year.

2002-07

Effective dates for the Elementary and Secondary Education Act.

2005-06

States must have in place tests in reading and mathematics in grades 3 through 8.

All teachers must be "highly qualified".

2007-08

States must add science testing at least once in each of the following grade spans: 3-5, 6-9, 10-12.

2013-14

All students must be proficient.

## The Allen Independent School District District Policies

#### Child Abuse or Neglect – FFG

A person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.202(a)*.

If a professional has cause to believe that a child has been or may be abused or neglected or is a a victim of indecency with a child, as described in Penal code 21.11, and the person has cause to believe that the child has been abused as defined by Family Code 261.001, that person shall make a report as prescribed above not later than 48 hours after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of indecency with a child. A professional may not delegate to or rely on another person to make the report.

#### **Disruption of Class - GKA**

A person commits a Class C misdemeanor if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or other school activities.

Disrupting the conduct of classes or other school activities includes:

- 1. Emitting noise of an intensity that prevents or hinders classroom instruction.
- 2. Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend.
- 3. Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend.
- 4. Entering a classroom without the consent of either the principal or teacher and, either through acts of misconduct or use of loud or profane language, disrupting class activities.

#### <u>Drug/Alcohol/Firearms – FMCF, FNCG, GKA</u>

The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where any athletic event sponsored or participated in by a school in the district is being held constitutes a Class C misdemeanor.

A person commits an offense if the person knowingly, intentionally, or recklessly possesses or goes with a firearm, illegal knife, or prohibited weapon listed in Penal Code 46.05(a) onto the physical premises of a school or educational institution or any grounds or building in which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless pursuant to written regulations or written authorization of the District.

#### <u>Tobacco Use – DH, GKA, FNCD</u>

The District shall not permit smoking within any indoor facility used for provision of routine or regular kindergarten, elementary, or secondary education or library services to children; or regular or routine health care or day care of early childhood development (Head Start) services to children or for the use of employees who provide such services.

The Board shall prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property. Students are prohibited from possessing tobacco products at a school-related or school-sanctioned activity on or off school property. School personnel shall enforce these policies on school property.

#### <u>Identification and Right to Eject – CLA</u>

Identification may be required of any person on school property. The Board or its designee may refuse to allow persons having no legitimate business to enter school property, and may eject any undesirable person from the property upon his refusal to leave peaceably on request.

#### Harassment – DHC, FNCJ, FFG

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit.

Employees shall not engage in harassment motivated by race, color, religion, national origin, disability, or age and directed toward students or District employees. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

#### Standards of Conduct – Dress Code - DH

A professional employee of the District is not personally liable for any act that is incident to or within the scope of the duties of the employee's position of employment and that involve the exercise of judgment or discretion, except in the circumstances where, in disciplining a student, the employee uses excessive force or his or her negligence results in bodily injury to the student.

"Professional employee of the District" includes the Superintendent, a principal; teacher, **including a substitute teacher** or a teacher employed by a company that contracts with the District to provide the teacher's services to the District; a supervisor; social worker; counselor; nurse; teacher's aide; a student in an education preparation program participating in a field experience or internship; a DPS-certified school bus driver; and any other person whose employment requires certification and the exercise of discretion.

Employees may not wear clothing items prohibited by the student handbook. Staff is not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal or Supervisor. Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise not modest. Jeans are only permitted on days approved by the Principal or Supervisor. Hair must be clean and neat in appearance. Hair styles/color must not be disruptive to the educational environment. Employees must wear sandal footwear or open-toed shoes when seasonally appropriate. Plastic or rubber flip-flops are not permissible. Body piercing (except earrings) and tattoos should be covered. Good personal hygiene is required at all times.

# The Allen Independent School District SubFinder Substitute Program System Functions

### THE ALLEN INDEPENDENT SCHOOL DISTRICT SUBFINDER SYSTEM

The Allen Independent School District uses an automated SubFinder System that utilizes a computer located in the Personnel Office with data/voice capabilities to assign substitutes to teacher/other personnel absences. The system is accessed by the public telephone system and information is entered using the telephone touch-tone keypad and voice messages. SubFinder can also be accessed on the web at *allenisd.org*, and going through Human Resources to substitute information.

System telephone number: 972-727-7184

Help Desk/SubFinder System Manager: 972-727-7152

The system offers broader opportunities for substitutes while still allowing each school to make its own choices regarding the selection of substitutes. This new system is aware of your wishes to:

- Specify only schools where you wish to work or schools where you prefer not to work;
- Request jobs for only particular days of the week;
- List the subjects you are qualified to teach and other subjects you would like to teach;
- Let you call in at any time to check on available jobs so you can plan ahead; and/or
- Notify the System **not to call** you during a calling period or for a certain period of time.

#### This is how the SubFinder System works:

- 1. A Principal or Principal's designee calls the system.
- 2. An absence is reported and receives a job number.
- 3. The system searches its listings and finds the appropriate substitute for this job.
- 4. At the morning or evening call-out period, the system places a call to the substitute.
- 5. The substitute enters a Personal Identification Number (PIN) over the phone, and a narrator reads the absence detail information. (Your PIN# is your SS#.)
- 6. The substitute accepts or declines the job. If the job is accepted, the substitute gets the Job Number to use when reporting to the school.

This computerized System will assist you in receiving assignments for absences (jobs) in locations where you wish to work. You can:

- 1. Register to use the System;
- 2. Accept jobs when the System calls you;
- 3. Change your PIN number from your SS# if desired;
- 4. Change your telephone number;
- 5. Review or cancel previously accepted jobs, and
- 6. Hear your SubFinder System assigned ID number (under Personal Information).

#### **HOW TO REGISTER**

Registration is a one-time activity on your part that will:

- Introduce you to the System;
- Allow the System to make a recording of your name; and
- Verify the telephone number where the System may call you.
- Step 1: Using a touch-tone phone, call SubFinder at 972-727-7184.
- Step 2: SubFinder will identify itself and ask you to enter your Personal Identification Number (PIN) followed by the pound key (#). Your PIN number is all of your Social Security Number.
- Step 3: Once you have entered your PIN and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice you name. Please say your name clearly, as you want it to be heard by other people using the system (nicknames are fine). You do not have to speak loudly or slowly. When entering data, do not hold the keys down too long because long tones may be improperly interpreted. Press the pound (#) key when done.

After you have finished, the System will play back its recording. If you do not like the way your name sounds, press 2 to re-record it. Press 1 when you are satisfied with the recording of your name.

Congratulation, you are now registered!

Remember, you can't be called by SubFinder until you register and you can't access the system online at Web-Connect until you register. This step "activates" your profile.

SubFinder will then play the Main Menu and you can Review Your Personal Information, Review Your Assignments, or Review Available Jobs. Under "Review Personal Information", you can change your phone number, change your availability, or listen to your ID number.

AISD is able to provide consistent quality education to our students because of dedicated professionals such as you. Please carefully follow the instructions on the use of the SubFinder System as you access it.

Remember that SubFinder only works from touch-tone telephones and your cellphone must be on in order to receive calls from SubFinder.

#### WHEN YOU CALL SUBFINDER

Enter your PIN followed by the pound sign (#). SubFinder will play the Main Menu:

To review current assignments	Press 1
To review available jobs	Press 2
To cancel a job assignment	Press 3
To report an absence	Press 4
To review personal information	Press 5
To leave the SubFinder System	Press 9, or hang up

#### To Review Current Assignments, press 1 from the Main Menu.

SubFinder will play your next scheduled assignment followed by some, if not all, of the following options:

To hear "Special Instructions"	Press 1
To hear the "Itinerant Schedule"	Press 2
To hear "Directions to the Site"	Press 3
To continue	Press 5

If you press 4, SubFinder may ask for a reason for the cancellation. After listening to the list, press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason and give you the option of confirming.

#### To Review available jobs, Press 2 from the Main Menu

SubFinder will play detailed information about an available job if any exist.

To continue	Press 5
To accept the job	Press 1
To decline the job	Press 2
To hear the job again	Press 3
To hear the next job	Press 4
To return to the Main Menu	Press 9

If you press 1, SubFinder will repeat the job information, followed by the JOB NUMBER. Write this number down as you will need it when reporting to the school.

If you press 4, SubFinder will play detailed information about the next available job if any exist.

#### WHEN YOU CALL SUBFINDER

#### <u>To Cancel a Job</u>, Press 3 from the Main Menu.

Enter the JOB NUMBER followed by the pound sign (#). SubFinder will play the job information.

To cancel the job	Press 1
To return to the Main Menu	Press 9

If you press 1, SubFinder may ask for a reason for the cancellation. After listening to the list, press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason and give you a chance to confirm.

When canceling a job, <u>always</u> wait for the narrator to say "Job \_\_\_\_\_ has been canceled" before disconnecting or your job cancellation may not be recorded and you will still be the assigned substitute.

When you **must** cancel a job previously accepted, because of illness or emergency, call the System at 972-727-7184, as soon as possible, to open the job up to another substitute.

#### **To Review Personal Information**, press 5 from the Main Menu

To review your phone number	Press 1
To review your name as recorded	Press 2
To review the days of the week you can work	Press 3
For the Date Range Menu	Press 4
To hear your Employee ID#	Press 5
To change your PIN #	Press 6
To return to the Main Menu	Press 9

#### (1) To review your phone number:

SubFinder will play your phone number.

If correct Press 1
To change your phone number Press 2

If you press **2**, enter the area code and phone number followed by the pound sign (#). SubFinder will repeat the number.

#### (2) To review your name as recorded:

SubFinder will play your name as it is recorded.

If correct Press 1
If you want to re-record your name Press 2

If you press 2, record your name after the tone. When you are finished, press the pound sign (#). SubFinder will repeat your name.

#### (3) To review the days of the week you can work:

To review your availability for:

Sunday	Press 1
Monday	Press 2
Tuesday	Press 3
Wednesday	Press 4
Thursday	Press 5
Friday	Press 6
Saturday	Press 7
To return to the Main Menu	Press 9

After choosing a day, that day's availability will be played.

To change your availability	Press 1
To use this schedule for another day	Press 2
To return to the previous menu	Press 9

If you press 1, SubFinder will ask "Are you normally available to work on (day of the week)?"

If "Yes"	Press 1
If "No"	Press 2
For "Mornings only"	Press 3
For "Afternoons only"	Press 4
To enter special hours	Press 5

If you press 1, 2, 3, or 4 SubFinder will repeat the schedule that applies to your choice.

To change your availability	Press 1
To use this schedule for another day	Press 2
To return to the previous menu	Press 9

If you press 5 for Special Hours; enter the earliest time (HHMM) that you will be available followed by the pound sign (#). (Example: enter 9 as 0900)

For AM					Press 1
For PM					Press 2
.11 1	*1 1 1	C .1	 C .1	1	

If you will be available from the start of the day, press star (\*).

Enter the **latest** time (HHMM) that you will be available followed by the pound sign (#). If you will be available until the end of the day press star (\*).

Enter the **minimum** number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (\*).

Enter the **maximum** number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (\*).

SubFinder will repeat the schedule you entered.

To change your availability	Press 1
To use this schedule for another day	Press 2
To return to the previous menu	Press 9

#### For the date range menu:

To add an "Unavailable" date range	Press 1
To add a "Do Not Disturb" date range	Press 2
To review a date range	Press 3
To return to the Main Menu	Press 9

If you press 1, enter the **first date** you will be unavailable (MMDD) followed by the pound sign (#). (Example: enter March 4 as 0304). If you will be unavailable starting today, press star (\*).

Enter the **beginning time** (HHMM) that you will be unavailable followed by the pound sign (#). If you will be unavailable from the start of the day, press star (\*).

Enter the **last date** that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for a single day, press star (\*).

Enter the time (HHMM) that you will be available again. If you will be unavailable until the end of the day, press star (\*).

SubFinder will repeat your unavailable date range.

If correct Press 1
If incorrect Press 2

If you press 1, SubFinder will respond "If you would like to continue receiving calls during this period, press 1, otherwise press 2."

If you press 2 – To add a "Do Not Disturb" date range, enter the first date (MMDD) that you don't want to be called, followed by the pound sign (#). If you don't want to be called starting today, press star (\*).

Enter the **beginning time** (HHMM) that you don't want to be called followed by the pound sign (#). For AM, press 1, for PM, press 2. If you don't want to be called from the start of the day, press star (\*).

Enter the **last date** (HHMM) that you don't want to be called followed by the pound sign (#). If you don't want to be called for only a single day, press star (\*).

Enter the time (HHMM) that you wish to receive calls again followed by the pound sign (#). SubFinder will repeat the "Do Not Disturb" date range.

If you press 3, to review a date range,

SubFinder will play your most current date range, if any exist.

To hear the date range again	Press 2
To hear the next date range	Press 3
To remove the date range	Press 4
To return to the Main Menu	Press 9

If you press 4 to remove the date range, SubFinder will ask for confirmation. If you are sure you want to remove this date range, press 1, otherwise, press 2.

#### **TO HEAR YOUR EMPLOYEE ID NUMBER:**

Press 5 from the Main Menu.

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence. You DO NOT use this number to identify yourself when you call SubFinder.

#### WHEN SUBFINDER CALLS YOU

#### To offer you a job:

SubFinder will call and ask for your PIN# (your Social Security number) followed by the pound sign (#) or press star (\*) if you do not wish to receive any more calls during *this* calling period.

SubFinder will describe an available job. Press 5 to continue.

To accept the job	Press 1
To hear the job again	Press 2
To reject the job	Press 9

If you press 1 to accept, SubFinder will give you a JOB NUMBER. You must wait for the Job Number or your job acceptance may not be recorded and you DO NOT have the job. You may be given other options as well.

To hear "Special Instructions"	Press 1
To hear the "Itinerant Schedule"	Press 2
To hear "Directions to the Site"	Press 3
To continue	Press 5

If you press 2 or 3, the appropriate information will be repeated. If you press 5, you will be given two options:

To hear the job again Press 2
To end this call Press 5

If you press **9** to reject, SubFinder may ask for a reason for the rejection. After listening to the list, press the number of the appropriate reason, followed by the pound sign (#). SubFinder will repeat the reason for your confirmation.

#### To notify you of a Job Cancellation:

When a job has been canceled, SubFinder will call you. You will hear "You are no longer required for JOB NUMBER \_\_\_\_\_". Enter your PIN followed by the pound sign (#). SubFinder will play the information for the job that has been canceled.

To acknowledge the cancellation	Press 1
To hear the cancellation again	Press 2

#### **How the system offers absence jobs to substitutes:**

The System calls substitutes each morning for today's absences, and evenings and weekends for jobs up to thirty (30) days in the future. Each school may stipulate priority lists of substitutes for subject areas. If those substitutes are busy, the System calls others from the skill list who want to work at that school.

Substitutes can call the System to hear jobs for which they are the Requested Substitute or jobs that are open at schools where they are listed.

If you accept a job, no more jobs will be offered to you for the absence period covered by that job. If you decline a job, you will not be offered that same job again.

#### Tips:

Arrange your morning schedule so you can leave home on short notice.

Answer your telephone personally to accept or reject assignments.

If you must be late for an assignment, call the principal or sub contact and inform him/her about the circumstances and the approximate time of your arrival.

**Telephone Shortcuts**: Pressing the pound sign (#) will take you back to the previous Menu. Pressing the star sign (\*) will allow you to move to the next item when listening to a list of items, such as absences.

If you get a call at 5:30 AM and you aren't able to work that day, press the star key (\*) and this will take you out of the calling system for that call-out time period.

Principals will call the System immediately when they know they need a substitute. Late requests for substitutes are something a principal cannot control. Principals *may* call the System after classes have started and/or up until 12:00 noon the day of the absence.

If you receive a call after school has started,

- 1. Accept the job, and
- 2. Contact the school to indicate the time you will arrive.

#### **Call-out Times:**

Week Days: From 5:30 AM to 12:00 PM

From 4:30 to 9:30 PM

Weekends/Holidays From 4:30 to 9:30 PM

The System is available 24 hours a day except for backup time at 1:30 AM.

#### FREQUENTLY ASKED QUESTIONS (FAQ)

#### WHAT IS SUBFINDER?

- A. A system similar to those used by banks and airlines, with easy-to-follow instructions.
- B. Employees and administrators report absences via touch-tone phones.
- C. SubFinder will use a variety of methods, including position matching, to fill absences/jobs.

#### HOW WILL SUBFINDER BENEFIT ME?

- A. There is the potential for more jobs, particularly for new substitutes, since SubFinder is completely unbiased in its selection process.
- B. You tell SubFinder when you want to work.
- C. You have the ability to review jobs that you have accepted, 24 hours a day, 7 days a week by selecting "review assignments" from the Main Menu.
- D. You can be proactive through the use of JOB SHOPPING calling SubFinder to find out if there are jobs available for which you are qualified.

#### WHAT ABOUT REGISTRATION?

- A. YOU WILL NOT RECEIVE JOB OFFERS FROM SUBFINDER UNTIL YOU REGISTER!!!!!
- B. Registration, via a touch-tone phone, is quick and simple. It takes only a few minutes.
- C. You call SubFinder and identify yourself by using your PIN number (your Social Security number).
- D. When you register, you will record your name, review your personal information, and find out what your personal ID number is (this number is assigned to you by the system when you are entered as a substitute into the district SubFinder System).

#### WHAT ARE JOB NUMBERS?

- A. Each absence **successfully** reported, by an employee or an administrator, is assigned a job number.
- B. A substitute will receive the same job number when they **successfully** accept the iob.
- C. Many of SubFinder's reports use the job number as a reference.
- D. Job numbers must be used when accessing an existing job for review or cancellation.
- E. Any time you report an absence or accept a job, make sure you take note of your JOB number. This is what we mean by successfully reporting or accepting a job.

#### WHY WILL SUBFINDER CALL ME?

- A. To offer you a job.
- B. To notify you of a cancellation for a job for which you are scheduled.

#### WHAT ARE MY OPTIONS WHEN I CALL SUBFINDER?

- A. Reviewing current assignments (#1)
  You can listen to any current and future assignments that you have already accepted. You will hear all the details concerning each job.
- B. Reviewing available jobs (#2)
  You will hear jobs for which you are qualified, one at a time. You may either accept/reject an offered job or listen to another.
- C. Canceling a job (#3)
  You must know the specific job number.
- D. Reviewing personal information (#5)
  You can review your phone number, your name as recorded, the days of the week you can work, unavailable date ranges if any, and your SubFinder assigned ID number.

#### OTHER QUESTIONS AND ANSWERS

- Q: Do I have to have touch-tone service to use SubFinder?
- A: No, but you do need a telephone that is tone/pulse switchable.
- Q: Do I have to call in and register with SubFinder before I can receive job offers?
- A: Yes. You will not receive any job offers until you have registered.
- Q: Do I have to register every time I call in?
- A: No. You only have to register once.
- Q: What happens if SubFinder calls me and gets my answering machine?
- A: Your answering machine will record some portion of Subfinder's greeting and narration asking for your PIN Personal Identification Number. SubFinder will realize that the phone was answered, but will not leave any information regarding the job. SubFinder may call back later and offer you the job again or you may call in and see if anything is available.
- Q: What if someone in my family answers the phone and it's SubFinder calling?
- A: You have two choices: 1) if you are not home, you can teach family members how to accept jobs for you. If you choose to do this, please make sure they realize how important it is to tell you about the job after they accept it. 2) If you are home, have the person who answered the phone put the receiver down and call you. SubFinder will ask for your PIN several times, waiting approximately 30 seconds between each request, so you will have time to get to the phone before the call is terminated.

- Q: Can an employee assign me to, or request me for his/her absence?
- A: Yes. The employee must have your SubFinder-assigned ID number in order to do this. They should be able to obtain this number from their school office. If they "request" you, the SubFinder System will call you first and give you the chance to accept/reject the job. If you reject it, the system will revert to the skill list. If they "prearrange" a job with you, the system will **not** call you. It presumes you have entered this job in your date book.
- Q: What if the days I am available to work change from week to week?
- A: You can change this information yourself, using your touch-tone phone. From the Main Menu, choose option #5 To Review Personal Information. Then choose option #3 To Review the Days of the Week You Can Work. Follow the instructions given by the narrator and change your available days.
- Q: Can I call SubFinder and "shop" for jobs?
- A: Yes.
- Q: When I call in to review available jobs, will I be given a list of jobs from which to choose?
- A: No. You will hear one job at a time and will be able to accept the job, listen to the job again, or listen to the next job. If you accept the job, you may still review jobs for other dates, if there are any available at the time.
- Q: If I enter an unavailable date range (for example, for a vacation) and return early, can I begin to pick up jobs early?
- A: Yes. You must call SubFinder, choose option #5 To Review Personal Information, choose option #5 For the date range menu, use option #3 To Review a Date Range, and then remove the date range. You will then be eligible to receive job offers as well as review available jobs.

# Allen Independent School District FORMS

#### SUBSTITUTE REPORT FORM

Please complete this form and return it to the Principal's office at the end of the day.

Su	Substitute	Date	
Su	Substituted for	Subject	
1.	Lesson Plans  Grade healt or along roll		
2.	2. Was the schedule clear?		
3.	3. Were <i>adequate</i> lesson plans provided? If not, please elaborate		
4.	4. Did you have any special problems?		
5.	5. Did you feel welcome at the school? Did the f friendly, helpful, or supportive?	aculty, staff, and administration seem	
	Pless complete the section below to help us imp	prove student behavior for substitutes:	
6.	6. Give the names of specific students who cause problem.	1	
7.	7. Any suggestions that will help us provide bette appreciated.	er service to our substitute teachers will be	

#### TEACHER FEEDBACK FORM

Please complete this form and leave it in the regular Teacher's mailbox.

of School
Were the lesson plans used?
Did the lesson plans need further clarification?
Did specific problems arise concerning particular students?
List the names of students who misbehaved and offer a description of their behavio
Did the student assistants provide cooperation?
Other comments and suggestions are welcome.

#### CLASSROOM TEACHER'S REPORT ON SUBSTITUTE

Please	Please complete this form and return it to your Principal.					
Name	of Scho	ool				
Name	of Sub	stitute				
Name	of Clas	ssroom Teacher				
Please	check	the following:				
	1.	Followed attendance procedure	Yes	No		
	2.	Covered assigned work adequately	Yes	No		
	3.	Used lesson plan left by regular teacher	Yes	No		
	4.	Summarized accomplishments for regular teacher	Yes	No		
	5.	Left facilities in satisfactory condition	Yes	No		
	Misce	illaneous comments:				
Signat	ure of [	Гeacher	Date			

### SUBSTITUTE TEACHER EVALUATION REPORT Allen Independent School District

Name:			
School:			
Dates of Substitute Service:			
Substitute for:			
DEDCONAL	C		TT
PERSONAL	S	S-I	U
Demonstrates tact and courtesy in association with students, parents, faculty and administrators.			
Demonstrates dependability by reporting on time to school and classroom			
and by remaining in school until the designated dismissal hour.			
Is well-groomed and dresses appropriately for teaching assignment.			
Uses discretion in speaking of colleagues, school, and students.			
Exercises good judgement in handling emergencies, interruptions in			
planned activities and/or extenuating circumstances.			
Performs duties as assigned by principals and cooperates with			
administrators, faculty, and parents.			
	1		
INSTRUCTIONAL	S	S-I	U
Communicates effectively with students.			
Demonstrates good classroom management skills.			
Is attentive to the physical well-being of students.			
Encourages proper care and use of materials and equipment.			
Follows established school and School Board procedures.			
Displays interest in and concern for students.			
Follows written lesson plan and instructions given by classroom teacher.			
Leaves accurate and complete records for the classroom teacher.			
(S – Satisfactory S-I – Satisfactory but improvement needed	U – Unsa	ntisfactory)	

Comm	ents:		
If you		person not be reassigned to below. Attach additional	to your classroom, please indicate the l pages if necessary.
The su		ure does not necessarily i e substitute teacher has re	mply agreement with the appraisal, but ead the report and has had the
	Date:	Principal:	(signature)
	Date:	Substitute:	
			(signature)

INSTRUCTIONS: This evaluation form is to be used by the Principal for the purposes of (1) commending a substitute teacher for his/her performance, or (2) bringing to the attention of the substitute teacher and Human Resources any unsatisfactory performance.

#### REMOVAL OF SUBSTITUTE FROM SCHOOL ROSTER

Today's Date	Date of Incident:		
Name of Sch	ool		
	stitute		
Name of Clas	ssroom Teacher		
Reason for R	equest:		
1. 2. 3. 4. 5. 6. 7.	Failure to follow lesson plans Leaving assignment without proper approval Unexcused tardiness or continued lateness Use of inappropriate language or behavior Left facilities in unsatisfactory condition Failure to comply with official directives Other (please explain below)	Yes Yes Yes Yes Yes Yes	No No No No No
Comr	ments:		
Signature of	Teacher	Date	
Signature of	Principal or Administrator	Date	

#### **COMMENTS ON SUBSTITUTE PROGRAM**

Through the combined efforts of the regular staff, personnel and the substitute teacher, misunderstandings and false impressions may be eliminated. At all times, we welcome the substitute teacher's suggestions as to how we may improve the school's services to the substitute teachers and how the substitute teacher can better serve the schools. Suggestions may be made to the principal's office of the school, or if you prefer, the Assistant Superintendent for Human Resources. All suggestions will be regarded as confidential.

After reading this Handbook and substituting for the Allen Independent School District, I have the following suggestions and comments to offer for the Handbook and/or the Substitute Program:

Signature (optional)
Please file this page with Human Resources.