
LISD Substitute Handbook

2010-2011





LEANDER INDEPENDENT SCHOOL DISTRICT

204 W. South Street
P.O. Box 218
Leander, Texas 78646-0218
(512) 570-0000



July 2010

Dear Substitute Teacher,

Thank you for choosing to serve in Leander ISD.

Educating students is one of the most important and rewarding jobs in the world today. Though the role of substitute teacher is a difficult and often an underappreciated one, we truly value your service to our campuses and students. With your commitment and dedication, you are helping to ensure our students achieve academic success.

On behalf of the teachers, campus administrators and students of LISD, thank you for taking on this important role.

Respectfully,

A handwritten signature in cursive that reads "Bret A. Champion".

Bret A. Champion
Superintendent

www.leanderisd.org

Table of Contents

Substitute Office Contact Information	8
Leander ISD's Learning Model	9
Leander ISD's Four Challenges.....	9
Leander ISD Purpose.....	10
Leander ISD Vision	10
The Student	10
The Young Man and The Starfish.....	11
Ethical Principles.....	12
Leander ISD Graduate Profile	13
LISD Strategic Objectives	14
District Overview	15
The History of Leander Independent School District.....	15
Board of Trustees	15
Central Administration	15
Campus and Department Information	16
Elementary Campuses	16
Middle School Campuses.....	17
High School Campuses.....	17
Alternative Campuses.....	17
Employment	18
Equal Employment Opportunity.....	18
General Requirements.....	18
Hiring Practices	18
Separation from Service	19
Compensation.....	19
Payday	19
Salary Information	20

Deductions.....	20
Payroll Schedule 2010-2011	21
Benefits.....	22
Workers Compensation Insurance	22
Deferred Compensation Plan	22
Liability Insurance	22
Responsibilities	22
Teaching.....	22
Attendance	23
Record Keeping.....	23
Security Badges.....	23
Reporting Injuries of Students	23
Personal Injuries on the Job.....	23
Medical Emergency	23
Daily Duties.....	23
Other Duties	24
Classroom Management.....	24
Leaving the Campus.....	24
Internet Usage	24
Cell Phone Usage	24
Performance of Responsibilities	24
Active Involvement.....	25
Employment Relations.....	25
Access to Personnel File	25
Professional Ethics	25
Dress and Grooming	25
Conflict of Interest	27
Receipt of Gifts	27
Tobacco Use Policy	27
Alcohol and Drug Use Policy	27
Drug-Free Schools.....	28
Sexual Harassment: Adult to Adult.....	28

Adult-to-student sexual harassment	28
Sexual harassment by students	29
Other Types of Harassment	29
Child Abuse or Neglect	29
General Guidelines & Procedures.....	30
Arrival/Departure Procedures	30
Half Day/Full Day	30
Change of Personal Information.....	30
Bad Weather Procedures.....	31
Emergency Procedures	31
District Tools and Equipment	31
Safety.....	31
Infection Control Procedures.....	31
Firearms/Weapons on School Premises	31
Mail Procedures.....	31
Notice of Employees Responsibilities for Reporting Child Abuse and Neglect.....	32
What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?.....	32
What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?	32
To whom do I make a report?	32
Will my report be kept confidential?.....	32
Will I be liable in any way for making a report?	33
What will happen if I don't report suspected child abuse or neglect?	33
What are my responsibilities regarding investigations of abuse or neglect?	33
K-12 Programs (Special Programs).....	34
LISD 2010 – 2011 Calendar	35
LISD Campus Map	36
Acknowledgement Form	37

SUBSTITUTE HANDBOOK



2010-2011

Substitute Office Contact Information

Leander Independent School District
204 W. South St
Leander, TX 78641

Mailing address:
P.O. Box 218
Leander, TX 78646

Human Resources
Phone 512-570-0117 • Fax 512-570-0122

Substitute Office E-mail
Substitute.office@leanderisd.org

www.leanderisd.org

Look for updates and tips during the year on our Website!

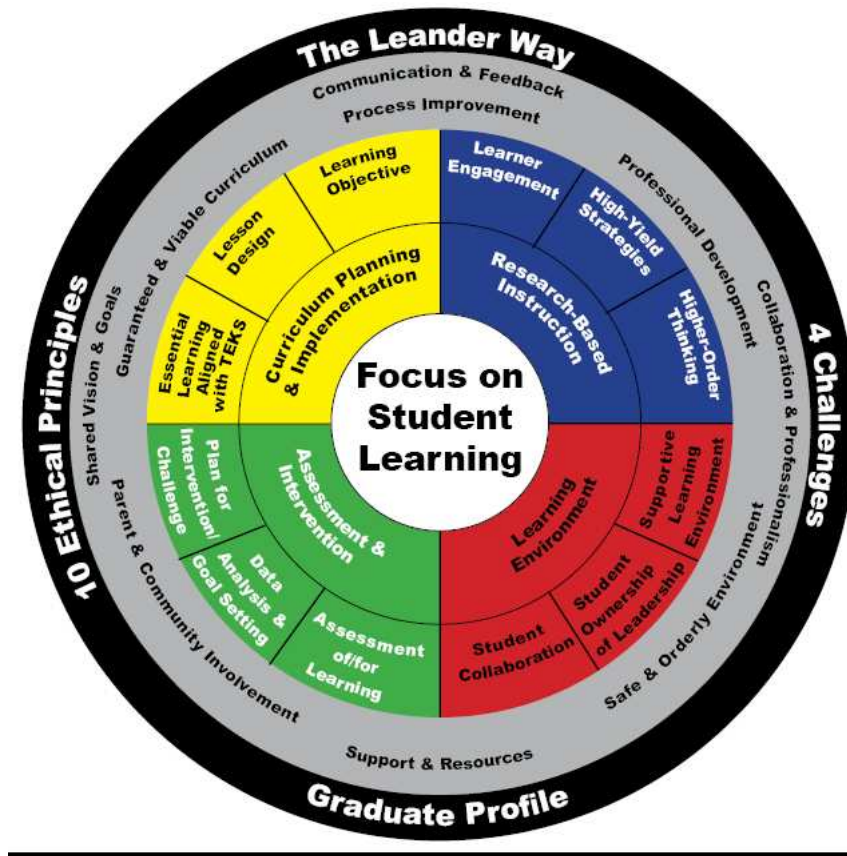
The substitute information page contains an electronic version of this handbook, resources, additional training information, and forms available for download.

AESOP QUICK REFERENCE INFORMATION

Aesop is serviced through Frontline Placement Technologies. Aesop can be accessed via the website @ www.aesoponline.com or via phone @ 1-800-942-3767.

Note: Receipt of this handbook does not constitute an offer of employment nor alter the fact that either party may terminate an at-will employee relationship at any time.

Leander ISD's Learning Model



Leander ISD's Four Challenges

1. Improve the academic performance of all students, while eliminating the link between economic disadvantage and low achievement;
2. Ensure that all students read at or above grade level;
3. Prepare all students to be college and career ready, while preserving our focus on the needs of the whole student; and
4. Strive to do right and good by all, while maintaining an unwavering commitment to our culture of continuous improvement and learning.

Leander ISD Purpose

The purpose of LISD is to educate each student to be successful in an ever-changing world.

Leander ISD Vision

Every student is encouraged, supported, and challenged to achieve the highest levels of knowledge, skills, and character.

The Student

A student is the most important visitor on our school premises.

He is not dependent on us; we are dependent on him.

He is not an interruption on our work; he is the purpose of it.

He is not an outsider of our school; he is part of it.

We are not doing him a favor by serving him; he is giving us a favor by giving us an opportunity to do so.

-Mahatma Gandhi

The Young Man and The Starfish

A Story Inspired by Loren Eiseley

A wise man was taking a sunrise walk along the beach. In the distance he caught sight of a young man who seemed to be dancing along the waves. As he got closer he saw that the young man was picking up starfish from the sand and tossing them gently back into the ocean.



"What are you doing?" the wise man asked. "The sun is coming up and the tide is going out; if I don't throw them in, they'll die." "But young man, there are miles and miles of beach with starfish all along it--you can't possibly make a difference." The young man bent down, picked up another starfish, and threw it lovingly back into the ocean, past the breaking waves. "It made a difference for that one." he replied.

That young man's actions represent something special in each of us. We are all gifted with the ability to make a difference. Each of us can shape our own future. Each of us has the power to help our organization reach its goals.

Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world.

-Joel Arthur Barker

Ethical Principles

The following ten major ethical values form a philosophical basis for ethical judgment and define the moral duties and virtues implicit in ethical behavior. Leander ISD is committed to these principles.

Honesty

Caring/Concern for Others

Integrity

Respect for Others

Promise-Keeping

Law Abidance/Civic Duty

Loyalty

Pursuit of Excellence

Fairness

Accountability

Leander ISD Graduate Profile

Every LISD graduate is prepared with the knowledge, academic foundation, and life skills to be a productive learner, an effective communicator, and a responsible citizen, in order to be successful in an ever-changing world.

To be academically prepared each LISD graduate:

- has the knowledge in mathematics, science, and social studies necessary for problem solving, communicating, and reasoning.
- participates in the literary, visual, and performing arts to enrich his/her daily life.

To be a productive learner, each LISD graduate:

- demonstrates self-discipline, sets goals, uses time wisely, and always tries to improve.
- demonstrates logic, critical thinking skills, creativity, and the ability to solve problems.
- manages information by acquiring and evaluating data, organizing and maintaining records, and using technology to find and process information.
- demonstrates skill in managing systems and resources such as money, materials, space, and people.

To be an effective communicator, each LISD graduate:

- reads proficiently from a variety of sources for knowledge and enjoyment.
- listens attentively and critically and responds to speakers appropriately.
- writes and speaks correctly, effectively, and fluently, adapting to different audiences and purposes.

To be a responsible citizen, each LISD graduate:

- understands the value and rewards of work.
- understands the nature of economics and consumer finance as it applies to everyday living.
- contributes to community or school service organizations.
- makes and evaluates decisions based on ethical principles and respect for the law.
- understands and appreciates the benefits of democratic government and free enterprise.
- understands world issues and current events, identifies the rights and obligations of citizens, and participates in the democratic process.

Each LISD graduate:

- makes wise career decisions based on self-knowledge, educational and occupational exploration, and career planning.
- fosters personal health habits and self-worth.
- demonstrates interpersonal skills needed to work effectively in teams, manage conflict, lead in community and business, and be an effective parent.
- reads and learns for enjoyment, fulfillment, and breadth of knowledge.
- demonstrates ethical behavior – honesty, integrity, integrity, promise-keeping, loyalty, concern for others, law-abidance/civic duty, respect for others, fairness, pursuit of excellence and accountability.

LISD Strategic Objectives

- **Training/Staff Development:** Improve processes to support orientation and ongoing high quality training and education for all LISD staff.
- **Data Analysis:** Improve processes to provide, analyze, and use data throughout the system for informed decision making.
- **Curriculum:** Develop and improve relevant, challenging curricula and learning opportunities that promote motivation to learn and achieve the graduate profile.
- **Efficiency Issues:** Support the District's purpose by continually improving the effective and efficient use of system resources.
- **"Parenting"/Preschool Partnering:** Partner with parents and other agencies in developing, nurturing, and maintaining children who value education.
- **Communications:** Develop and improve processes to communicate relevant information among Board, parents, students, staff and community to support the LISD Purpose and Vision.
- **Discipline/Character Development:** Develop and improve a proactive system which expects and supports responsible student behavior and character development.
- **Facilities:** Provide safe, secure, and comfortable facilities conducive to productivity and learning for a rapidly growing student population.

District Overview

The History of Leander Independent School District

The history of the Leander Independent School District can be traced back to a little one room log cabin in Bagdad, Texas, which was once a thriving community about a mile west of the present-day city of Leander. This building served as a school (and a church) from 1855 until 1871. At that time, a new two-story rock building was constructed. This new building served the students of both Bagdad and the newer town of Leander, which was founded in 1884 with the coming of the railroad. Tuition was charged for each student attending this school until the first public school was founded in 1893.

In 1899, the citizens of Leander organized a High School Association. They applied to the Secretary of the State of Texas for a charter to be incorporated as a school district. Following the granting of the charter, a new two-story school was built in Leander, using the rock from the old Bagdad School. This building was used until 1938, when it burned. A new school was built at the corner of the present West and South Streets and was completed in the late fall of 1938. It was funded under a Federal Emergency Administration of Public Works WPA (Works Project Administration) Grant.

The Leander Independent School District grew steadily with the consolidation of several surrounding districts. At the present time, it covers nearly 200 square miles. It has several densely populated areas; however, the majority of the area is unpopulated Hill Country.

Sources consulted: Bailey, Elizabeth. A History of Leander, Dallas: Taylor Publishing Company, 1981.
Rosenbusch, Margie. History of Leander Schools, Unpublished. Submitted to Texas Historical Commission, April 1985.

Board of Trustees

Will Streit– President

Grace Barber Jordan – Vice-President

Russell Bundy – Secretary

Members – Lisa Mallory, Don Hisle, Pamela Waggoner, Jim Sneeringer

Central Administration

Bret Champion, Superintendent

Monta Akin, Asst. Superintendent, Instructional Services

Ellen Skoviera, Asst. Superintendent, Business/Operations

Karie Lynn McSpadden, Asst. Superintendent, Human Resources

Campus and Department Information

Elementary Campuses

Bagdad Elementary	800 Deer Creek Lane	Leander, TX 78641	Main: 570-5900	Secretary: 570-5911
Block House Creek Elementary	401 Creek Run Drive	Leander, TX 78641	Main: 570-7600	Secretary: 570-7611
Bush Elementary	12600 Country Trails Lane	Austin, TX 78732	Main: 570-6100	Secretary: 570-6111
Cox Elementary	1001 Brushy Creek Road	Cedar Park, TX 78613	Main: 570-6000	Secretary: 570-6011
Cypress Elementary	2900 El Salido Parkway	Cedar Park, TX 78613	Main: 570-5400	Secretary: 570-5411
Deer Creek Elementary	2420 Zeppelin Dr	Cedar Park, TX 78613	Main: 570-6300	Secretary: 570-6311
Faubion Elementary	1209 Cypress Creek Road	Cedar Park, TX 78613	Main: 570-7500	Secretary: 570-7511
Giddens Elementary	1500 Timberwood Drive	Cedar Park, TX 78613	Main: 570-5600	Secretary: 570-5611
Grandview Hills Elementary	12024 Vista Parke Dr	Austin, TX 78726	Main: 570-6800	Secretary: 570-6811
Knowles Elementary	2101 Cougar Country Drive	Cedar Park, TX 78613	Main: 570-6200	Secretary: 570-6211
Mason Elementary	1501 Lakeline Blvd.	Cedar Park, TX 78613	Main: 570-5500	Secretary: 570-5511
Naumann Elementary	1201 Brighton Bend	Cedar Park, TX 78613	Main: 570-5800	Secretary: 570-5811
Parkside Elementary	301 Garner Park Drive	Georgetown, TX 78628	Main: 570-7100	Secretary: 570-7111
Plain Elementary	501 South Brook Dr	Leander, TX 78641	Main: 570-6600	Secretary: 570-6611
Pleasant Hill Elementary	1800 Horizon Park	Leander, TX 78641	Main: 570-6400	Secretary: 570-6411
River Place Elementary	6500 Sitio Del Rio Blvd.	Austin, TX. 78730	Main: 570-6900	Secretary: 570-6911
River Ridge Elementary	12900 Tierra Grande Trail	Austin, TX. 78732	Main: 570-7300	Secretary: 570-7311
Ronald Reagan Elementary	1700 E. Park Street	Cedar Park, TX 78613	Main: 570-7200	Secretary: 570-7211
Rutledge Elementary	11501 Staked Plains Drive	Austin, TX 78717	Main: 570-6500	Secretary: 570-6511
Steiner Ranch Elementary	4001 Quinlan Park Road	Austin, TX 78732	Main: 570-5700	Secretary: 570-5711
Westside Elementary	300 Ryan Jordan Lane	Cedar Park, TX 78613	Main: 570-7000	Secretary: 570-7011
Whitestone Elementary	2000 Crystal Falls Parkway	Leander, TX 78641	Main: 570-7400	Secretary: 570-7411
Winkley Elementary	2100 Pow Wow	Leander, TX 78641	Main: 570-6700	Secretary: 570-6711

Middle School Campuses

Canyon Ridge Middle	12601 Country Trails	Austin, TX 78732	Main: 570-3505	Secretary: 570-3511
Cedar Park Middle	2100 Sun Chase Boulevard	Cedar Park, TX 78613	Main: 570-3100	Secretary: 570-3119
Artie Henry Middle	100 N. Vista Ridge Boulevard	Cedar Park, TX 78613	Main: 570-3400	Secretary: 570-3419
Leander Middle	410 South West Street	Leander, TX 78641	Main: 570-3200	Secretary: 570-3219
Running Brushy Middle	2303 North Lakeline Blvd.	Cedar Park, TX 78613	Main: 570-3300	Secretary: 570-3319
Four Points Middle School	9700 Mc Neil Dr.	Austin, TX 78750	Main: 570-3700	Secretary: 570-3719
Wiley Middle School	1701 CR 271	Leander Tx 78641	Main: 570-3600	Secretary: 570-3619

High School Campuses

Cedar Park High	2150 Cypress Creek Road	Cedar Park, TX 78613	Main: 570-1200	Secretary: 570-1217
Leander High	3301 S. Bagdad Road	Leander, TX 78641	Main: 570-1000	Secretary: 570-1017
Rouse High	1501 CR 271	Leander, TX 78641	Main: 570-2000	Secretary: 570-2011
Vandergrift High School	9700 McNeil Drive	Austin, TX 78750	Main: 570-2300	Secretary: 570-2311
Vista Ridge High	200 South Vista Ridge Blvd	Cedar Park, TX 78613	Main: 570-1800	Secretary: 570-1816

Alternative Campuses

Leander Extended Opportunity Center	300 South West Street	Leander, TX 78641	Main: 570-2230	Secretary: 570-2236
New Hope High School	401 South West Street	Leander, TX 78641	Main: 570-2200	Secretary: 570-2211

Employment

Equal Employment Opportunity

Leander Independent School District is committed to providing equal employment opportunities. There will be no discrimination in employment practices because of age, race, religion, color, sex, national origin, or disability. Sexual harassment is a form of sex discrimination. Ref: DAA

General Requirements

To substitute in Leander Independent School District, a person must have a high school diploma or its equivalent. Ref: DPB (Local). The substitute is also required to be 21 years old as of the first day of school. Applicants will be screened for employment by completing a questionnaire as part of the application process. In addition, all potential substitutes must comply with fingerprinting requirements as indicated in Senate Bill 9 prior to working on an LISD campus.

It is the responsibility of each substitute teacher to submit the following paperwork to the Human Resource Department before beginning employment:

1. The District's application form;
2. A record of highest education attained (high school diploma, GED certificate, or transcript for all college work);
3. Teaching certificate (if applicable);
4. Documents that establish identity and employment eligibility;
5. I-9 form;
6. W-4 form;
7. Substitute Information Sheet;
8. PST deferred compensation form; and,
9. Direct Deposit form/Paycard Application
10. Proof of fingerprint submission as required by Senate Bill 9.
11. New Hire Report Form
12. Texas Public School Staff Ethnicity Report

It is necessary for all new substitutes and past substitutes who are returning after a break in service to attend a Substitute Information Session.

Hiring Practices

The District uses electronic means to assign substitutes when teachers and instructional assistants are absent. The system used by LISD is called Aesop. Aesop is an automated substitute placement service provided by Frontline Placement Technologies. **Instructions on operating the automated system will be presented at the substitute orientation.**

Near the end of each school year, a **Letter of Reasonable Assurance** will be sent to each person who is on the current substitute list. This letter must be completed and returned to the Human Resource Dept. Substitute Office in order to continue employment with the District at the beginning of the next school year.

All persons employed by LISD shall furnish the appropriate documents to establish employment eligibility in the United States as required by the Immigration Reform and Control Act of 1986. Ref: DC

Separation from Service

Substitutes may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District. Ref: DCD (Local)

Subs who are not actively working will be dropped from the system. Each month the work history of individual substitutes will be evaluated. Substitutes may be inactivated for inactivity without notification and must re-apply to be re-hired.

If you wish to terminate employment with the District, either e-mail or write the Substitute Office in the Leander ISD Human Resource Dept. When employment is terminated, any related paperwork must be completed at the Substitute Office. Final paychecks will be directly deposited on the next regular substitute pay date.

Compensation

Payday

Paydays for substitutes are semi-monthly, with the exception of there being no pay date at the end of December. A current pay date schedule is available at the end of this handbook. It is suggested that each substitute keep a record of the days that he/she has worked. However, this record shall not, in any instance, be considered official should a discrepancy occur.

Effective with the 2008-2009 school year all substitutes are required to sign up for either Direct Deposit or a Chase Payroll Card. The district's payroll system has been enhanced and is now capable of transmitting direct deposit into more than one bank account. Forms are available at Central Administration or from two areas on the Leander ISD website:

- From the main Leander ISD page, click on the "Staff" link in the upper right corner, then from the Staff Resources page, click on "Chase Payroll Card Authorization Form" or "Direct Deposit Authorization Form."
- From the main Leander ISD page, click on the "Employment" link, then on "Substitute" link, then on "Chase Payroll Card Authorization Form" or "Direct Deposit Authorization Form."

It is your responsibility to inform the Finance Office in writing when you change or close a bank account by completing a new Direct Deposit Authorization Form. Cancellation of direct deposit must be accompanied by a Chase Payroll Card Application. In the event of identity theft, please call Finance immediately.

Receiving a live check is no longer an option, except for a new substitute's first paycheck. Thereafter, pay will post into your account on each scheduled pay day. Earning statements detailing pay information will be mailed to the home address in our system until plans are finalized to switch to Employee Portal access, when this information will be available online.

Salary Information

Leander ISD has adopted a salary schedule for substitutes that is reviewed periodically. The current daily rates are \$85.00 per day (\$42.50 per half-day) and \$95.00 per day for a long-term* position (retroactive on eleventh work day to first day.) A long-term position is any substitute job that goes longer than ten consecutive school days in the same assignment. On Early Release days and the last day of school, substitutes will be paid \$50.00 per day due to the reduced number of hours worked. A copy of the substitute pay scale can be found on the LISD substitute website.

**Long-Term substitutes must meet NCLB "Highly Qualified" status in the area in which they are subbing. LISD will review each substitute's undergraduate degree and fill out the appropriate paperwork to reflect areas in which s/he can do long-term assignments. Substitutes must fill out a request for Highly Qualified status (available by contacting the Director of Staffing/Recruitment.)*

Deductions

The district shall make the following deductions as required by law:

- Federal Income Tax (as per employee's W4 form)
- Medicare Tax contributions (no Social Security)
- Deferred Compensation Plan contributions (alternative to Social Security)
- Garnishment of wages as required by Court Order

Detailed information regarding deductions is available at the Finance Office.

Payroll Schedule 2010-2011

SUBSTITUTE PAYROLL SCHEDULE**2010-2011**

<u>Pay Periods</u>	<u>PAYDATE</u>
June 13, 2010 - June 26, 2010	July 15, 2010
June 27, 2010 - July 10, 2010	July 29, 2010
July 11, 2010 - July 27, 2010	August 13, 2010
July 28, 2010 - Aug. 14, 2010	August 31, 2010
Aug. 15, 2010 - Aug. 29, 2010	September 15, 2010
Aug. 30, 2010 - Sept. 12, 2010	September 30, 2010
Sept. 13, 2010 - Sept. 26, 2010	October 15, 2010
Sept. 27, 2010 - Oct. 10, 2010	October 29, 2010
Oct. 11, 2010 - Oct. 24, 2010	November 15, 2010
Oct. 25, 2010 - Nov. 7, 2010	November 30, 2010
Nov. 8, 2010 - Nov. 28, 2010	December 15, 2010
Nov. 29, 2010 - Dec. 12, 2010	January 14, 2011
Dec. 13, 2010 - Jan. 9, 2011	January 31, 2011
Jan. 10, 2011 - Jan. 23, 2011	February 15, 2011
Jan. 24, 2011 - Feb. 8, 2011	February 28, 2011
Feb. 9, 2011 - Feb. 23, 2011	March 11, 2011
Feb. 24, 2011 - Mar. 9, 2011	March 31, 2011
Mar. 10, 2011 - Mar. 31, 2011	April 15, 2011
Apr. 1, 2011 - Apr. 14, 2011	April 29, 2011
Apr. 15, 2011 - Apr. 30, 2011	May 13, 2011
May 1, 2011 - May 14, 2011	May 31, 2011
May 15, 2011 - May 29, 2011	June 15, 2011
May 30, 2011 - June 12, 2011	June 30, 2011

Please note: There is no SUBSTITUTE pay date at end of December.

Benefits

Workers Compensation Insurance

All substitutes are covered by Workers' Compensation Insurance. The benefits include payment of medical expenses and, in some cases, partial repayment of lost wages. Ref: CRE

The substitute must report all injuries on the job to the immediate supervisor on the day the injury occurs. The substitute must also contact the campus/department secretary immediately to obtain the proper accident reporting form. The secretary will provide an explanation of the proper procedures to follow in order to receive Workers' Compensation Benefits.

Deferred Compensation Plan

Substitutes who are not eligible to participate in a retirement plan, or who are not drawing retirement benefits from the State of Texas retirement plan or the Teacher Retirement System of Texas, are required by law to participate in either a deferred compensation plan or Social Security. Leander ISD has chosen to have substitutes participate in a deferred compensation plan; therefore 7.5% of each paycheck is withheld and invested in an annuity through a third party administrator.

Upon a substitute's termination of employment with the District, he/she may apply to the third party administrator to have the accumulated funds plus interest returned. The required form is available in the Human Resource Department. The third party administrator processes the requests during the first quarter of the year following termination of employment.

Liability Insurance

Substitutes are covered under the District's liability insurance while the substitutes are acting within the course and scope of their duties or employment. However, a substitute can be personally liable in, but not limited to, the following instances:

1. when corporal punishment is administered in a manner which violates policy [Ref: FO, FO (Local)];
2. when driving students in a personal vehicle; or,
3. **when found to be negligent by a court of law.**

Responsibilities

Teaching

Subs must fill out a Substitute Teacher Report every time they sub.

A substitute shall be subject to all the duties of a regular classroom teacher. This includes attending all meetings and required activities unless excused by the campus administration. Substitutes are responsible for the continuation of the instructional program in the absence of the regular teacher. These plans and schedules should be available on the teacher's desk. **Lesson Plans must be followed as**

closely as possible. For assistance, contact team leaders, department heads, or teachers in nearby rooms. Tests should be given as scheduled. If a major achievement test is scheduled, a regular certified employee must administer the test. When preparing for a long-term assignment, it is advisable to meet with the regular teacher.

Attendance

Substitutes are responsible for the **official daily attendance count**. Please ask for directions on how to accurately complete this important task.

Record Keeping

Substitutes will be responsible for keeping records as needed during the school day. These may include attendance, lunch count, discipline referrals, other student referrals, and grades. The necessary forms should be in the classroom and other teachers will provide assistance. These documents are **strictly confidential and shall not be shared with anyone**.

Security Badges

All subs will wear substitute badges provided by the school office while substituting. If badges are not turned into the office, you will be charged a \$10.00 replacement fee.

Reporting Injuries of Students

When a student is injured at school or while participating in a school-related activity, campus administration should be notified immediately. The school office will send medical help and investigate the incident. Although injuries may not appear to be serious, it is safer to have the student checked out by someone in the school clinic.

Personal Injuries on the Job

All personal injuries on the job must be reported to administration on the same day the injury occurs. The District has arranged with ProMed to treat those injuries which require medical attention. Administrators will assist in securing appointments and arrange for transportation, if necessary.

Medical Emergency

Substitutes need to keep the substitute office informed of any changes in their emergency contact information.

Daily Duties

All staff members have daily duties around the school. These may include hall duty, cafeteria duty, bus duty, or playground duty, as well as numerous others. Substitutes are responsible for performing these daily duties as part of their assignment. Ask about these daily duties upon arrival.

Other Duties

A substitute may be asked to teach in a classroom other than the one they agreed to teach when they accepted the assignment through Aesop. In this case, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose to leave campus, they will not be compensated for the work they declined to perform. Also, if substitutes are asked to work during a teacher's conference period for a teacher other than the one they were assigned, they are expected to accept this administrative request. Substitutes are, however, entitled to a duty free lunch.

Classroom Management

Classroom management is an important responsibility of a substitute. Many classrooms will contain a list of rules and consequences. Reviewing these with the students at the beginning of the class period may assist with management of the class. Students are expected to adhere to the student code of conduct as well as the 10 Ethical Principles. It may also be helpful to read a copy of the campus handbook and talk with other teachers. **Substitutes are charged with maintaining an appropriate classroom atmosphere at all times!**

Leaving the Campus

The care and supervision of the students assigned to the substitute is of primary importance. **At no time during the day should the substitute leave campus unless authorized to do so.** Substitute teachers should not leave the campus at the end of the school day until they have signed out through school substitute office.

Internet Usage

Substitutes are not to access the internet or allow students to do so without campus administration approval. In addition, substitutes are not to bring personal computers to campus. For further information regarding the Leander ISD Internet usage policy, please access the technology link on the LISD website. The role of Technology in LISD is to facilitate and enhance the learning environment, communications and district management.

Cell Phone Usage

All cell phones must be **turned off** during the school day while substituting.

Performance of Responsibilities

Substitutes must fulfill all responsibilities and follow campus procedures when substituting. The campus principal serves as the immediate supervisor when a substitute is working on a campus. If the substitute does not satisfactorily meet all responsibilities, the substitute may be removed from service at that campus. Depending on severity and number of incidences, a substitute may be removed from service to the district. When this situation occurs, a district administrator will notify the substitute. Call Contessa Segura at (570-0117) with any questions.

Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students. While you are in the classroom or supervising students, you are not to conduct personal business. Your focus should be solely on the students. Never leave students unattended, and always follow designated release procedures.

Employment Relations

Access to Personnel File

Substitute Access: All information contained in the personnel file of a substitute shall be made available to that substitute or the designated representative upon request by the substitute, except as otherwise required by law.

Public Access: With regard to public access to information in personnel records, custodians of such records shall adhere to the requirements of the Public Information Chapter of the Government Code.
Ref: DBA

A substitute may choose not to allow public access to his or her home address, home telephone number, social security number, or any other information that reveals whether the person has family members.
Ref: GBA. This is done by stating that choice on the information sheet that is filled out at the beginning of the year.

Professional Ethics

Persons who serve as substitutes are recognized as professionals. In that role, a professional attitude is assumed. Extreme caution should be used in expressing personal opinions about activities in the schools. Concerns about practices or policies should be directed to the principal of the school. **By law, the educational and disciplinary status of each individual student is confidential information and should not be discussed inside or outside the school.**

Dress and Grooming

Substitutes are to reflect professionalism in dress and grooming. Campus administration will determine appropriate dress and grooming. The dress and grooming of District employees shall be clean, neat, in a manner appropriate for assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. In the event that the standards change, supervisors will inform employees. Substitutes may be asked to leave if their dress or grooming is inappropriate. It is requested that substitutes who are scheduled to work at the Leander Extended Opportunity Center (LEO) wear soft-soled shoes to reduce noise when walking.

The district's dress code has been established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Campus administrators are charged with enforcing the dress code when students are out of compliance and/or student dress becomes a distraction to the learning environment.

The provisions of the dress and grooming code are enforced at school and at school-sponsored activities. It will be enforced equally for all students.

Substitute dress and grooming should meet the following standards:

Shirts, Blouses, Sweatshirts, Sweaters, Vests, Jackets:

- No tank tops, strapless tops, spaghetti strap tops, backless, large armholes or off the shoulder tops.
- No low necklines (which reveal too much cleavage).
- No see-through, too tight, mesh shirts.
- Tops must meet the beltline, and must not reveal undergarments or skin.
- No tops that are too tight such as spandex/lycra.
- No full-length jackets and coats such as those commonly referred to as “trench coats” or “dusters”.

Dresses, Jumpers, Skirts, Shorts, Skorts, Capris:

- All of the items listed above must be modest in length. At middle schools and high schools, skirts, shorts, and skorts must be at or below the middle of the thigh.
- No biker shorts or wind shorts.
- No shorts, skirts, or skorts that sag or that are too tight.
- Nothing too tight such as spandex/lycra.

Pants, Jeans:

- No pants or jeans that do not fit at the waist, that cause a safety concern, and/or disrupt the educational process are permitted.
- No pajama wear of any type unless approved by campus administration.

Shoes

- Footwear shall be worn at all times
- No shoes with wheels may be worn.
- No house slippers.
- At the elementary level, flip-flops are not permitted during P.E.
At the elementary level, it is recommended that flip-flops not be worn during recess.

Hair:

- Hair shall be clean, neat and well groomed in appearance.
- Facial hair (beards, sideburns and mustaches) shall be clean, maintained and well groomed in appearance.

Headgear:

- Hats, caps, sweatbands, scarves, bandanas, doo-rags, hoods and other headgear shall not be worn inside campus buildings without administrative approval.

Body Piercing:

- No visible body piercing except for ear piercing.

Eyewear:

- No sunglasses shall be worn in building.

Additional Information:

- No dress or grooming shall create a health or other hazard to a student's safety or the safety of others.
- No metal-studded collars, choker chains, armbands, wristbands, chains and/or other metal-studded clothing are permitted.
- No clothing intended to be worn as under garments may be worn as outer garments.
- No school attire should ever be suggestive, indecent, or obscene.
- No item worn to school may advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under Board Policy, weapons, bombs, illegal acts, violence or anything that could be construed as provocative or offensive.
- No extremes in any type of clothing, footwear, make-up or jewelry will be permitted.
- No costumes are allowed unless approved by administration.
- No attire that is distracting or causes a disturbance or identifies a student as part of an unauthorized group (such as a gang).

Conflict of Interest

Substitutes of Leander Independent School District shall not have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of duties in the public interest. Ref: DBD (Local)

Receipt of Gifts

Substitutes shall not accept any gift, favor or service that may influence their decision making in the discharge of their duties.

Tobacco Use Policy

Substitutes are not permitted to use tobacco products on school property or at school-related events.

Alcohol and Drug Use Policy

Philosophy

The Leander ISD Board recognizes that one of the most serious threats to the health and well-being of our society is the illegal use of controlled substances. Drugs influence behavior in ways that significantly disturb the teaching and learning process and must not be tolerated within the educational environment. Therefore, the Board authorizes the Superintendent to provide leadership supportive of a school climate for students, employees and substitutes that is free from the illegal use of controlled substances.

Prohibitions

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, 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; or,
4. Any other intoxicant, or mood-changing, mind-altering, or behavior- altering drugs.

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

Exception

Substitutes who use a drug authorized by a licensed physician through a prescription specifically for the substitute's use shall not be considered to have violated this policy. Ref: DH (Local)

Drug-Free Schools

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities. **Substitutes who violate this prohibition shall be subject to termination from employment with the District and referral to appropriate law enforcement officials for prosecution.** Compliance with these requirements and prohibitions is mandatory.

Sexual Harassment: Adult to Adult

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

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

Substitutes who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform administration. LISD's central office contact is Director of Employee Relations, Troy Galow (434-5157). The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action. (See LISD policy DHC)

Adult-to-student sexual harassment

Sexual harassment of students by substitutes is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships

between district substitutes and students are strictly prohibited. Other prohibited conduct includes the following:

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

The student's sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Substitutes who suspect a student is being sexually harassed or abused by a staff member are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Questions or concerns relating to the alleged sexual harassment of a student should contact the Campus Administrator. (See LISD Board policies DHC and FNCJ)

Sexual harassment by students

Students shall not engage in sexual harassment toward another student, staff member or substitute. A substantiated charge of sexual harassment against a student shall result in disciplinary action. [See FO series and the Student Code of Conduct.]

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. Substitutes must report student-to-student sexual harassment to the campus administrator.

Other Types of Harassment

Substitutes 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 shall result in disciplinary action. (Ref. DHB) Harassment includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to those factors listed in the preceding sentence that creates an intimidating, hostile, or offensive educational or work environment.

Child Abuse or Neglect

Reporting Suspected Child Abuse or Neglect

Substitutes are required by state law to immediately report any suspected child abuse or neglect to Child Protective Services. Failure to do so constitutes a Class B Misdemeanor. All substitutes are required to make a report to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. 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. Substitutes who suspect that a student has been or may be abused or neglected shall also report their concerns to the campus administrator. See the Appendix for specific

information, including telephone numbers for reporting. (1-800-252-5400 – 24 hour hot line.) Ref FFG Legal, Local and Exhibit

General Guidelines & Procedures

Arrival/Departure Procedures

Substitutes should arrive on campus at least 30 minutes before the beginning of instruction, and will depart 30 minutes after the students leave or as indicated by administration.

The approximate times are: Elementary - 7:15 a.m. to 3:15 p.m., Middle Schools - 8:15 a.m. to 4:15 p.m., High Schools - 8:00 a.m. to 4:00 p.m.

Occasionally, as a substitute, you may receive calls from the automated calling system after the start time for that campus. This can happen for various reasons. We ask that if you are able to work that day, please take the job and immediately call the campus to notify them that you have just taken the job. The campuses would much rather have to cover a class until a substitute can get there than possibly go without a substitute at all.

At each school, substitutes should report to the office, sign the SUBSTITUTE SIGN-IN SHEET and pick up their ID Badge. This signed form is the official employment record and is used to calculate payroll for substitutes. Substitutes must stop by the office when leaving the campus in the afternoon and leave their ID Badge with the secretary. Once a substitute has arrived on campus, the substitute must remain at the campus until the school day is finished. All exceptions must be cleared through the administrator.

Half Day/Full Day

Each school has a specific time for determining whether a substitute teacher is paid for a half day or a full day:

Elementary School	Morning 7:15 am – 11:15 am	Afternoon 11:15 am – 3:15 pm
Middle School	Morning – Periods 1 thru 4	Afternoon – Periods 5 thru 8
High School	A Day: Morning – Periods 1 & 2	Afternoon – Periods 3 & 4
	B Day: Morning – Periods 5 & 6	Afternoon – Periods 7 & 8

Note: With the "A" and "B" schedule at the high schools, the afternoon classes start between 11:33 a.m. to 11:39 a.m. Even though this is before 12:00 p.m., it is not considered a full day. If you take a job at one of the high schools, your start time will be between 11:15 a.m. and 11:30 a.m. This is considered a half day assignment. (Half-day assignments at the high schools and the middle schools shall equal 4 hours or less.)

Change of Personal Information

When a substitute has a change in personal information, (i.e., address, phone number, etc.) the Substitute Office needs to be notified as soon as possible. You can do this by filling out the Employee Information Form located on the substitute website.

Bad Weather Procedures

At the direction of the Superintendent, school may be canceled or delayed in opening for the day, due to bad weather. Announcements will be made on local radio and TV stations in a timely manner. Each campus has additional bad weather procedures which are specific to that campus.

Emergency Procedures

Each campus has a plan for emergencies. The plan includes procedures for such emergencies as fires, tornadoes, and other evacuations. Specific instructions are located in each classroom.

District Tools and Equipment

Reasonable care and caution should be taken when using any tools or equipment which are the property of the District. Any tools or equipment which are not functioning properly should be reported to the administration.

Safety

Substitutes are responsible for reporting any safety hazard to their immediate supervisor. Notices are posted regarding the use of pesticides. A copy of the Asbestos Management Plan is available in each campus office.

Infection Control Procedures

Leander ISD has implemented a blood-borne pathogens program throughout the District. General information concerning the risk of exposure can be obtained from the office.

Firearms/Weapons on School Premises

A person shall not knowingly, intentionally, or recklessly go onto school premises or any grounds or building on which an activity sponsored by a school or educational institution is being conducted, with a firearm, illegal knife, or prohibited weapon listed in Penal Code 46.06(a) unless pursuant to written regulations or written authorization of the District. Ref: GKA

Mail Procedures

Intercampus and U. S. Mail are picked up and delivered daily. Personal U. S. mail must be stamped.

Notice of Employees Responsibilities for Reporting Child Abuse and Neglect

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies-FFG (LEGAL), GRA (LEGAL) and (LOCAL), and DH (LOCAL) and (EXHIBIT)- are available on the LISD website under Board Policy. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact Renee Williams at (512) 434-5111.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

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).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

To whom do I make a report?

Reports may be made to any of the following:

A law enforcement agency:

- Leander Police Department (512) 259-0613
- Cedar Park Police Department (512) 258-2800
- The Child Protective Services (CPS) division of the Texas Department of Protective and Regulatory Services (1-800-252-5400)
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board of Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

K-12 Programs (Special Programs)

A complete listing of Special Education Services and descriptions are available through the LISD website.

Preschool Program for the Children with disabilities 3-5 year old services can be found through the below link:

http://www.leanderisd.org/docs/1-SPEDservice_PPCD.pdf

Elementary School Program listing and descriptions available through the below link:

http://www.leanderisd.org/docs/1-SPEDservice_elem.pdf

Middle School Program listing and descriptions available through the below link:

http://www.leanderisd.org/docs/1-SPEDservice_middle.pdf

High School Program listing and descriptions available through the below link:

http://www.leanderisd.org/docs/1-SPEDservice_high.pdf

LISD 2010 - 2011 Calendar



Independent School District

2010 - 2011 District Calendar

July 2010	August 2010	September 2010	October 2010
S M T W T 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	S M T W T 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	S M T W T 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	S M T W T 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
November 2010	December 2010	January 2011	February 2011
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March 2011	April 2011	May 2011	June 2011
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Dates, Holidays & Events

First Day of School	Aug. 23
Labor Day.....	Sept. 6
Rosh Hashanah.....	Sept. 9-10
Yom Kippur.....	Sept. 17-18
Columbus Day.....	Oct. 11
Veterans Day.....	Nov. 11
Thanksgiving Day.....	Nov. 25
Hanukkah.....	Dec. 1
End Semester 6 Weeks Grading Pd.....	Dec. 17
Christmas Day.....	Dec. 25
End Semester 9 Weeks Grading Pd.....	Jan. 14
MLK Day.....	Jan. 17
Spring Break	March 14 - 18
Good Friday	April 22
Bad Weather Makeup Day.....	March 28
Bad Weather Makeup Day.....	May 30
Memorial Day	May 30
Last Day of School	June 3

Proposed TAKS Dates

Oct. 19 - 22	Exit Level TAKS Retest
March 1 - 4	TAKS All Levels
April 4 - 5	TAKS Grades 5 & 8
April 25 - 29	TAKS All Levels
May 9 - 27.....	End of Course High School Exams
May 17 & 18	TAKS Grades 5 & 8

Calendar Key

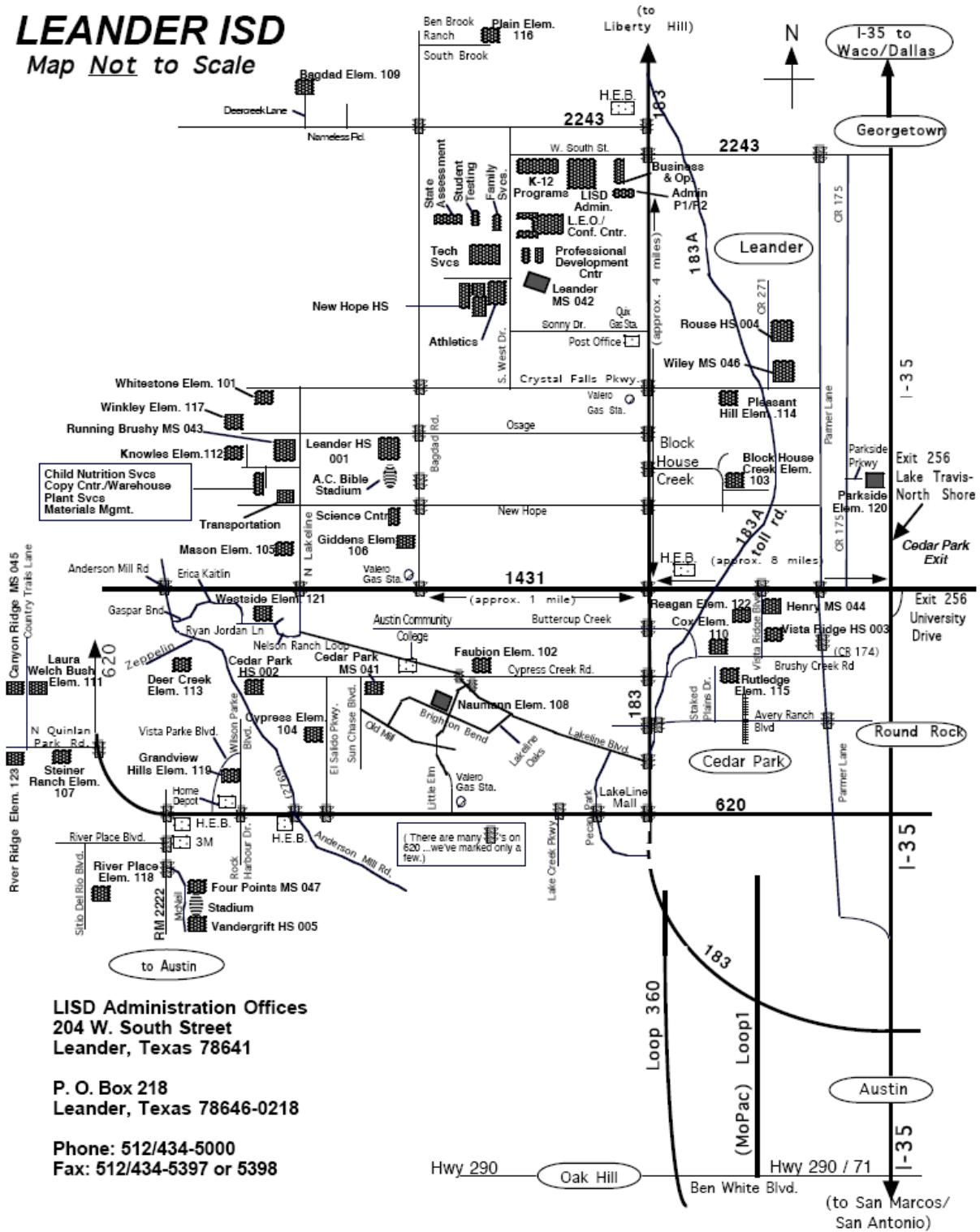
- Student/Teacher Holiday
- Staff Development/Student Holiday
- Bad Weather Makeup Day
- Proposed TAKS Testing Dates
- E** Early Release Day
- ◇** Last day, Nine Weeks Grading Period
- ◇** Last day, Six Weeks Grading Period
- Italic* First or Last Days - Semester Elementary
- bold** First or Last Days - Semester Secondary

www.leanderisd.org

LEANDER ISD Campus Map

LEANDER ISD

Map Not to Scale



updated 5-4-09 (Tonna x15101)

Acknowledgement Form

LEANDER INDEPENDENT SCHOOL DISTRICT
Human Resources Department

ACKNOWLEDGEMENT OF SUBSTITUTE HANDBOOK

I hereby acknowledge my responsibility to access the LISD Substitute Handbook through the district substitute website. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the Substitute Office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the Substitute Office if I have questions or concerns or need further explanation.

Print Name

Signature

Date