



**Keller ISD
Substitute Handbook
2018 - 2019**

Keller Independent School District
350 Keller Parkway
Keller, Texas 76248
817.744.1000

2018 - 2019
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A MESSAGE FROM THE SUPERINTENDENT



Thank you for electing to serve as a substitute in the Keller Independent School District. Our substitutes provide a vital service to our students each day by providing a connection of learning and growing from one day to the next in the absence of the regular classroom teacher, classroom paraprofessional, and our office staff. Your dedication to our students is greatly appreciated by all who learn, work, and serve in Keller ISD.

Our handbook is to help you as a substitute employee in Keller ISD by establishing a mutual understanding of our requirements, policies, and procedures. If you have any questions please don't hesitate to call our Human Resources office so they may assist you.

Sincerely,

Dr. Rick Westfall
Superintendent

A MESSAGE FROM HUMAN RESOURCES

Keller ISD and the KISD Board of Trustees, and professional staff believe substitutes serve an important role in our total school program. Substitute teachers play a very important role in upholding the high standard of education in our school system. Substitute teachers are expected to meet this challenge with personal dedication and in a sincere, conscientious effort.

Our Keller ISD Substitute Handbook is developed to ensure that you have a resource to answer your questions about the expectations and regulations we have in Keller ISD. Please take time to review the handbook and feel free to call upon members of the Human Resources Staff for assistance.

Sincerely,

Tommie Johnson
Assistant Superintendent of Human Resources

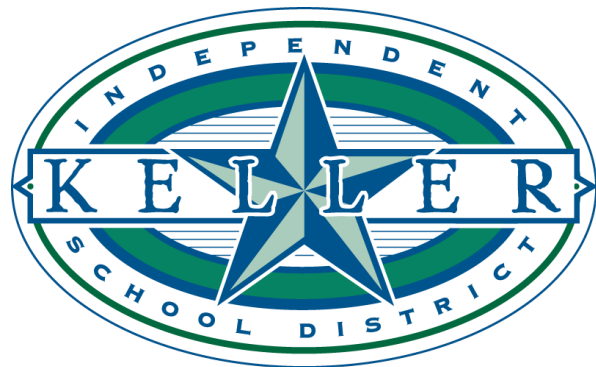


2018-2019 KELLER ISD INSTRUCTIONAL CALENDAR

2018	July							August							September							Dates	
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
	1	2	3	4	5	6	7				1	2	3	4							1	Aug. 3-3 New KISD Teacher Week	
	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	Aug. 6-14 KISD/Campus PD-Teacher Prep Time	
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	Aug. 15 First Day of School	
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	Sept. 3 School Closed-Labor Day	
	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	Sept. 21 End of First Six Weeks		
														30							29	Sept. 24 Start of Second Six Weeks	
2019	October							November							December							Dates	
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
	1	2	3	4	5	6					1	2	3								1	Oct. 8 School Closed-Fall Weekend	
	7	EQ	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	Oct. 9 Student Holiday/Professional Development Day	
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Nov. 2 End of Second Six Weeks	
	21	22	23	24	25	26	27	18	EQ	EQ	21	22	23	24	16	17	18	19	20	21	22	Nov. 5 Start of Third Six Weeks	
	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	Nov. 19-23 School Closed-Thanksgiving Break		
														30							29	Dec. 18 MS/HS ONLY Early Release-Final Exams	
																					28	Dec. 19 Pre K-12th Early Release/End of 1st Semester	
																					27	Dec. 20-Jan. 7 School Closed-Winter Break	
2019	January							February							March							Dates	
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
	1	2	3	4	5	6	7															1	Jan. 7 Student holiday/Campus PD-Prep Time
	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	Jan. 8 Start of 2nd Semester	
	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	Jan. 21 School Closed-MLK Day	
	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	Feb. 15 End of Fourth Six Weeks	
	29	30	31					27	28	29	30	31			24	25	26	27	28	29	30	Feb. 18 Student Holiday/Professional Development Day	
																					29	Feb. 19 Start of Fifth Six Weeks	
																					28	Mar. 11-15 School Closed-Spring Break	
2019	April							May							June							Dates	
	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
	1	2	3	4	5	6	7				1	2	3	4								1	Apr. 5 End of the Fifth Six Weeks
	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	Apr. 8 Start of Sixth Six Weeks	
	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	Apr. 19 School Closed/Bad Weather Make Up	
	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	May 22 MS/HS ONLY Early Release-Final Exams	
	29	30	31					27	28	29	30	31			24	25	26	27	28	29	30	May 23 Pre K-12th Early Release/End of 2nd Semester	
																					29	May 24 Teacher Work Day	
																					28	May 25 KISD Graduation Day	

GP Start/End of Grading Periods	8:05-11:15am/12:15-3:25pm	Early Learning Centers
ER Early Release Days	7:55-3:10pm	Elementary Schools
GD KISD Graduation Day	7:45-3:00pm	Intermediate Schools
BW Bad Weather Make Up Day	8:30-3:45pm	Middle Schools
CPD Campus Professional Development	8:30-3:45pm	High Schools

Keller ISD Board Approved 2/8/2018



General Information

SUBSTITUTE TEACHER DUTIES & RESPONSIBILITIES



SUBSTITUTE TEACHER SKILLS & KNOWLEDGE

- Supervise students
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Ability to be patient, flexible, and versatile
- Basic technology competencies
- Model good moral standards

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model core organizational beliefs and values; communicate openly and effectively
- Report to the principal or campus designee upon arrival at least 20 minutes before the official school opening
- Review with the principal, team leader, department head, etc. all lesson plans and schedules to be followed for that day
- Implement the lesson plans that are left by the teacher
- Assume responsibility for overseeing student behavior in class during duty time and recess periods
- Manage student behavior in accordance with Student Code of Conduct, student handbook and campus expectations
- Take all necessary reasonable precautions to protect students, equipment, materials, and facilities
- Write a note about work completed at the end of each teaching day and leave it for the regular classroom teacher
- Report to the campus principal or campus designee at the conclusion of the teaching day concerning any problems, instructions to return to the teacher, etc.
- Perform all extra duties for absent teacher as required by campus principal or designee
- Utilize effective communication skills to present information accurately and clearly
- Establish and maintain professional communication with parents, students, and district personnel; ensure that all interactions are supportive, courteous, and respectful
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives
- Perform other related duties as assigned

SUMMARY

Supervise the daily activities of assigned students, and perform the classroom duties of the regular Teacher/Aide as appropriate.



QUALIFICATIONS

Education/Certification:

- High School Diploma or GED to substitute for an Aide
- High School Diploma or GED and 30+ college hours from an accredited college/university to substitute for a Teacher
- Bachelor's degree and appropriate certification required for long-term assignments
- Experience working with children and young adults preferred

APPLICATION

If you are interested in becoming a Keller ISD employee substitute, please refer to the “Substitute” page of our website where all requirements and processes for becoming a substitute are outlined.

- Click on the “Substitute” link under the "Quick Links" section of our website at: www.kellerisd.net
In all cases, Keller ISD will attempt to hire certified teachers as substitutes whenever possible.

AVAILABILITY

Substitutes are called in most cases by the computerized absence reporting system. However, if no job has been previously assigned, substitutes are always encouraged to go online to our computerized absence reporting system to look at the available jobs. Substitutes may be placed on school priority lists in accordance with the individual school processes or preferences based on previous performance.

Accordingly, substitute employees who are consistently unavailable for work when called by the automated system with job offers, will be placed on a low priority list and will only be called to fill jobs in the district when absolutely necessary.

BAD WEATHER DAYS

Some days may become too dangerous for students and employees to travel to and from school because of weather conditions. If you have accepted jobs for any of these days, you should monitor the Keller ISD website for information on Keller ISD closings. If the Keller ISD computerized absence reporting system continues to call you the morning of a closing, please press the * button to discontinue calls, or refuse the job by pressing the number “2” in accordance with computerized absence reporting instructions. You will not be paid for any day that Keller ISD is closed.

STATUS CHANGES

Substitutes must notify Human Resources of any changes to address, phone number and/or email address through the Employee Access Center (EAC) on www.kellerisd.net. Substitutes are responsible for providing the Human Resources Department with any newly earned teaching certificates or school transcripts.

RESIGNATIONS

Substitutes are required to turn in a written letter of resignation to Human Resources if the individual desires to be removed from substitute list.

CONDITIONS FOR CONTINUATION OF EMPLOYMENT

Substitutes will be required to work a minimum of five (5) full days or ten (10) half days during the fall semester, and five (5) full days or ten (10) half days during the spring semester. Substitutes not meeting this requirement will be considered inactive and removed from the active substitute pool. Individuals removed from the substitute list, due to inactivity, must reapply and meet the current hiring requirements. Keller ISD will afford substitute employees the opportunity for continuation of employment for each succeeding year by signing a Letter of Reasonable Assurance issued by the District annually to all substitute employees who have performed their duties in an acceptable manner.

EDUCATION CLASS DEFINITIONS

The information listed below is an explanation of the various Educational Classes you may encounter when working as a substitute for Keller ISD.

ESL Aide – (English, Second Language)

This position works with the ESL teacher.

P.E. Aide

This position works with the physical education teacher and assists with the supervision of students, demonstrations, and some instruction.

Resource Aide

This position works with special education students on specific content areas, goals, and objectives utilizing approved interventions.

Resource/Inclusion Aide

This position works with special education students to provide instructional support across school environments.

ISS Aide (In-School Suspension)

This position works with students who have been assigned by an administrator for discipline reasons. The students do their regular classroom assignments given by the teacher of record.

PPCD (Preschool Program for Children with Disabilities)

This position works in the PPCD classroom with 3 and 4 year old students with disabilities. Aide may be required to assist with toileting, dressing, and diaper changing and feeding.

Life Aide

This position works with special education students in a self-contained classroom on functional academics and life skills individually developed for each student. Aide may be required to assist with toileting, dressing, and diaper changing and feeding.

Life Aide (Medically Fragile)

This position works with special education students in a self-contained classroom. Instructional focus is on self-help skills such as toileting, feeding, diaper changing, and alternative academic activities. This position may also require implementation of a health services plan.

STACC Aide

This position works with the teacher to provide for physical and instructional needs of students with disabilities in a special education setting.

STARS Aide / STRIDES Aides

This position works with the teacher to provide instructional and behavioral support for students with disabilities across school settings.

Pre-K Aide

This position assists the Pre-K teacher with instructional needs of ESL and/or economically disadvantaged students.

Educational Aide – Title 1

This position assists the teacher in preparation and management of classroom setting. Provides instruction to students in individual or small group settings as directed by the teacher of record.

EMERGENCIES

Administrators conduct fire, tornado, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. All substitute employees should become familiar with the evacuation plans posted in their areas. Substitute employees should ask the campus principal or designee about safety plans and posted evacuation routes upon checking into any unfamiliar building.

EMPLOYEE ACCESS CENTER (EAC)

The Employee Access Center (EAC) is easily accessible through the Keller ISD website at: www.kellerisd.net. By following the steps below, substitute employees are able to do the following:

- View and print current pay information
- Re-print past pay stubs
- Access W-2 forms
- Change address, phone numbers, email address, and personal emergency contacts

To access the EAC from the Keller ISD Homepage:

- Go to: www.kellerisd.net
- Scroll to the bottom of the page and click on the "EAC" link
- Enter your username (5-digit employee ID) and password (9-digit social security number)
- Use the links on the left to navigate to your pay information

EMPLOYEE ID BADGE

All Keller ISD employees, including substitute employees, are required to wear the Keller ISD ID badge at all times. Any adult without an ID badge or visitor sticker should be escorted to the office. A Keller ID badge will be given to you at the time of hire. If the Keller ID badge is lost or stolen, report it to the Human Resources Department by calling (817) 744-1082 immediately. (****There is a \$15 fee for all replacement badges.***)

EMPLOYMENT STATUS

When the application is approved, all necessary forms are completed, satisfactory Criminal History Record and reference checks are returned, and training is complete, the candidate's name may be added to the substitute list. Completion of this process does not guarantee placement on the substitute list. Consideration for employment as a substitute employee is at the discretion of the district.

FINGERPRINT INFORMATION

All approved substitute employees are required to be fingerprinted before being eligible to work. The substitute is responsible for the cost of fingerprinting.

HOURS

The school day schedule varies at the different schools. The bell schedule for KISD's campuses are listed below.

	<u>GRADE LEVEL(S)</u>	<u>STUDENT HOURS</u>	<u>SUBSTITUTE HOURS</u>
Elementary Campuses	Kinder – 4 th	7:55 – 3:10	7:25-3:40
Early Learning Centers (AM)	Pre-K	8:05 – 11:15	7:40-11:55
Early Learning Centers (PM)	Pre-K	12:15- 3:25	11:55-3:55
Intermediate Campuses	5 th – 6 th	7:45 – 3:00	7:15-3:30
Keller Center for Advanced Learning	9 th – 12 th	7:45 – 2:50	7:15-3:20
The Keller Learning Center	9 th – 12 th	8:30 – 3:45	8:00 – 4:15
Middle School Campuses	7 th – 8 th	8:30 – 3:45	8:00 - 4:15
High School Campuses	9 th – 12 th	8:30 – 3:45	8:00 - 4:15

FULL & HALF DAY GUIDELINES

1. A half-day assignment consists of any assignment that is up to 4 hours. Substitutes who work **approximately four (4) hours or less** per day will be credited for one-half day's work. Early release days are considered a half-day and are paid accordingly.
2. Full day assignments consist of any job that covers the majority of the instructional day. Substitutes who work **well over four (4) hours** per day will be credited for having worked one full day.
3. The substitute is expected to remain on duty until all students have safely left the campus or have been picked up by the appropriate parent, bus, daycare service, etc.

*Substitutes who are originally scheduled for a half day assignment, but work long enough to qualify for full day pay, are expected to teach additional classes or perform other duties within reason if requested by the campus.

LATE ASSIGNMENTS

When accepting a FULL day assignment where school has already begun, you must contact the campus to see if a substitute is still needed for the full day. In some instances the campus may have already made arrangements to cover the class in the morning, but will need a substitute for the afternoon.

When accepting a HALF day assignment where the assignment has already begun, you must contact the campus to see if a substitute is still needed for the position.

If a substitute accepts a position for either of the above situations and reports to campus without contacting the campus ahead of time, and the campus has another substitute already there, the substitute that did not contact the school ahead of time will not sign in and will not be paid, unless they are assigned to another full or half day position within the district.

REPORTING TO WORK

All substitute employees need to check in with the campus Substitute Coordinator when reporting for work. Do not report to the classroom, as you risk not being paid for that day if you fail to complete the sign-in process.

If you cannot fulfill an assignment accepted previously, you are responsible for canceling the assignment in Aesop as soon as possible. If you need to cancel a job assignment, you are responsible for the professional courtesy of contacting the campus. *****Please note--frequent last-minute cancellations, or not reporting for substitute assignments may limit your ability to substitute for the district.***

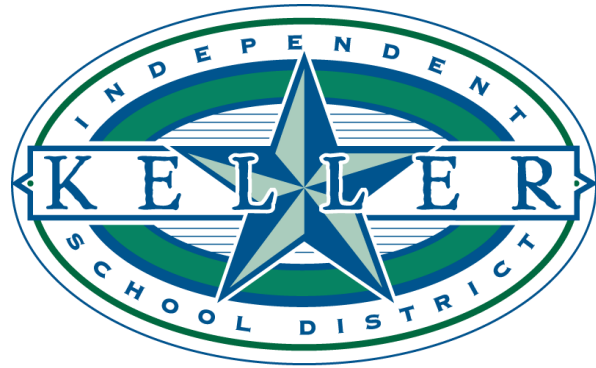
*****No reminder calls or notices for scheduled jobs are given. The automated calling system will not call you regarding the advance date. Please put the date(s) on your calendar and be responsible for your own schedule.***

TOBACCO PRODUCTS

Smoking and the use of tobacco products, including “e-cigarette” devices, by employees shall be prohibited on school property, in school-owned vehicles, and while supervising students in school-related events.

WORK-RELATED INJURIES

Injuries occurring during the course and scope of the substitute employee’s job duties must be reported to the employee’s primary supervisor (principal/assistant principal) at the time of the injury. The substitute employee is required to complete a First Report of Injury (FROI) form regarding the injury. The Employee Accident Report form is located on each campus within the Keller ISD school district.



Payroll Information

CLOCK-IN PROCEDURES

Keller ISD has uses a “thumbprint” time clock system. This allows Keller ISD to track your jobs more accurately. However, it is recommended that you keep a calendar of the dates you worked, the Teacher/Aide for whom you subbed, and at which campus you worked, whether it was a full or half day substitute job, and the job number. This will come in handy in case you feel there is a discrepancy in your paycheck. Please check with the campus Substitute Coordinator for the location of the time clock.

If you fail to clock in at the campus, or find a discrepancy in your paycheck, you will need to contact the Payroll Department at: (817) 744-1148.

If you are a substitute who is on a long-term substitute assignment, you must clock in every day, as well as sign your paperwork. Failure to do so may interrupt your long-term pay status.

TIME CLOCK PLUS INSTRUCTIONS

****You MUST clock in at the END of every job assignment****

- If you are working a FULL day, you will clock in at the end of the full day assignment.
- If you are working a HALF day, clock in at the end of the half day assignment.
- If you are working two HALF days for two different teachers on the same campus, clock in mid-day for the first assignment, and clock in again at the end of the day for the second assignment.



- **STEP 1: Enter your 5-Digit EIN (Employee ID #)**
- **STEP 2: Verify your identity by placing your thumb/finger on the print sensor**
- **STEP 3: Press the GREEN “Clock In” Button**
- **STEP 4: Select FULL or HALF day, according to the assignment you completed**
- **STEP 5: Select “Yes/Enter” to confirm**

DIRECT DEPOSIT

Your participation in a direct deposit program is required as a condition of employment. If you do not wish to utilize direct deposit through your banking institution, you must enroll in the Cash Pay program.

If you plan to close your direct deposit account, it is imperative to stop direct deposit BEFORE you close your account. Please bring these requests directly to the Payroll Department.

To stop direct deposit, fill out a Cancellation Form in the Payroll Department in person. This will include your name, social security number and signature.

PAY PERIODS

Substitutes are paid on the bi-weekly schedule below. You are encouraged to keep a calendar that includes dates worked, the name of the teacher/aide and the campus.

KELLER ISD SUBSTITUTE PAYROLL SCHEDULE FOR 2018 - 2019

Pay Period Dates		Bi-Weekly
Beginning	Ending	Direct Deposits AVAILABLE ON THIS DATE
07/29/18	08/11/18	08/24/18
08/12/18	08/25/18	09/07/18
08/26/18	09/08/18	09/21/18
09/09/18	09/22/18	10/05/18
09/23/18	10/06/18	10/19/18
10/07/18	10/20/18	11/02/18
10/21/18	11/03/18	11/16/18
11/04/18	11/17/18	11/30/18
11/18/18	12/01/18	12/14/18
12/02/18	12/15/18	12/28/18
12/16/18	12/29/18	01/11/19
12/30/18	01/12/19	01/25/19
01/13/19	01/26/19	02/08/19
01/27/19	02/09/19	02/22/19
02/10/19	02/23/19	03/08/19
02/24/19	03/09/19	03/22/19
03/10/19	03/23/19	04/05/19
03/24/19	04/06/19	04/19/19
04/07/19	04/20/19	05/03/19
04/21/19	05/04/19	05/17/19
05/05/19	05/18/19	05/31/19
05/19/19	06/01/19	06/14/19

DAILY PAY RATES

2018 - 2019 Keller ISD Substitute Pay Scale

Education	Regular Rate	Long-Term & Consecutive Rate	Extended Rate
High School Diploma/Equivalent	\$66.00	\$76.00	N/A
30+ College Hours	\$73.00	\$83.00	N/A
College Degree	\$88.00	\$98.00	N/A
Current Out of State Valid Teaching Cert.	\$88.00	\$98.00	N/A
Texas Certified	\$90.00	\$100.00	\$286.10 per day

***Extended Pay Scale applies to certified classroom teaching positions on the 36th day.**

Substitutes must show proof of education. Substitutes with a High School Diploma or equivalent may only substitute in a classroom aide or office aide position. Minimum educational requirements for a classroom teacher substitute are 30+ college hours. In order to be considered “Texas Certified”, the substitute must hold a valid Texas Educator Certificate. Substitutes that hold a valid Out-of-State Educator Certificate, must complete the courses required for all non-certified substitutes.

LONG-TERM ASSIGNMENTS

A long term assignment is defined as any assignment extending over 10 consecutive days for the same teacher or paraprofessional. The long term rate begins on the 11th consecutive day. If the substitute breaks service between the 1st and the 10th day, the daily count reverts back to Day 1. After being placed on the long term rate, the principal may approve occasional absences without jeopardizing the long term or extended rate.

CONSECUTIVE WORK STATUS

Consecutive work status begins on the 11th consecutive day and is established by fulfilling half or full day assignments for teachers, paraprofessionals, and some District positions. The work location may vary daily from campus to campus, within an individual campus or across the District. The daily rate of pay will increase by \$10 and continue until there is a break in service, at which time the daily rate returns to the Regular Rate and the daily count reverts back to Day 1. Any exceptions shall be approved by a Director of Human Resources.

All long term teaching and extended rate assignments must be filled by a substitute holding a valid Texas Teachers Certificate. Long term Paraprofessional assignments may be filled by a non-certified substitute but may be required to be Highly Qualified if substituting at a Title 1 campus.

*The Extended Rate is equivalent to the daily rate for a first year teacher holding a Bachelor’s Degree, a valid Texas Educator Certificate and no experience. Only substitutes that hold a valid Texas Educators Certificate will be eligible for the extended rate.

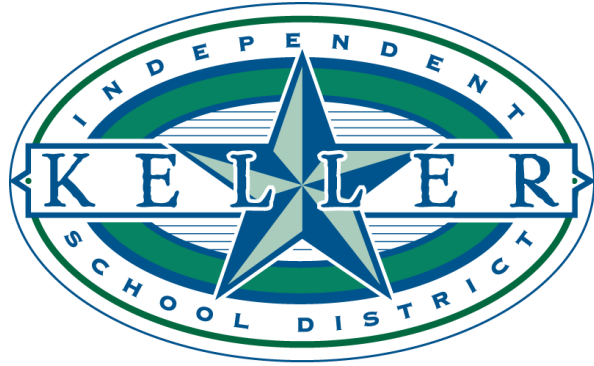
2018 – 2019 Paraprofessional Substitute Scale

Education	Regular Rate Days 1-10	Long Term Rate
Campus Aide (Office & Instructional)	\$66.00	\$71.00
Central Administration	\$83.00	\$85.00

PAY SCALE

If your level of education changes at any time, you are responsible for providing a copy of your official transcripts with the degree conferred and date conferred and/or Texas Educator Certificates to Human Resources. Any increases in daily rate will be effective the first day of the next pay cycle.

***Certified teachers and individuals holding advanced degrees will be paid based on their educational qualifications rate when substituting in a classroom instructional paraprofessional position.*



Substitute Employee Conduct

ARRESTS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity
4. Crimes involving moral turpitude, which include:
 - Dishonesty, fraud, deceit, theft, misrepresentation
 - Deliberate violence
 - Public lewdness or base, vile, or depraved acts that are intended to arouse or gratify sexual desire of the actor
 - Felony or misdemeanor possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
 - Felony driving while intoxicated (DWI)
 - Acts constituting public intoxication, or disorderly conduct, or operating a motor vehicle while under the influence of alcohol
 - Prostitution
 - Acts constituting abuse or neglect under the Texas Family Code

CONTINUED EMPLOYMENT

Keller ISD will afford substitute employees the opportunity for continuation of employment for each succeeding year by signing a Letter of Reasonable Assurance, issued annually by Keller ISD to all substitute employees who have performed their duties in an acceptable manner.

DRESS CODE

Recognizing that all substitutes reflect the standards of Keller Independent School District, and that good taste is a part of a substitute's professional responsibility, substitutes shall:

- Maintain high standards of appropriateness and neatness
- Dress in good taste with no extreme variations
- Hair, mustaches and/or beards should be clean, neat, and well groomed

DRESS CODE (CONTINUED)

The following items are meant as examples, not an exhaustive list:

APPROPRIATE:

Coats/ties, slacks, khakis, golf shirts, casual dresses/skirts, cropped pants (just above ankle), capris, dress sandals

INAPPROPRIATE:

Flip flops, athletic wear, jeans, shorts, sweat suits, faded clothing, visible tattoos, visible body piercing(s) (except ears), tank tops, sundresses, sleeveless shirts (men), work boots, midriff/cleavage/undergarments should not be visible

It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. You will be notified of this when you accept an assignment.

If you have doubts about your attire, it is probably best not to wear it.

EXPECTATIONS & GUIDELINES

Substitute teachers should maintain a positive environment wherever assigned, and develop conditions for a positive work environment for students and staff. The substitute teacher has the same legal and moral responsibility for the welfare of students as the regular employee.

- Substitute work hours vary. In case of late notification please call the school directly to arrange an acceptable time of arrival on campus.
- Substitutes should check in with the office upon arrival for instructions and keys, and should check the teacher's box upon arrival. At the end of the day the substitute should check with the office before leaving the campus to report any problems and ask if he/she is needed the following day.
- Substitute teachers should feel free to call upon the principal, assistant principal, or other teachers for help concerning the day's work. The neighboring teacher can be of tremendous help with scheduling, lesson plans, and knowledge of any special situations.
- Substitutes should familiarize themselves with all safety drill regulations and assigned exits upon entering the classroom.
- Substitutes shall maintain classroom discipline and should refer any disciplinary problems to a neighboring classroom teacher or campus administrator.
- Substitutes should follow the teacher's lesson plans left for the day. If lesson plans are not present immediately report that information to the campus office as they will guide the substitute on where to locate plans for the day.
- Substitutes should always abstain from inappropriate stories, remarks, and conversations about personal life, which could be construed as objectionable in anyway.

EXPECTATIONS & GUIDELINES (CONTINUED)

- Substitutes shall take on all duties of the teacher including, lunch periods, assembly programs, bus duty, recess, hall duty, outside duty, etc.
- Substitutes shall leave a brief summary of each class and the work completed (and not completed), as well as any information that would be helpful.
- Substitutes are expected to hold all student information as confidential in accordance with FERPA.
- Substitutes with excessive cancellations or little activity (less than 5 days a semester) are subject to removal from the Keller ISD substitute pool.
- Substitutes are subject to reassignment to a different position by the principal or designee if circumstances necessitate.
- Substitutes are not guaranteed a conference/planning time. While not with students, substitutes are expected to report to the campus office to see if they are needed anywhere on campus.

RELIGION IN SCHOOLS

Keller ISD is committed to the constitutional principle of separation of church and state. The Keller ISD Board Policy makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employees from praying or reading religious material during a time when students are not present and you are not responsible for students.

REPORTING SUSPECTED CHILD ABUSE

Anyone who suspects that a child has been 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 Keller ISD 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.

Reports may be given to any of the following:

- Local Law Enforcement Agency
- CPS Hotline (1-800-252-5400)
- A local CPS office (817-321-8600 or 817-255-2300)

Reporting your suspicion to a school counselor, a principal or to another school staff member does NOT fulfill your responsibility under the law. Additionally, Keller ISD cannot require you to report your suspicion first to a school counselor or school administrator.

REPORTING SUSPECTED CHILD ABUSE (CONTINUED)

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

- You may place 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 Keller ISD Board Policy and may be subject to disciplinary action, including possible termination of employment
- Your certification from the State Board of Educator Certification may be suspended, revoked, or canceled.

SEXUAL HARASSMENT

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.
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.

Employees shall not engage in conduct constituting sexual harassment of other employees. Employees who believe they have been sexually harassed by other employees are encouraged to come forward with complaints. District officials or their agents shall investigate promptly all allegations of sexual harassment of employees by other employees, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title IX coordinator for employees in accordance with the procedures in the District's employee complaints policy. However, no procedure or step in that policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint; nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out in DGBA (LOCAL). Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students constitute unprofessional conduct and are prohibited.

All allegations of sexual harassment or sexual abuse of students by employees shall be reported to parents and investigated. Information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall be reported to appropriate authorities, as required by law.

The district has developed and implements a sexual harassment policy to be included in the District improvement plan. Education Code 37.083 (b)

ASSURANCE OF NONDISCRIMINATION

Keller ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, or age in providing education services, activities, and programs, including vocational programs, and also provides equal access to the Boy Scouts and other designated youth groups, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act; and the Boy Scouts of America Equal Access Act.

The following district staff members have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Amanda Bigbee
General Counsel
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Leigh Cook
Compliance Coordinator
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

Americans with Disabilities Act (ADA) Coordinator, for concerns regarding discrimination on the basis of disability:

Johania Najera
Executive Director of Human Resources
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

Keller ISD no discrimina por razones de raza, religión, color, nacionalidad, género, sexo, incapacidad o edad en proporcionar servicios educativos, actividades y programas, incluyendo programas vocacionales; y además proporciona igualdad de acceso a la organización de los Boy Scouts y a otros grupos designados para jóvenes, de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, en su versión modificada, Título IX de las Enmiendas Educativas del 1972; y la Sección 504 de la Ley de Rehabilitación del 1973, en su versión modificada; el Acta de Discriminación por Razón de Edad del 1975; Título II de la Ley para Estadounidenses con Discapacidades y la Ley de Igualdad de Acceso a los Boy Scouts de América.

Los siguientes miembros del personal del distrito han sido designados para coordinar conforme a estos requisitos legales:

*Coordinador Título IX, para asuntos relacionados con discriminación por razón de sexo:

Amanda Bigbee
Consejera General
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

*Coordinador de la Sección 504, para asuntos relacionados con la discriminación por razones de incapacidad:

Leigh Cook
Coordinadora de cumplimientos
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

ASSURANCE OF NONDISCRIMINATION (CONTINUED)

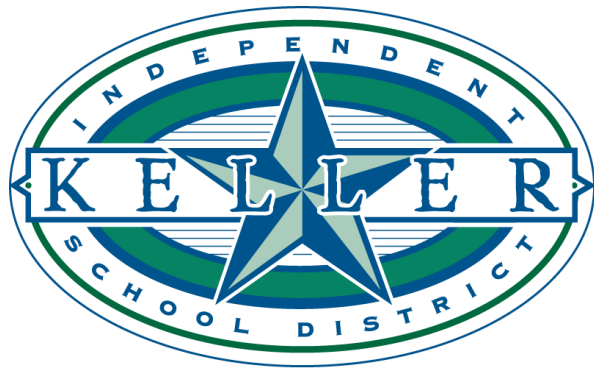
*Coordinador de (ADA) Ley de Ciudadanos Americanos con Discapacidades, para asuntos relacionados con la discriminación por razones de incapacidad:

Johjania Nájera
Directora Ejecutiva de Recursos Humanos
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

Todas las quejas deberán ser dirigidas por los canales y procedimientos establecidos, comenzando con el director del plantel, seguido por una apelación al contacto apropiado en la administración central y finalmente a la Junta de Síndicos, de acuerdo con la Política FNG.

Si usted necesita la ayuda de la Oficina de Derechos Civiles (OCR) del Departamento de Educación, la dirección de la Oficina Regional OCR que incluye a Texas es:

Oficina en Dallas
Oficina de Derechos Civiles, Departamento de Educación de los EE.UU.
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
Teléfono: (214) 661-9600
Fax: (214) 661-9587
Correo electrónico: OCR.Dallas@ed.gov



Classroom Management

CLASSROOM MANAGEMENT

Classroom management seems to be the most challenging aspect of substitute teaching. These suggestions may be helpful to you:

- Start the day/each class period by standing at the door and greeting students as they enter.
- Review behavior management rules/rewards/consequences as posted in teacher's lesson plan folder or on classroom walls. Establish your behavior expectation immediately.
- Follow established procedures. Do not rely on student's interpretation of procedures. Ask a neighboring teacher.
- Learn the names of the students as quickly as possible or create a class-seating chart as the day starts if one is not present.
- Catch students behaving within the expected norms and compliment them early and often to give attention to desired behavior.
- Check for lesson plans. If materials and plans are not available, report to the office immediately to seek their guidance on steps to locate lesson plans.
- Maintain discipline in the classroom at all times. Each school has a disciplinary procedure, usually clearly posted in each classroom. Should discipline problems occur, follow the discipline plan. *Do not lay your hands on children at any point in the day.* Notify a neighboring teacher or the campus administration if any discipline problems occur that you feel you are not equipped to handle.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Be friendly, firm and consistent.
- Model the behavior you expect of the students. Students will follow your lead.
- Be sure students understand what is expected of them.
- Use appropriate vocabulary for the classroom.
- Walk the room and stand by students who are noisy or seem to have trouble following directions
- Refrain from sarcasm, ridicule, hasty decisions and/or physical contact when correcting children or in any other situation.
- The Team Leader/Department Chairperson and the team members will be very helpful. They will provide additional assistance.
- Remain in the class at all times while students are present. Accidents/incidents happen when the supervisor leaves the classroom unattended.
- Use of cell phone to make personal calls, text or check personal email me be done only during your 30-minute duty free lunch or during a conference period when you are not needed somewhere else.
- Call students only by their names. Do not use "pet names" to acknowledge students. Those terms are used by people on a much more familiar basis with one another. Even if this is your "style" you are not the regular teacher and do not have the same relationship with the students that the regular teacher may have, so "pet names" such as "big guy", "sweetie", etc. are to be avoided.
- When and if a special problem arises, feel free to contact a neighboring teacher or campus administration. Do not feel that such a request for help is a reflection of your ability or that it will be considered so by the principal. It is much worse to need help and not ask for it.
- In all Pre-K-6th grade classes students are to be accompanied to recess, lunch, co-curr, etc.

GIVING DIRECTIONS

When giving directions, remember why students do not follow directions:

- They don't intend to
- They are unable to
- Directions are unclear

Avoid reasons why student do not follow directions by:

- Getting students attention before giving directions
- Giving no more than 3 directions at a time
- Sequencing directions in correct order
- Write directions on the board as given orally
- Giving directions at the time of the activity
- Modeling the directions
- Checking for understanding
- Providing practice for following the directions
- Correcting any miscommunication immediately

SPONGE ACTIVITIES

A sponge activity acts as filler to the regular classroom lesson. There should be no wasted time in the classroom. For that reason sponge activities are a great way to keep students working and engaged throughout the day. They can be used to build vocabulary, teach teamwork, and build problem solving skills and writing/reading fluency.

Some suggested sponge activities include:

- Writing in a journal about what you will tell your teacher tomorrow about how I (the substitute) ran the classroom today
- Write scrambled words on the board for students to unscramble
- Riddles
- Mental math or quick oral math problems to which the students need to find the answer
- Category games where you list a category and students list as many things that go into the category as possible
- Students complete patterns
- Students can draw using only circles, triangles, etc.
- Reading a newspaper article (appropriate current events) and have students answer questions
- Students writing an article for a newspaper on a current event

HANDLING MISBEHAVIOR

Possible causes for misbehavior:

A. If student is looking for attention

1. Adult in charge feels annoyed and reacts by reminding and coaxing student to behave
2. Student's response is to continue to misbehave or temporarily stops the undesired behavior then begins in another way
3. Adult's options to correcting or changing the behavior
4. Ignore the behavior
5. Give attention when the student is following rules/directions
6. Give attention to others who are behaving in the manner you are guiding misbehaving student
7. Only state what you can follow through on and follow through on what you state.

B. Possible cause for the misbehavior:

1. If the student wants to be in charge
2. Adult in charge feels angry and provoked; position of authority is threatened and adult reacts by arguing or giving in to the student
3. Student's response is to continue to misbehave or temporarily stops the undesired behavior then begins in another way

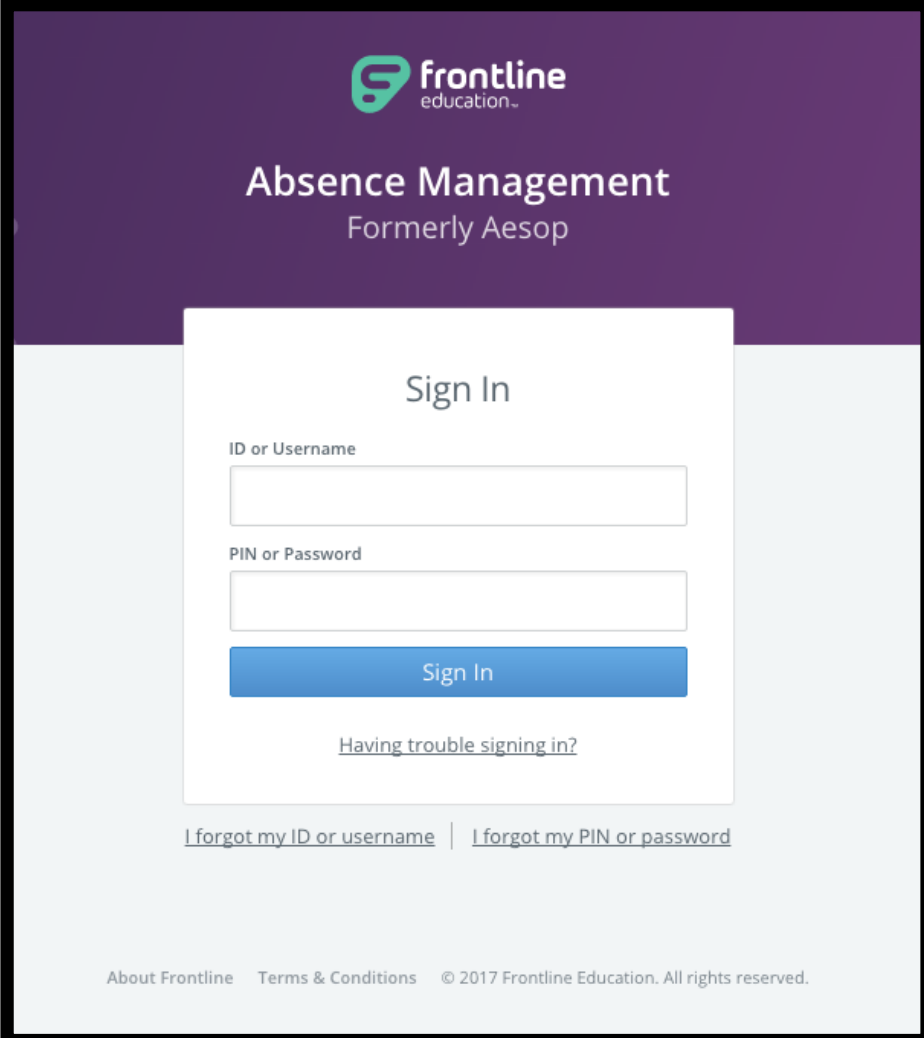
C. Adult's options to correcting or changing the behavior:

1. Do not show anger
2. Take a moment and count to 10 before responding
3. Do not give in
4. Give attention when the student is following rules/directions
5. Give attention to others who are behaving in the manner you are guiding misbehaving student
6. Only state what you can follow through on and follow through on what you state
7. Contact neighboring teacher or campus administration for guidance



Absence Management

FRONTLINE ABSENCE MANAGEMENT (AESOP)



The screenshot shows the login interface for Frontline Education's Absence Management system. At the top, the Frontline Education logo is displayed. Below it, the text reads "Absence Management Formerly Aesop". The main content is a white "Sign In" box containing two input fields: "ID or Username" and "PIN or Password". A blue "Sign In" button is positioned below the fields. A link for "Having trouble signing in?" is located below the button. At the bottom of the sign-in box, there are two links: "I forgot my ID or username" and "I forgot my PIN or password". The footer of the page includes "About Frontline", "Terms & Conditions", and "© 2017 Frontline Education. All rights reserved."

LOGGING IN TO ABSENCE MANAGEMENT (AESOP):

- Go to: www.aesoponline.com

- Type in your 10-digit ID and Pin # (***this information will be emailed to you by Human Resources upon initial setup of your account***)

- Press "Enter" or click "Sign In"

SEARCHING FOR AVAILABLE JOBS

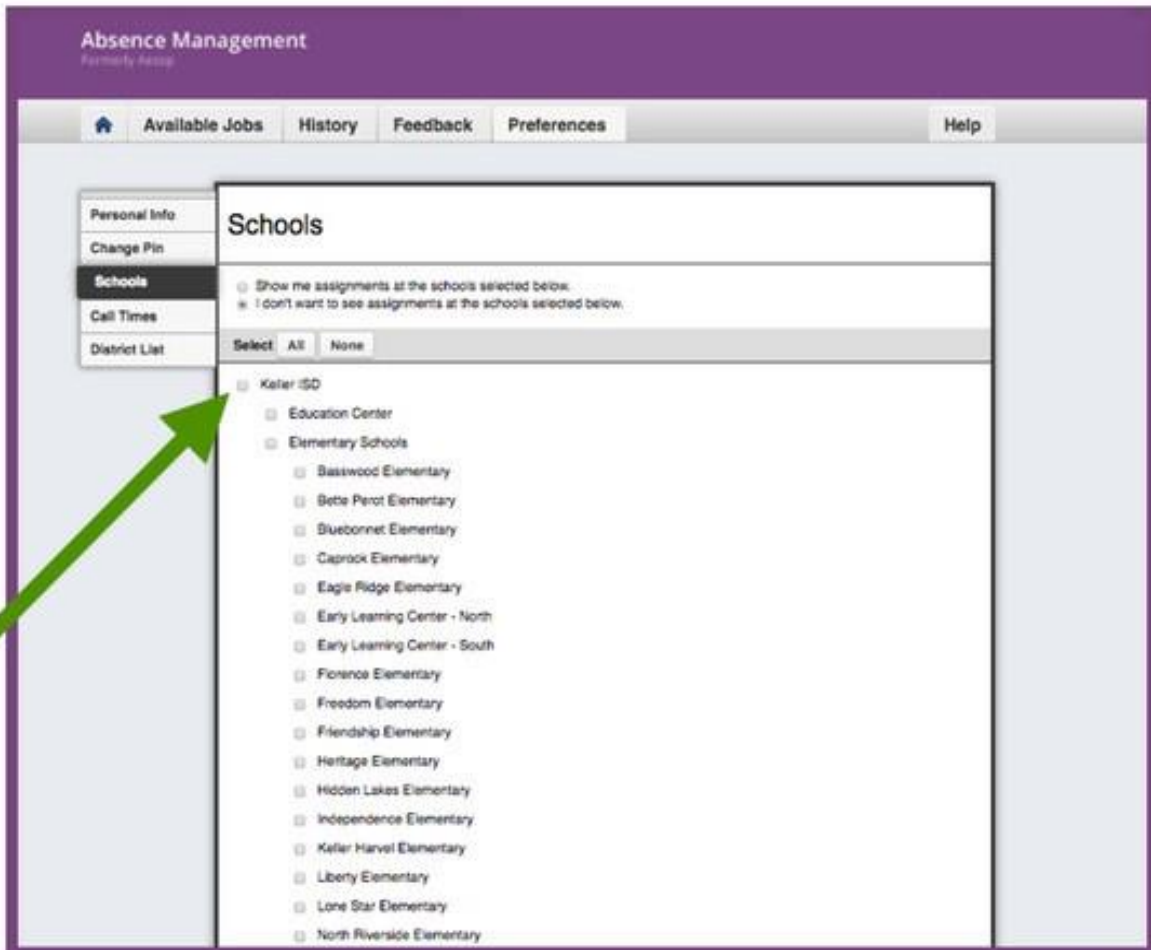
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

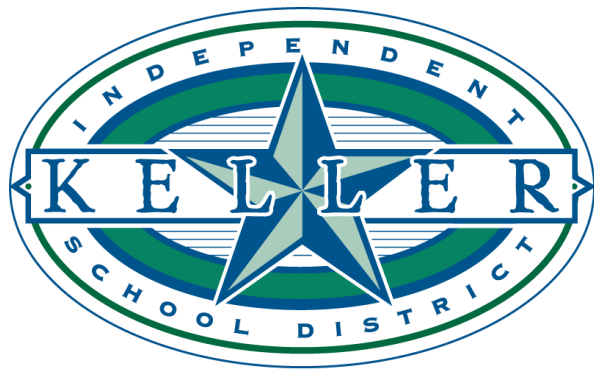


To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.





Appendix

EMPLOYEE STANDARDS OF CONDUCT

Keller ISD
220907

DH
(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

Each district employee shall perform his or her duties in accordance with state & federal law, district policy, administrative regulations, and ethical standards. [See DH (EXHIBIT)]

Each district employee shall recognize and respect the rights of students, parents, other employees, and members of the community, and shall work cooperatively with others to serve the best interests of the district.

VIOLATIONS OF STANDARDS OF CONDUCT

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a district employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing web sites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

USE WITH STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the district. The regulations shall address:

1. Exceptions for family and social relationships
2. The circumstances under which an employee may use text messaging to communicate with students
3. Other matters deemed appropriate by the Superintendent or designee

Each employee shall comply with the district's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If any employee's use of electronic media violates state or federal law or district policy or regulations, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

PERSONAL USE

DATE ISSUED:
06/23/2014
UPDATE 99
DH(LOCAL)-X

EMPLOYEE STANDARDS OF CONDUCT

NOTICE

Each employee shall be given a copy of the district's notice regarding drug-free schools. [See DI(EXHIBIT)]

**ARRESTS,
INDICTMENTS,
CONVICTIONS,
AND OTHER
ADJUDICATIONS**

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest, or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
3. Crimes that occur wholly or in part on school property, or at a school-sponsored activity
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation
 - Deliberate violence
 - Public lewdness or base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
 - Felony or misdemeanor possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
 - Felony driving while intoxicated (DWI)
 - Acts constituting public intoxication, or disorderly conduct, or operating a motor vehicle while under the influence of alcohol
 - Prostitution
 - Acts constituting abuse or neglect under the Texas Family Code

**DRESS AND
GROOMING**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with administrative regulations.

**DATE ISSUED:
06/23/2014
UPDATE 99
DH(LOCAL)-X**

EMPLOYEE STANDARDS OF CONDUCT

**SAFETY
REQUIREMENTS**

Each employee shall adhere to district safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**HARASSMENT
OR ABUSE**

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees [See DIA]
2. Students [See FFH; see FFG regarding child abuse and neglect]

**RELATIONSHIPS
WITH STUDENTS**

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including board members, vendors, contractors, volunteers, or parents.

TOBACCO USE

An employee shall report child abuse or neglect within 48 hours of becoming aware of the abuse or neglect, as required by law. [See FFG]

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a district employee is always prohibited, even if consensual. [See FFH]

An employee shall not use any tobacco products, including electronic cigarettes, on district premises, in district vehicles, or at school or school-related activities. [See also GKA]

**ALCOHOL AND
DRUGS**

An employee shall not 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 chemical substance for inhalation
4. Any other intoxicant or mood-changing, mild-altering, or behavior-altering drug

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

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

**DATE ISSUED:
06/23/2014
UPDATE 99
DH(LOCAL)-X**