

Pine Tree Independent School District
Substitute Handbook
2016-2017



"A Tradition of Excellence for All"

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Pine Tree Independent School District

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Welcome to PTISD!

We want to thank you for your commitment and service to our PTISD students and staff. Substitute Teachers are a valuable and vital part of our Pine Tree family, providing consistency in instruction for our students when teachers are out of the classroom. Your commitment to instructional excellence is valued and greatly appreciated. It is our hope that you have a positive experience while serving in this important role.

Pine Tree ISD Mission Statement

Our mission is to continue a tradition of excellence by providing a high-quality and challenging educational environment, maximizing opportunities for the success of all students, equipping them to become responsible, involved, and productive citizens.

Core Beliefs:

We believe in:

Lifelong Learning - We are a learning organization, where students are engaged and leaders grow.

Innovation Through Collaboration - We foster a culture of innovation: working together, adapting to change.

Trust and Safety - We provide a trusting a safe environment accountable to the highest standards and most effective tools.

Respect - We respect each other, embracing diversity and global awareness.

District Goals:

Pine Tree ISD will

1. Support measures to employ highly qualified personnel who adhere to and carry out the mission of the district.
2. Provide meaningful professional development for all employees.
3. Provide necessary support for student learning in order to increase their performance and prepare students for their chosen endeavors.
4. Increase opportunities for parents and community members to be involved in the education of their children at Pine Tree ISD.
5. Provide state of the art technology that assists students in the acquisition and dissemination of knowledge and skills.

6. Provide for the safe, efficient, and effective operation of the school district.
7. Develop curriculum programs that prepare students for their post-secondary endeavors.

Hiring Process for Substitute Teachers

Application Steps

- Apply Online at www.ptisd.org
- Download the Substitute New Hire Forms
- Complete and submit all of the required forms

Note: After your online application has been reviewed by Human Resources, you will be notified by email with fingerprinting instructions and Training dates for our Substitute Teacher Orientation held at the PTISD Central Office located at 1701 Pine Tree Road, Longview Texas 75604.

Required Forms and Items to Bring to the Substitute Teacher Orientation

- I-9 Form
- W-4 Form
- Substitute Information Form
- Letter of Reasonable Assurance
- Official GED or High School Transcript/Diploma or Official College Transcript(s)
Official transcripts must be part of the substitute teacher's personnel file.
- Teacher Certification (if applicable)
- Two (2) Acceptable Forms of ID
 1. A valid driver's license or state ID card is required for identification.
 2. a social Security Card is required for payroll purposes

Note:

- We cannot process your substitute paperwork if you do not bring all of the required items and forms.
- You will be notified by PTISD if you need to complete the fingerprinting process. Fingerprints must be cleared prior to being hired.

The Substitute Teacher Orientation Workshop

The purpose of the PTISD Substitute Teacher Orientation is to inform prospective substitutes of the duties and responsibilities of the substitute, district substitute expectations and to acquaint them with the Aesop substitute calling system.

Attendance is required for all new substitutes.

Returning Next School Year Process

Substitutes who have performed their duties in an acceptable manner during the course of the year are eligible to return.

Substitutes wishing to remain on the active substitute calling list should:

1. Complete the Reasonable Assurance Letter available at the end of the school year and return it to Human Resources.
2. Attend an update meeting before the next school year.
3. Update Employee ID Badge to show new school year.

Substitute Qualifications and Payroll Information

Qualifications:

The district shall attempt to hire certified teachers as substitute teachers whenever possible; however, no person shall be employed as a substitute teacher without a high school diploma or equivalent. A substitute teacher may be certified or noncertified as a professional educator.

Substitute Pay and Scheduled Work Hours:

Substitute pay will be reviewed annually and determined by the Board of Trustees during the budget process. Daily rates will be available at the beginning of each school year by contacting the Human Resource Department or by visiting the district website at www.ptisd.org. Checks are deposited on the 25th day of the month. If the 25th falls on a weekend, scheduled school break or holiday, checks are deposited on the preceding workday. Checks will include all substitute days worked during the corresponding pay period.

Substitutes are encouraged to keep records of days worked to verify against monthly payroll. If discrepancies are found, please contact the HR office for a resolutions prior to contacting the payroll coordinator at 903-295-5000.

Individuals working four (4) hours or less per day will receive one half-day's pay. Individuals working more than four hours per day will receive a full day's pay. Campus start and end times may vary so please refer to the scheduled work times in Aesop or contact the campus secretary for specifics.

All required documents i.e., transcripts, teaching certificate, etc., must be received by the Human Resources Department to ensure that accurate pay is received. *Pine Tree ISD will not make salary adjustments on previous payrolls due to failure to provide required documents.*

Note: Certified substitute teachers receive a higher daily rate of pay.

District Calendar:

Substitutes are needed on a daily basis for both our teacher and paraprofessional staff when students are in school. The 2016-2017 school year begins August 22, 2016 and

ends May 26, 2017. A copy of the calendar may be obtained from the district website at www.ptisd.org.

Name and Address Changes:

It is important that employment records be kept up to date. Employees must notify the PTISD Human Resources Department if there are any changes or corrections to their name, home address, contact number, marital status, emergency contact or certifications. The Substitute Information Update Form can be found under the Substitute Tab on the Human Resources web page at www.ptisd.org. Requests either by phone and/or e-mail will not be accepted.

Requirements of the Affordable Care Act:

As of January 1, 2014, the Affordable Care Act (ACA) requires you to have health insurance for yourself and your dependents. Enrollment in TRS-ActiveCare satisfies this requirement. Pine Tree ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Pine Tree.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you have any questions or concerns about the health insurance offered through the district, please contact: Kellie Banston at kbankston@ptisd.org or 903-295-5000 ext. 122.

Time Clock Requirements:

TEA requires that all of our substitute teachers use the time clock to record your hours each day. You will be shown the exact procedure for this when you have fulfilled all of the substitute requirements. This is for TEA purposes only and is not what we use to determine your pay. *You get paid for a full day or a half of a day as recorded in AESOP.*

Letter of Reasonable Assurance:

Substitute teachers are issued Letters of Reasonable Assurance annually. This letter provided notice of reasonable assurance of continued employment with the district when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks. This assurance is

contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.)

This is not an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or no reason.

Failure to sign and return the annual Letter of Reasonable Assurance notice by the published due date will be deemed as voluntary resignation.

Resignation/Inactive Employment Status:

Substitutes who wish to resign from employment or have their name removed from the active substitute list must send written notice or a resignation letter to Pine Tree ISD Human Resources Department, P. O. Box 5878, Longview, Texas 75608. Once the notice is received, you will be deactivated from the master list, which will prevent you from receiving phone calls or accessing the system.

Substitutes are also required to attend an annual refresher seminar that will be held in the summer. *Failure to attend will be deemed as voluntary resignation.*

Substitutes who do not accept at least 18 assignments per year will be deactivated in Aesop and terminated from employment based on a voluntary resignation.

Aesop:

Substitute Calling System:

Pine Tree uses an automated substitute placement calling system, Aesop. This system offers substitutes the flexibility to proactively search for jobs on a 24-hour basis and fill their own schedule. To help substitutes benefit most from the automated placement, Aesop offers both phone and web services for finding and accepting jobs. Substitutes can call Aesop toll free at 1-800-942-3767 or login at www.aesoponline.com. *All new substitute teachers are required to attend an Aesop training as part of their substitute teacher orientation.*

If you have any questions or concerns pertaining to Aesop, please contact Kim Woodruff at kwoodruff@ptisd.org or 903-295-5000.

Professional Responsibilities and Duties

Professional Ethics:

- The Substitute Teacher has a professional responsibility even though he/she is not a contracted teacher.
- The Substitute Teacher must demonstrate a professional image in appearance and attire.
- The Substitute Teacher is responsible for carrying out the lesson plans left by the teacher.
- The Substitute Teacher is expected to perform all of the duties of the regular teacher unless the principal releases the substitute from a particular duty.
- The Substitute Teacher is *not* expected to perform the extra-curricular or co-curricular duties of the regular teacher. (football practice, band practice, after school club meetings, etc.)
- A Substitute Teacher should never leave a class/classroom unattended or leave the campus during regular school hours without checking with the campus secretary.
- A Substitute Teacher's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- A Substitute Teacher must maintain student confidentiality which means he/she may not discuss any student outside of school or with anyone other than the student's teacher, administrator or parent/guardian.
- A Substitute Teacher may not use his/her personal cell phone or other electronic media while supervising students.

Reporting to Your Assignment:

You should report to the school office of your assignment at least 20 minutes prior to start time to sign in. Every effort is made to give you ample time to report as required. In the event you are notified at a time later than normal, you are expected to report as soon after receiving the call as possible.

At the end of the day, please report to the principal's office to sign out and determine if there is further need of your services.

School Start Times for Students:

PT Primary School: 7:45-3:05

PT Birch Elementary School: 7:45-3:05

PT Parkway Elementary School: 7:45-3:05

PT Middle School: 8:30-3:50

PT Junior High: 8:30-3:50

PT High School: 8:30-3:50

PT ExCEL Campus: 8:30-3:50

PACE: 8:00-3:20

Starting your Day:

Every teacher should have a green substitute folder on their desk with the information you will need for a successful day. You should have the following:

1. Administrative Team List
2. Bell Schedule
3. Campus Map
4. Dress Code
5. Cell Phone/Personal Device Policy
6. CHAMPS Information (on the campuses that use CHAMPS)
7. Emergency Response Plan or location of the Orange PTISD emergency Response Plan Book
8. Teacher's Schedule
9. Lesson Plans with work samples if needed
10. 2 Roll sheets (one to turn in and one to keep to know names of students)
11. Seating Chart(s) if needed
12. Classroom Discipline Policy
13. Procedure for students to leave the classroom
14. How to use any technology needed for lesson

If you do not locate the Green Substitute Folder or Lesson Plans, please notify the office.

Classroom Instruction:

- The substitute teacher should endeavor to preserve the regular routine of the classroom. He/she is to follow the daily class schedule and lesson plans provided by the teacher. If the teacher requests that you use only the materials he/she has left for you, please adhere to this request. If lesson plans are not available, please check with another teacher, team leader or campus administration for assistance.
- The substitute teacher is to be an active part of the classroom instruction. Reading personal materials, sleeping, working on personal work, on your cell phone, etc. is unacceptable and reasons for deactivation from the substitute system.
- The substitute teacher should not assign written work and leave it to be graded except at the request of the teacher.
- When individual students cause behavioral problems which are disruptive to the learning environment, the substitute teacher should first try to use positive behavioral techniques to re-establish a positive learning environment. The substitute may also enlist in the help of a neighboring teacher. If the student continues to cause behavioral problems, the substitute teacher should refer those students to the campus administration with a discipline referral or note explaining the circumstances. NEVER administer corporal punishment or physical contact of any kind.

- The substitute teacher is to report to the front office during scheduled planning or conference periods to receive duty assignments if needed.
- The substitute teacher should leave the classroom teacher a brief summary of the day's activities by class period. The teacher needs to know what portions of the lesson each individual class was able to complete.

Classroom Management:

Classroom management can be the most challenging aspect of a substitute's job. The following suggestions may be helpful to you.

- Learn the names of the students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Start the day promptly, firmly and concisely.
- Be fair, friendly and consistent.
- Be sure students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful and so do you.
- Use praise generously and show respect for the students.
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for deactivation from the Substitute System.
- Refrain from being alone with students on an individual basis.
- Vocabulary should be appropriate for the classroom. **No profanity is allowed.**
- Remain calm and relaxed. Don't lose your composure.

Guidelines for Good Discipline:

A firm, consistently positive manner combined with a well-planned instructional program will help create a good classroom environment and establish rapport with the students.

Some basic rules of good discipline are as follows:

- Guard against making remarks which could discredit students in front of their peers.
- **Never leave a class unsupervised!** If you must leave the room, notify the office so arrangements can be made to supervise your class.
- Pace your instruction in order to keep students interested and involved.
- Demonstrate genuine interest in the students.
- Punish only the misbehaving student, never the entire class. If cases of misconduct and insubordination continue when ordinary methods prove to be ineffectual, seek administrative assistance.
- Use intelligence, patience and understanding when dealing with students.
- Assert your authority with dignity and deliberate judgment without creating a situation which might lead to a challenge of your authority.

- Maintain your sense of humor.
- Maintain a positive attitude.

Items Requiring Campus Administrative Approval:

- You are required to obtain permission from the campus principal if it is necessary for you to leave the building during the day.
- Students are not excused to leave school under any circumstance without approval from the attendance office/campus principal.
- No written communication should be sent to parents without permission from the campus principal.

Substitute Conduct and Discipline Management Process

Concerns regarding substitute conduct or job performance are reported to the campus administration who will notify the Assistant Superintendent of HR.

Guidelines:

- Concerns regarding substitute conduct or performance are forwarded for review to campus administration who may choose to speak directly to the substitute teacher.
- Concerns are presented to the Assistant Superintendent of HR who will review the concerns and request a meeting with the substitute teacher.
- The substitute teacher will have the opportunity to give a statement to the Assistant Superintendent of HR
- Depending on the nature of the concern, substitutes may be temporarily deactivated from Aesop.
- If an investigation is needed, the Assistant Superintendent of HR will contact all parties involved in the concern and complete a thorough investigation.
- After the investigation is complete, a conference will be held with the substitute and the Assistant Superintendent of HR regarding the concern.
- Depending on the nature of the concern, that statements provided, the substitute input, and conference, one of the following courses of action will take place:
 - The concern can be simply noted in the substitute file and the substitute reinstated to full active status.
 - The substitute can be given a warning and then reinstated to full active substitute status.
 - The substitute can be blocked from the campus submitting the concern.
 - The substitute can be blocked from all PTISD campuses and removed from the active substitute list permanently.
 - The concern can be dismissed.
- Documentation of all concerns and subsequent consequences are filed in the Substitute’s Personnel file.

Common Causes for Removal from the PTISD Substitute System

Unprofessional conduct on the campus or in the classroom includes, but is not limited to:

- Not following the teacher's lesson plans/instructions
- Inappropriate use of technology
- Poor classroom management skills
- Frequently canceling or being late to assignments
- Not canceling an assignment properly
- Making inappropriate verbal comments to students or staff
- Embarrassing students (academically, physically, mentally, or emotionally)
- Intimidating or frightening students
- Yelling, screaming or telling student to "shut-up"
- Making personal comments regarding sensitive subject matters (i.e. ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values)
- Inappropriate physical contact such as horseplay, disciplinary measures or sexual contact
- Inappropriate dress
- Falsification of information on documents used for consideration of employment
- Failure to comply with board policy, campus policy or administrative directives
- Committing acts which constitute lewdness, indecency or pornography
- Committing acts which constitute a felony or a misdemeanor involving moral turpitude
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime
- Continued campus concerns and a request for campus blocks

General Information:

Employee Standards Of Conduct DH(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards

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.

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.

Harassment or Abuse

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

1. Other employees.
2. 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.

Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion.

Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected

child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

Relationships with Students

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.

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

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

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

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

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn).
- Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above.
- Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes 41 classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
*The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.

*The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.

*For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more 42 currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Tobacco Use and E-Cigarette Use

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

used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. This applies to electronic cigarettes and electronic vapor devices as well (See Policy GKA(LOCAL)).

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 other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

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.

Possession of Firearms and Weapons:

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district’s weapons policy should report it to their supervisor or call the Superintendent or Assistant Superintendent’s office immediately at 903-295-5000.

Employee Arrests, Indictments, Convictions, and Other Adjudications:

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; or
 4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony 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;
 - Acts constituting public intoxication or abuse of controlled substances while operating a motor vehicle while under the influence of alcohol or such controlled substance, or disorderly conduct; or
 - Acts constituting abuse or neglect under the Texas Family Code.

Dress Code:

All Substitute Teachers are expected to follow the PTISD Dress Code for Teachers.

Pine Tree ISD expects a standard of professional dress that supports the overall educational environment of the district and demonstrates the personal integrity of employees. The purpose of the district dress code outlined below is to ensure that the employees and staff members of the district present a professional image to the public and students they serve. It is believed that staff dress is a major factor contributing to an appropriate educational climate on a campus.

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

- All garments shall be properly fitted and convey a dignified and professional appearance.
- Jeans allowed only on Friday spirit days (Junior High can designate Thursday).
- Shirts must cover the midriff and must not be low cut (chest area/cleavage must be covered.)
- Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise immodest.
- Tank tops, muscle shirts, spaghetti straps, and backless shirts or dresses will not be worn. Collarless t-shirts should not be worn unless t-shirt is Pine Tree affiliated.
- Pants or other clothing with holes are not acceptable.

- Form fitting attire such as leggings, tights, or similar clothing is not permitted unless worn under a skirt, dress, sweater dress, etc. no shorter than 3" from the top of the knee as measured from the shortest point.
- Yoga pants are not allowed.
- Skirts and dresses will not be shorter than 3" above the knee while in a normal standing position.
- Beach/shower type shoes/flip flops are not allowed.
- Tattoos must be covered.
- Pierced jewelry may be worn only in the ear (no gauging).
- No hats, caps, or any type of head covering will be worn in the buildings unless required by your position as directed by your supervisor.
- Wind suits and sweat suits are unacceptable except for coaches and physical education teachers. Coaches must wear professional attire when in the

academic
classroom.

Care of Materials:

Substitute Teachers are requested to take responsibility in the care of instructional materials and equipment. Broken or malfunctioning equipment should be reported to the campus secretary.

Emergency School Closing:

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the districts website www.ptisd.org and notify the following radio and television stations:

KLTV Channel 7 – television – Tyler

KYKX 105.7 – radio – Longview as well as all other local television and radio stations.

Transporting Students:

Substitute Teachers are prohibited from transporting students (other than their own or a sibling) to or from school. Please contact the campus principal if a student has transportation issues.

Student Records:

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. Never discuss students, student records, teacher records or other school documents with individuals outside of the school. It is unprofessional and against the law to disclose confidential information about students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems. Any

questions about these topics should be directed to the campus principal. Unless filling a long-term assignment, notifications to parents should only be done by the teacher or administrators on the campus.

The following people are the only people who have general access to a student's records with the principal's permission:

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

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

Medical Procedures:

Any student that becomes ill or suffers a minor injury under your supervision is to be sent to the school nurse with a hall pass and if necessary, a student buddy. A substitute may **not** issue a student medication of **any** type.

If an emergency situation occurs, such as a serious illness or injury, remain with the student and send for the nurse and the campus principal.

Administering Medication to Students:

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container which will be taken directly to the school nurse. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements:

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

Psychotropic Drugs:

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

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

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

Student Conduct and Discipline:

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

Teachers must file a written report with the principal or other appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct.

Student Attendance:

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in the student handbook. Contact the campus principal for additional information.

Bullying:

All employees are required to report student complaints of bullying to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Please access information regarding this policy on the PTISD website at ptisd.org.

Hazing:

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Campus Directory:

<p>Central Administration 1701 Pine Tree Road Longview, TX 75604 903-295-5000</p>	<p>Dr. Valerie Baxter Assistant Supt. of HR 903-295-5000 vbaxter@ptisd.org</p>	<p>Kim Woodruff Administrative Assistant 903-295-5000 kwoodruff@ptisd.org</p>	<p>Business Hours 7:30 a.m.-4:30 p.m.</p>
<p>PT Primary (PK-K) 1808 Silver Falls Rd. Longview, TX 75604 903-295-5095</p>	<p>Cristi Parsons Principal cparsons@ptisd.org</p>	<p>Kathryn Thomas Principal's Secretary kthomas@ptisd.org</p>	<p>School Hours 7:45 a.m - 3:05 p.m.</p>
<p>Birch Elementary (1st - 4th Grades) 815 Birch Dr. Longview, TX 75604 903-295-5120</p>	<p>Jill Clay Principal jclay@ptisd.org</p>	<p>Richie Stone Principal's Secretary rstone@ptisd.org</p>	<p>School Hours 7:45 a.m - 3:05 p.m</p>
<p>Parkway Elementary (1st - 4th Grades) 601 PT Parkway Longview, TX 75604 903-295-5151</p>	<p>Dr. Carla McAvoy Principal cmcavoy@ptisd.org</p>	<p>Amanda Morrow Principal's Secretary amorrow@ptisd.org</p>	<p>School Hours 7:45 a.m - 3:05 p.m</p>
<p>PT Middle (5th - 6th Grades) 600 PT Parkway Longview, TX 75604 903-295-5160</p>	<p>Rusty Robinett Principal rrobinett@ptisd.org</p>	<p>Sheri Barrett Principal's Secretary sbarrett@ptisd.org</p>	<p>School Hours 8:30 a.m - 3:50 p.m</p>
<p>PT Junior High (7th - 8th Grades) 2100 N.W. Loop 281 Longview, TX 75604 903-295-5081</p>	<p>Vanessa Robinson Principal vrobinson@ptisd.org</p>	<p>Sherri Kirchhoff Principal's Secretary skirchhoff@ptisd.org</p>	<p>School Hours 8:30 a.m - 3:50 p.m</p>
<p>PT High School (9th - 12th Grades) 900 Northwest Dr. Longview, TX 75604 903-295-5031</p>	<p>Cindy Gabehart Principal cgabehart@ptisd.org</p>	<p>Karen Wall Principal's Secretary kwall@ptisd.org</p>	<p>School Hours 8:30 a.m - 3:50 p.m</p>
<p>ExCEL High School (9th - 12th Grades) 900 Northwest Dr. Longview, TX 75604 903-295-6753</p>	<p>Tyrance Barnett Principal tbarnett@ptisd.org</p>	<p>LaTosha Anaya Principal's Secretary lanaya@ptisd.org</p>	<p>School Hours 8:30 a.m - 3:50 p.m</p>
<p>P.A.C.E (Alternative Education) 1701 Pine Tree Rd. Longview, TX 75604 903-295-5130</p>	<p>Shalonda Adams Principal sadams@ptisd.org</p>	<p>Candace Prosser Principal's Secretary cprosser@ptisd.org</p>	<p>School Hours 8:00 a.m. - 3:20 p.m.</p>

FAQ's: Frequently Asked Questions and Answers

1. What do I do if I have accepted an assignment but need to cancel?

Please promptly contact the Substitute Coordinator so arrangements can be made to fill the position. You can contact the HR Office at 903-295-5000.

2. How much notice should I give when I need to cancel an assignment:

As soon as you know you cannot honor your commitment, you should contact the HR Office. The longer you wait to cancel, the harder it is to find a replacement. No later than the day before is preferable. A delay in canceling can cause you to be blocked from that campus.

3. What should I do if I need to cancel a job and I can't talk to anyone in person?

You may call 903-295-5000 after business hours and leave a message for the substitute coordinator.

4. What do I do if I am going to be late?

Call the campus secretary as soon as you can to let them know you are on your way and why you are late.

5. Is it really necessary to wear my substitute ID badge?

YES! All substitute teachers are required to wear their ID badges at all times. This is a safety measure we have in place to show who we are and that we are current employees of the district.

6. What do I do if I lose my badge?

If you have lost your badge, contact the Human Resource Department for a replacement.

7. When is the best time to look for assignments?

Aesop is in real time, so assignments are posted and can be accepted 24 hours a day, 7 days a week. *However, please do not search for or accept assignments during class time.*

8. What if I can't log into Aesop?

If you cannot log into Aesop after you have been activated in the system, please call the Substitute Coordinator or the Human Resources Coordinator at

903-295-5000.

9. Is it ok for me to talk on my cell phone or text message during class time?

No! Please refrain from conducting personal business during class time. Cell phones should not be in use any time students are present except in the case of an emergency.

10. Will I be given a conference period?

There is no expectation for a conference period. The conference period is not an off period/block. This time is set aside for teachers to create lesson plans, set up parent conference, return parent phone calls, or complete other activities related to their professional duties. On a day to day basis, a substitute would not be doing these things. The substitute is to report to the front office during scheduled planning or conference periods to receive duty assignments.

11. How long is my lunch break?

You will receive a 30-minute, duty free lunch. The time will differ depending on the assignment.

12. What do I do if I have a problem or concern about a campus or assignment?

Please contact the campus principal as soon as possible (preferable the same day) so the problem can be investigated and resolved.

13. What do I do if I no longer wish to substitute?

Please submit a written (or email) resignation request to the HR Office be removed from the substitute list.

Substitute Teacher Checklist:

- Reported to the office on arrival?
- Asked about special activities going on that day?
- Reviewed all of the contents of the substitute folder?
- Prepared all the materials needed for the day?
- Introduced yourself to the neighboring teachers or department head?
- Turned off and put away your cell phone?
- Started class on time?
- Followed the teacher's lesson plans?
- Involved all the student's in some way?
- Picked up the student's work?
- Left the room orderly, with items used returned to their proper place?
- Written a note to the teacher?
- Followed the end of the day check-out procedures?

SCORE A FOUR!!



Four Ways to be Prepared

- Arrive Early
- Obtain needed administrative information
- Scout the Classroom
- Locate needed teaching materials

Four Ways to Take Charge

- Start the class decisively
- Take roll/attendance efficiently
- Give directions concisely
- Use a controlled voice

Four Ways to Clarify Expectations

- Use effective classroom management skills
- Give specific directions about desired behavior
- Give specific feedback about actual behavior
- Circulate frequently around the classroom

Four Ways to Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of class