



Substitute Teacher Handbook 2019 – 2020

If you have difficulty accessing the information in this document because of a disability, please e-mail Jana Wylie, jwylie@hendersonisd.org

Henderson ISD is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, pregnancy, military status, genetic information, political affiliation, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities as required by Title IX.

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Henderson Independent School District

300 Crosby Dr.
Henderson, Texas 75652
(903) 655-5000

Superintendent of Schools

Dr. Thurston Lamb

Board of Trustees

James Holmes, Chair
Drew Butler, Vice Chair
Jon Johnston, Secretary
Jon Best
Harold Sentmore
Jean Williams
Mary Sue Wolfe

Welcome to Henderson ISD!

A Message from the Human Resources Department

On behalf of the Henderson Independent School District, I would like to express my appreciation for your interest in substituting in our district classrooms and welcome you as an important member of our educational team. You, as a substitute teacher, are one of the most vital parts of our school system. It would be extremely difficult for us to operate our schools on a satisfactory basis without all persons, such as yourself, serving as substitute teachers.

Henderson ISD, the Board of Trustees and the staff consider substitute teaching an essential part of our school program. As a substitute teacher, you will be expected to provide for the safety and well-being of the students in your charge, to maintain the continuity of the instructional program and to contribute to the operation of the school which you are assigned.

This handbook has been prepared to assist you when substituting for our district. Information is provided about the district policies and procedures, our school organization and your responsibilities as a substitute teacher.

Principals or their designees will assist you when you report to the individual schools. Specific information relevant to the operation of each campus will be provided. The assistance from principals and their staff as well as the information in this handbook should help you provide optimum educational benefits to our students.

We wish to extend to you a most cordial welcome as a substitute teacher. Your daily work is an important contribution to the instructional program of our schools. We feel confident that you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincere best wishes as you join our staff.

Amanda Wallace
Director of Human Resources
(903) 655-5048
awallace@hendersonisd.org

District Information

Henderson Independent School District is located in Deep East Texas roughly 75 miles west Shreveport, Louisiana. The district has an enrollment of about 3,430 students divided over five campuses.

Demographically, the district is made up of 49% white, 28% Hispanic, 19% African American, and 4% other. Recent data reports 60% of the students have been identified as economically disadvantaged and 50% at-risk. HISD employs 493 professional and support staff and the student to teacher ratio is fourteen to one. All HISD campuses have a school-wide Title I program with the exception of Henderson High School.

Henderson schools have a deserved reputation for academic excellence. Boundaries of the school district extend 380 square miles, with HISD buses traveling over 2,000 miles daily. The team mascot is the Henderson Lion, and the colors are red and blue. (*Texas Academic Performance Report, 2016-2017*)

Motto:

The Tradition of Excellence Continues

Vision/Mission:

To educate and prepare students to become productive citizens and lifelong learners who value excellence and integrity.

The Henderson Independent School District includes these campuses:

Henderson High School	(903) 655 – 5500	1900 Highway 64 West
Henderson Middle School	(903) 655 – 5400	501 Richardson Drive
Northside Intermediate School	(903) 655 – 5300	800 North Van Buren
Wylie Elementary School	(903) 655 – 5200	1735 Hwy 259 South
Wylie Primary School	(903) 655 – 5100	1765 Hwy 259 South
Montgomery Achievement Center	(903) 655 – 4552	308 Smith Street

H.I.S.D. District Personnel

Superintendent	Dr. Thurston Lamb
Assistant Superintendent of Curriculum	Stephanie Bonneau
Assistant Superintendent of Student Services	Shannon Bennett
Director, Human Resources/Communication	Amanda Wallace
Director, Finance	Kristin Byrd
Director, Child Nutrition	Tanya Davis
Director, Maintenance/Transportation	Craig Hurt
Director, Special Education	Eileen Johnson
Director, Athletics	Phil Castles
Director, Technology	Kevin Bryan
Principal, Henderson High School	Terry Everitt
Principal, Henderson Middle School	Shannon Dickerson
Principal, Northside Intermediate	Dea Henry
Principal, Wylie Elementary	Deidra Sutton
Principal, Wylie Primary	Angela Dowling
Principal, Montgomery Achievement Center	Clay Freeman

H.I.S.D. Substitute Coordinator

Amanda Wallace serves as the substitute coordinator for the district. Her contact information is below:

Work (903) 655 – 5096
 Email awallace@hendersonisd.org

Qualifications for Substitute Teachers

Certification

All substitute teachers must have a high school diploma or a GED. Applicants must pass a criminal background check and complete the required fingerprinting process prior to substituting in the district.

Application Forms

Applications may be submitted on the Henderson ISD website during the application window.

The application form is to be completed by all substitute candidates. A request for references is listed on the form. Each applicant must furnish at least three references which show that the applicant is of good character, and, if an experienced teacher, has a good teaching record. In addition, applicants must furnish copies of his or her social security card, driver's license, teaching certificate (if applicable), and all college/high school transcripts.

Approval of Hire

Each substitute application will be reviewed, along with contacting references and completing a background check. Once an applicant has been approved, the Human Resources Office will contact that individual and assist him or her with the fingerprinting process. Upon final approval, the individual's name will be added to the substitute list.

Substitute Orientation/Training

The purpose of Substitute Orientation is to review 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 or those who have been inactive for more than one year and would like to return.

Returning Next School Year Process

Substitutes who have performed their duties in an acceptable manner during the course of the year and have ended the year with an active status are eligible to return. Substitutes wishing to remain on the active substitute calling list should complete the Letter of Reasonable Assurance available at the end of the school year and return it to the Human Resource Department.

Removal from Substitute List

Substitute teacher names will be removed from the substitute list whenever requested by the substitute teacher. The removal may be for any length of time. Building principals who are dissatisfied with the performance of a substitute may request that a substitute be removed from

the list for that building. At the end of each school year, substitute teachers will receive a “Letter of Reasonable Assurance” from Henderson I.S.D. This letter must be signed and returned by the designated date for substitutes to remain active on the substitute list. If you want to take your name off the list, a letter needs to be submitted to the Human Resources Office.

Please report any change in telephone or address to the Human Resources Office.

Substitute Payroll Information

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. Substitute rate of pay, not particular assignments, is based on education. See below for the current year rates:

- Certified Teacher - \$80/day
- Registered Nurse - \$80/day
- Bachelor’s Degree (in any field) - \$75/day
- At least 60 college hours (without Bachelor’s degree) - \$70/day
- High School/GED - \$60/day

You should receive your payroll check through the mail around the 25th of each month. If the 25th falls on a weekend, scheduled school break or holiday, checks are mailed on the preceding workday. Checks will include all substitute days worked the prior month.

It is suggested that each substitute keep a record of the date, school, and teacher’s name whenever he or she works. Any questions about pay can be directed to Teresa Langford in the HISD Business Office.

Individuals working four (4) hours or less per day will receive on 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 rate of pay is received. Henderson ISD will not make salary adjustments on previous payrolls due to failure to provide required documents.

Note: Certified substitute teachers will receive a higher daily rate of pay while working in any one teaching position for more than 15 consecutive days. Based on Superintendent discretion, the standard HISD substitute rates may be altered for professional service provider substitutes as needed.

District Calendar

Substitutes are needed on a daily basis for both our teacher and paraprofessional staff when students are in school. A copy of the calendar may be obtained from the district website at www.hendersonisd.org.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the HISD Human Resources Department if there are any changes or corrections to their name, home address, email address, contract number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department. Changes must be made in person. Requests either by phone and/or email will not be accepted.

403(b) Participation

As an employee of a public school district you are eligible to participate in section 403(b) of the Internal Revenue code allowing pre-tax savings. Please be advised that the District uses a Third Party Administrator (TPA) to process 403(b) contributions to ensure compliance with all state and federal guidelines. The district will not accept or process transactions or authorize deduction changes without approval from the Third Party Administrator. Teacher Retirement System of Texas rules and regulations still apply.

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. Some people are exempt from this requirement. To learn how to apply for an exemption see Questions and Answers on the Individual Shared Responsibility Provision, www.irs.gov/uac/Questions-and-Answers-on-the-Individual-Shared-Responsibility-Provision. If you do not have health insurance and you are not exempt, you may be subject to a penalty (see www.healthcare.gov/what-if-someone-doesn't-have-health-coverage-in-2014). The penalty takes effect on the first day of the 2014 place year. (September 1, 2014)

Enrollment in TRS-ActiveCare satisfies the requirement to have health insurance. The TRS-ActiveCare Enrollment Guide explains who is eligible to enroll in ActiveCare. You may get a copy of the Guide from Teresa Langford, Payroll/Benefits, or download a copy from the TRA Website at www.trs.state.tx.us/trs-activecare.

Enrollment in another plan, such as through a spouse, parent, or association, also satisfies the requirement to have health insurance if the plan provides minimum essential coverage.

NOTE: All Henderson ISD employees will be required to complete a TRS ActiveCare enrollment form during open enrollment regardless of employment status (substitute,

retire-rehire). All Henderson ISD new hires will be required to complete a TRS ActiveCare enrollment form during the new hire process.

As an alternative to ActiveCare or another health insurance program, you may enroll in insurance through the Health Insurance Marketplace. In Texas, the Marketplace is a federal government program that will offer “one-stop shopping” to find and compare private health insurance options. Most individuals are eligible to enroll in insurance through the Marketplace. The Marketplace will begin enrollment in October 2013 for coverage beginning in January 2014. For information on the Marketplace, see www.healthcare.gov.

You may be eligible for a premium tax credit or other assistance toward insurance obtained through the Marketplace, depending on your household income. More information on the premium tax credit and other cost sharing provisions is available at www.healthcare.gov. Please note that the district will not contribute to premium costs if you enroll in insurance through the Marketplace. Also, you will lose the benefit of paying the premium with pre-tax income if you purchase insurance through the Marketplace.

Additional information. If you have questions or concerns about the health insurance offered through the district, please contact: Teresa Langford, Payroll/Benefits Specialist at tlangford@hendersonisd.org or (903) 655-5029. Questions about the Marketplace and how the Affordable Care Act impacts you as an individual should be addressed to www.healthcare.gov or your personal attorney.

Letter of Reasonable Assurance

Substitute teachers are issued Letters of Reasonable Assurance annually. This letter provides 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 for no reason.

Failure to sign and return the annual Letter of Reasonable Assurance notice by the published due date will be deemed as a 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: Henderson ISD Human Resources Department, 200 N. High St., Henderson, Texas 75652. 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.

Note: Substitutes who do not accept at least one assignment per semester will be terminated from employment based on a voluntary resignation.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitute Teachers not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll Department as soon as possible. Information on the application for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call (800)223-8778 or (512)542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Sustitute Job Description

Job Title: Substitute Teacher

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: 12/22/2017

Dept./School: Assigned Campus

Funding Source: Local (199) 100%

GENERAL DEFINITION

Manages student learning in accordance with the goals and directives of the schools and district.

ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintains and respects confidentiality of student and school personnel information;
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and county policies;
- Ensures the adequate supervision to assure health, welfare, and safety of all students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
- Organizes students for effective instruction;
- Dismisses all students from the classroom before leaving the building;
- Completes feedback for the regular classroom teacher through the online absence management program;
- Collects and places students' papers in regular teacher's desk;
- Returns instructional materials, equipment, and keys to proper place;
- Complies with and supports school and district regulations and policies;
- Performs other related duties as assigned by building administrator(s) in accordance with school/district policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

SPECIAL REQUIREMENTS

- Candidates must have a High School Diploma or Equivalent (*pay is commensurate based on education level*)
- Candidate must be at least 18 years of age
- Candidate must attend an orientation/training session and complete required District and state credentialing requirements (Background check, Fingerprinting)

PHYSICAL DEMANDS/REQUIREMENTS

- Duties performance typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
 - Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required.
 - Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
 - Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
 - The worker is subject to inside and outside environmental conditions, noise and hazards.
 - Occasional movement of students by wheelchairs and other mechanical devices may be required.
 - Regular instruction to special needs children may be necessary.
 - Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days.
 - Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.
-

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Procedure for Calling Substitute Teachers

Substitute Calling System

Henderson ISD uses an automated substitute placement calling system, Frontline Absence Management - 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, Frontline offers both phone and web services for finding and accepting jobs. Substitutes can call Frontline toll free at 1-800-942-3767 or login at www.AESOPonline.com.

Once you have been setup in Frontline you will receive a Welcome Letter with your ID Number and PIN Number. The Welcome Letter will explain how to access the Frontline system. Once you have logged into Frontline, you will find a tab, Frontline Support that will guide you through getting started and answer any questions you may have.

Canceling an Assignment

If you must cancel an assignment, please call the campus secretary. If you cannot reach the secretary, then you should leave a voice message on their answering machine or with an adult that may answer the phone. ALWAYS make note of their name and the time you called. Next, follow up with an email to that person. The phone number and email address for individuals is listed in the Substitute Handbook on page 36. Include in the email when you called (date and time) and who you spoke to.

Give as much notice as possible so you can be removed from the assignment and someone else can accept it.

Note: The email is to be used in addition to the phone call. It does NOT replace the phone call.

Optional Work Schedule/Job Availability/Inactive Status

With Frontline, not only can substitutes plan their schedules ahead of time, they can also choose non-work days, specify preferred schools and adjust call times to fit within personal schedules. All employment status changes should be made through the Frontline system by logging into www.AESOPonline.com.

Since substitutes are able to log in to Frontline and set the parameters of their job such as turning off the calling feature, adding non-work days, setting calling times and selecting preferred schools, HISD assumes substitutes are available and willing to work within the schedule they generate for themselves.

Professional Responsibilities and Duties

Substitutes are expected to maintain the same ethical standards as regular teachers and staff. While you work for the district in a substitute position, you are a reflection of the expectations of Henderson ISD.

Professional Ethics

- The substitute has a professional responsibility even though he/she is not a contracted teacher.
- Caution should be used in expressing personal opinions about what is seen or heard in the classroom or on the campus.
- Comments comparing one school with another or comparing the students in one neighborhood or campus with another are discouraged.
- Under no circumstances should a substitute criticize the curriculum, classroom procedures, campus teachers or administration in front of the students.
- The substitute is responsible for carrying out the lesson plans left by the teacher.
- A substitute's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- 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 should never leave a class/classroom unattended or leave the campus during regular school hours without checking with the campus secretary.
- A substitute teacher is looked upon as professional; therefore, he/she should exercise discretion and good judgment in their choice of apparel. (see below)

Reporting to Your Assignment

When your services are needed, you will receive a telephone call from either the HISD automated substitute calling system or a member of the office staff in charge of calling substitutes, indicating your teaching assignment. You should report to the school office of your assignment 30 minutes prior to opening 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 to determine if there is further need of your services.

Starting the Day

Upon your arrival at the assigned school, you will report to the office. The campus principal will assign an office employee to greet the substitute teacher, provide room keys, walk him/her to the classroom and introduce him/her to a regular teacher who may assist during the day.

All members of the teaching staff have been requested to facilitate the duties of the substitute teachers by establishing guidelines for behavior with their students and by providing specific instructional plans. You will be issued an attendance roster, seating charts, lunch procedures, directions and forms for completion of clerical duties and relevant information about the classroom and campus procedures. You will be notified if there are any special duties you are expected to assume. Please contact the campus office if lesson plans are not available. Substitutes are encouraged to seek assistance when needed and to consider themselves members of the faculty with all the responsibilities and privileges of the regular staff.

Make an effort to arrive at your assignment 30 minutes early to allow sufficient time to familiarize yourself with school procedures and instructional information. You will be better able to direct your attention to the students if you have a good understanding of the routine procedures and instructional format of the day.

Student Attendance

Policy FDD

Keeping accurate attendance reports are very important to the Henderson Independent School District. We receive state funds for each student each day that he or she is present in school. The Texas Education Agency provides a set of rules and regulations to follow in determining that attendance. If these rules and regulations are not followed exactly, we could risk losing state funds.

In our school district, 2nd period has been designated as the official attendance accounting period subject to state audit. However, at Henderson Middle School and Henderson High School attendance is taken 1st – 8th period. A student is either counted present, meaning somewhere on school grounds, or absent—not on school grounds, at the time attendance is taken. Upon arrival at the campus, each substitute is provided with an attendance roster for the class that they are substituting. Rosters should be sent to the attendance office each period.

General Roster Rules

1. Always use ink.
2. Never use pencil or trace over pencil with pen.
3. Do not white out.
4. Date the roster.
5. **Sign** the roster. (Do not initial)
6. Middle School and High School: Attendance is taken during the first 15 minutes of each class. Make sure that each roster reaches the attendance secretary during that attendance period.

To Make a Change on Your Roster

1. Draw one line through item to be changed.
2. Initial nearby.
3. Number changes consecutively.
4. Write explanation beside corresponding number at the bottom or on the back of Roster.
5. If a change needs to be made on a roster after it has been turned in to the office, always notify the attendance secretary as soon as possible that day and turn in the Attendance change form.

Do Not Mark As "Tardy"

1. A student is either present or absent in school at the time roll is taken.
2. A student is considered "present" if he/she is on school property.

Example:

Student was in principal's office, counselor's office, nurse's office, etc. when role was taken. Teacher marked the student absent. The student comes to class with a "pass" documenting his presence before rosters are picked up. The teacher should draw a line through the "A," initial, number, and explain why absence was marked on bottom of the page or on the back of page. Paper clip the pass to roster and send to office.

Student was in the restroom, on a teacher errand, or other legitimate excuse when role was taken, but there is no official documentation. Teacher marked the student absent. The student comes to class before rosters are picked up. The teacher should draw a line through the "A" initial, number, and explain as "Marked in error."

If the roster has already been turned in and a change needs to be made, notify the attendance secretary as soon as possible that day.

The Attendance Sheet is very important and is regulated by the State. If you have any questions as to how to fill it out, write it on a sticky note and send it with your roster or ask the Attendance Secretary.

Students are not to take attendance.

Establishing Your Instructional Plan

Follow the lesson plans left by the regular teacher as closely as possible. If the regular teacher requests that you use only the materials he/she has left for you, please adhere to this request. If you have a question about the lesson plan, please contact the principal.

Classroom Instruction

- The substitute 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 lesson plans are not available, please check with another teacher, team leader, department chair, 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, 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.
- The substitute teacher has the same responsibility (as the regular teacher) for the students, equipment and materials assigned to his/her care. All materials and equipment used by the substitute teacher are to be returned to the proper authority or location before the substitute leaves the campus.

- When individual students cause behavioral problems which are disruptive to the learning environment, 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 is to report to the front office during scheduled planning or conference periods to receive duty assignments. (See FAQ's for further information)
- The substitute should leave the regular teacher a brief summary of the day's activities by class period. The teacher needs to know what portion 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 students.
- Take an active interest in the instructional focus of the day.
- Refrain from being alone with students on an individual basis.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for deactivation from AESOP (Substitute System).
- Vocabulary should be appropriate for the classroom. No profanity allowed.
- Remain calm and relaxed. Don't lose your cool.

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:
- Guard against making remarks which could discredit student in front of their peers.
- **Never leave a class unsupervised.** If you must leave the room, notify the office and arrangements will be made to supervise your class.
- Pace your instruction in order to keep students interested and involved.
- Demonstrate genuine interest in the students.
- Address or redirect 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 campus administration.

Guidelines

- Concerns regarding substitute conduct or performance are forwarded for review to campus administration along with the documentation of the concern. Documentation includes an overview of the concern along with the supporting statements from the substitute, teacher(s), staff or students, as appropriate.
 - Initial concerns must be discussed with or sent to the campus administrator via email as soon as possible. (preferably the same day of the concern)
 - Campus administration will notify the Human Resource Director and investigate the incident.
 - Campus administration will forward subsequent documentation to the Human Resource Director in a timely manner.
 - Substitutes will be asked to meet with the campus administration to secure their statement.
 - Depending on the nature of the concern, substitutes may be temporarily deactivated from AESOP.
- After the investigation is complete, a conference will be held with the substitute, a campus administrator and possibly the Director of Human Resources regarding the concern.
- Depending on the nature of the concern, the statements provided, the substitute input and conference with district administration, 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 HISD campuses and removed from the active substitute list permanently.
 - The concern can be dismissed.
- Documentation of all concerns and subsequent consequence are filed in the Substitute's Personnel File.

Note: The Human Resources Department works collaboratively with the campus administration to resolve concerns regarding substitute performance. Consequences resulting from subsequent investigations are under the direction of the Human Resources Department and Superintendent of Schools.

Common Causes for Removal from the HISD 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
- Refusing assigned duties
- Embarrassing students (academically, physically, mentally or emotionally)
- Intimidating or frightening students
- Yelling, screaming or telling students 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
- Sporadic work history-inactivity for one full semester
- 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 requests for campus blocks

Employee Arrests and Convictions

Policy DH

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

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

General Information

Security

Principals are responsible for the security on their campus and are required to contact proper authorities should any problems arise on a school campus. Criminal history investigations are made on all employees.

Visitors in the Workplace

Policy GKC

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

Substitute Sign In/Out Attendance Records

In order to ensure the accurate reporting of days worked, substitutes must sign in and out on the campus sign-in sheet. Failing to do so could result in a substitute not being paid for that day. All signatures must be legible. Substitutes are encouraged to keep records of days worked to verify against monthly payroll. If discrepancies are found, the campus secretary should be contacted for a resolution prior to contacting the Payroll/Benefits specialist at (903)655-5029.

In order to be paid at the correct pay scale, you must have valid documentation on file. If you are a certified teacher, your certificate must be valid. Expired or invalid teaching certificates will result in being placed on the degreed pay scale. (*See Substitute Pay section for further information*)

Dress Code

Monday through Thursday Acceptable Attire:

Apparel

- Men may wear slacks (“Docker” type acceptable), button-up dress shirts (ties are optional), and collared knit shirts.
- All shirts, blouses, etc., must cover the entire shoulder from the neck to the end of the shoulder. The sleeve must be hemmed and the shirt or blouse must be long enough to cover the mid-torso while sitting, standing, bending over, or raising arms. Shirts with provocative or suggestive messages are not allowed.
- Exposed bodies or underwear must not show through openings in the clothing. Cleavage must be fully covered.
- Dresses, skirts, and splits in skirts must not be shorter than 2 inches from the top of the knee
- Leggings may not be worn as pants. Leggings may only be worn with skirts or dresses that are not shorter than 2 inches above the knee.
- Clothing with holes and see-through, provocative, and excessively tight clothing is not allowed.
- No blue jeans of any type may be worn except on “Spirit Days” as specified below. No holes are allowed in jeans.
- No t-shirts may be worn Monday through Thursday.

Shoes

- Appropriate shoes are expected of all employees depending on their job classification. Sandals may be worn.
- No rubber shoes or “flip-flops” of any type are allowed.

Miscellaneous

- No facial, mouth, or body jewelry of any type is allowed, except in women’s ears.
- All tattoos must be covered and/or hidden from view at all times.

Friday Spirit Days:

(Middle School employees may choose to have “Spirit Day” on Thursdays or Fridays.)

- Denim jeans may be worn only on Friday and only if the employee wears an HISD “Spirit Shirt” (community and/or booster club designs) or school colors (red and/or blue) shirts or blouses.
- If you choose not to wear “spirit attire” on Friday, you are required to wear appropriate dress for Monday through Thursday.

Exceptions

- P.E. teachers and coaches may wear shorts and/or wind suits only while performing P.E. and coaching responsibilities. Long pants must be worn over the shorts while in the buildings (other than gymnasiums). Professional dress is expected in the classroom. Final authority rests with the campus principals.

- Relay Days
- Field Trips
- Staff Development/Clerical Days (when no guest speaker is scheduled)

Jurisdiction

- Campus administrators may define appropriate dress for school-sponsored trips and extra-curricular activities

Final decisions on the general appropriateness of school dress are determined by HISD campus and/or district administrators.

Drug-Free Workplace Notice

Policy DH

The district prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illegal drugs, inhalants and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

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

As a condition of employment, an employee shall:

- Abide by the terms of this notice;
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with Henderson ISD Board Policy (Policy DH-Local).

Note: Henderson ISD Board Policy can be accessed on the HISD website.

Tobacco Use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited 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.

Employee Accidents and Workers' Compensation

Policy CRE Legal

All work-related accidents or injuries should be reported immediately to the school nurse. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

All district employees, in accordance with laws of the State of Texas, are covered by the district's workers' compensation fund. Only injuries occurring in the course and scope of the substitute's job duties are covered. In the event of an injury while on duty, the substitute must notify the campus nurse and the campus principal. An incident report will be completed at that time and forwarded to the HISD Business Office.

Emergency Procedures

Policy CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies. Every HISD classroom has a standard "RED" Emergency Operation Procedure folder hanging beside the door or on the teacher's desk. Prior to class, please take a moment to locate the folder and review the information to ascertain emergency procedures, the pattern of the bell alarm and the evacuation route for the class. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Orderliness is mandatory for pupil safety. Students should strictly adhere to the rules.

Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

If there is an emergency in the classroom, the campus principal should be notified immediately.

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.

Transporting Students

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

Possession of Firearms and Weapons

Policies FNCG, GKA

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's office immediately at (903-655-5045).

Emergency School Closing

Notice of the closing of schools due to inclement weather or emergency is announced on the following:

Henderson ISD Website
Henderson ISD Facebook Page, Twitter Page
KPXI 100.7 FM Radio
KWRD 1470 AM Radio
KYTX Channel 19, Tyler

The Superintendent of Henderson Schools authorizes any necessary announcement about the closing of schools. The announcement is carried as a public service announcement by radio and television stations and is usually made by 6:30 a.m. of the day in question.

Computer Access and Use

Teachers are not permitted to share their computer access codes. However, as a substitute teacher, you may be given access to Henderson Independent School District's electronic communications system for instructional purposes if assigned to a long-term substitute position. Any other use must be pre-approved by the campus principal. With this educational opportunity comes responsibility. It is important that you read the Henderson ISD Acceptable Use Policy (summarized below), administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use may result in loss of access privileges and/or disciplinary action.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable.

While Henderson ISD will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- Your system access account is to be used primarily for educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if inappropriate use occurs.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Installing unauthorized software on system computers.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

Employees and the Use of Electronic Media

PERSONAL USE OF ELECTRONIC MEDIA

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing communicating

regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus.

These restrictions include:

1. Confidentiality of student records. [See Policy FL]
2. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
3. Confidentiality of district records, including educator evaluations and private email address. [See Policy GBA]
4. Copyright law
5. Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See Use of Electronic Media with Students, below, for regulations on employee communication with students through electronic media.

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 the 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.

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

An employee who 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 at least one of the following protocols:

- 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; or
- 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; or
- 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 10:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and 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 numbers(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 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 written request to his or her immediate supervisor.

Note: For questions or further information, please contact the Technology Department at (903)655-5038.

Discrimination, Harassment, and Retaliation

Policies DH, DHB, DIA, FFH, FNCL

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited

harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the Superintendent or the Director of Human Resources. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See Complaints and Grievances, Policy DGBA). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Harassment of Students

Policies DF, DH, FFG, FFH

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.

Sexual Harassment

Policies DH, DHC, DIA, FFG, FFH, FNC, FNCJ

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

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

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints and should inform their principal, supervisor, Director of Human Resources or the Superintendent. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. (See Complaints and Grievances, Policy DGBA) District officials or their agents shall promptly investigate all allegations of sexual harassment of employees by other employees, and officials shall take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

Employee-to-Student: Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

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

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Superintendent.

Reporting Suspected Child Abuse

Policy BQ, DH, FFG, GRA

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 a 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 office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Procedures to follow in reporting child abuse may be found in the appendix. (Policy FFG-Legal)

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

An employee's failure to report suspected child abuse may result in prosecution for the commission of 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.

Student Information

Equal Educational Opportunities

Policy FB

The Henderson Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, genetics information, or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights in providing education services, activities, and

programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on the basis of race, color, religion, gender, or national origin should be directed to Cara Cooke, Superintendent at 903-988-3900.

Questions or concerns about discrimination on the basis of a disability should be directed to Gina Akin, ADA/ Section 504 Coordinator.

Special Education

IDEA Federal Regulation: (Final Regulation 300.8)

The term student with a disability means a student evaluated as having mental retardation (now called intellectual disability), a hearing impairment including deafness, a speech or language impairment, a visual impairment including blindness, emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, and other health impairment, a specific learning disability, deaf-blindness, or a multiple disability and who because of that impairment has a need for specially designed instruction and related services.

Students with a need for specially designed instruction make up approximately 9% of the total student population in the Henderson ISD. Our students are served through a continuum of service arrangements from a less restrictive setting where a student is brought to school for a therapy session to a more restrictive setting where a student is assigned to a self-contained setting for more than 60% of their school day in a special education classroom.

Questions or concerns about serving students with impairments should be directed to Eileen Johnson, Special Education Director.

Student Records and Confidentiality

Policy FL

Student records are to be considered private and confidential and are to be secure at all times. Please keep attendance records, grade books, testing information and other official records in the desk. Never discuss students, student records, teacher records or other school documents with individuals outside 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.

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

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older) or attending an institute of post-secondary education
- School officials with legitimate education 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.

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

Policy FFAC

Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. The District shall provide and dispense prescription medication only under a physician's standing order for each medication. Herbal substances or dietary supplements provided by the parent and only if required by the

Individualized Education Program or Section 504 plan of a student with disabilities. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policy DH, FFAC

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

Student Conduct and Discipline

Policy FC, FN series, FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. 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 another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

Student Code of Conduct

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the Henderson Independent School District. The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property/school transportation, at all school-sponsored events/activities, field trips, sporting events, assemblies, evening school-related activities, and when the action affect the missions or operations of HISD.

Note: Substitutes are encouraged to review the Student Code of Conduct, located on the HISD website, prior to reporting to work.

Bullying

Policy FFI

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. An electronic copy of all District policies may be located through the HISD homepage at www.HISD.org or a hard copy of the policy manual is located at the Administration Building in the Superintendent's Office located at 301 N. Henderson Street, Henderson, TX 75662 and is available for employee review during normal working hours.

Hazing

Policy FNCC, FO

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, which 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 administration.

Campus Directory

Central Administration

300 Crosby Dr.
Henderson, TX 75652
903-655-5046

Wylie Primary School

(Pre-K – Kindergarten)
1765 Hwy 259 South
Henderson, TX 75652
903-655-5100

Wylie Elementary School

(1st Grade – 3rd Grade)
1735 Hwy 259 South
Henderson, TX 75652
903-655-5200

Northside Intermediate

(4th Grade – 5th Grade)
800 North Van Buren
Henderson, TX 75652
903-655-5300

Henderson Middle School

(6th Grade – 8th Grade)
501 Richardson Drive
Henderson, TX 75652
903-655-5400

Henderson High School

(9th Grade – 12th Grade)
1900 Highway 64 West
Henderson, TX 75652
903-655-5500

Montgomery

Achievement Center

DAEP / PRIDE
308 Smith Street
Henderson, TX 75652
903-655-5552

Randi Darragh

HR Secretary
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Crystal Reed

Principal's Secretary
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Diana Everitt

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Principal
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Shannon Dickerson

Principal
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Terry Everitt

Principal
teveritt@hendersonisd.org

Clay Freeman

Principal
cfreeman@hendersonisd.org

Hours

7:30am – 4:15pm

Hours

7:30am – 3:45pm

Note: A complete Staff Directory can be found on the HISD website.

FAQ's: Frequently Asked Questions and Answers

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

In the event you must cancel an assignment, please promptly contact the campus secretary so arrangements can be made to fill the position. The phone number and email address for individuals is listed on page 36 of this handbook.

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 campus secretary. The longer you wait to cancel, the harder it is for the campus to get someone to replace you. 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 an assignment but I cannot contact the Frontline person by phone?

If you cannot talk to the campus secretary, then you should leave a voice message on their voicemail or with an adult that may answer the phone. ALWAYS make note of their name and the time you called and follow up with an email to the campus secretary.

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. I created a Non-Work day in Frontline but now would like to work on that day. How do I delete it from the system?

When you log into Frontline, you will see your calendar. Click on the Non Work Days tab to view your non-work days and to create new ones. You will see a Remove button for any Non Work Days that are still in the future. Click the Remove button for the specific Non Work Day you want to remove. You will see a confirmation pop up. Click Remove to confirm.

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

Frontline 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.

7. What if I can't log into Frontline?

If you cannot log into Frontline after you have been activated in the system, please call the Human Resource Department at (903)655-5048.

8. 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.

9. Am I allowed to use the computers at school during the day to look for assignments, check my email, or do my own school work?

No. Any use of computers at school must be for instructional purposes only. Please see Computer Access and Use in the General Information section for further details.

10. What if the teacher leaves his/her technology access codes for me to use?

Teachers are not permitted to share their access codes. Please contact the Technology Department for further information at (903)988-3900.

11. 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 conferences, 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.

12. How long is my lunch break?

You will receive a 30-minute, duty-free lunch.

13. 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 (preferably the same day) so the problem can be investigated and resolved.

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

Please submit a written (or email) resignation request to the Human Resources Department to be removed from the substitute list.

Substitute Teacher Checklist

Have You?

- 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?
- Written your name on the board?
- Introduced yourself to the neighboring teachers or department head?
- Turned off and put away your cell phone?
- Started class on time?
- Looked for the emergency wall chart and evacuation map?
- Followed the teacher's lesson plans?
- Involved all the students in some way?
- Fulfilled the teacher's extra duties?
- Picked up the students' work?
- Left the room orderly, with items used returned to their proper place?
- Written a note for 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