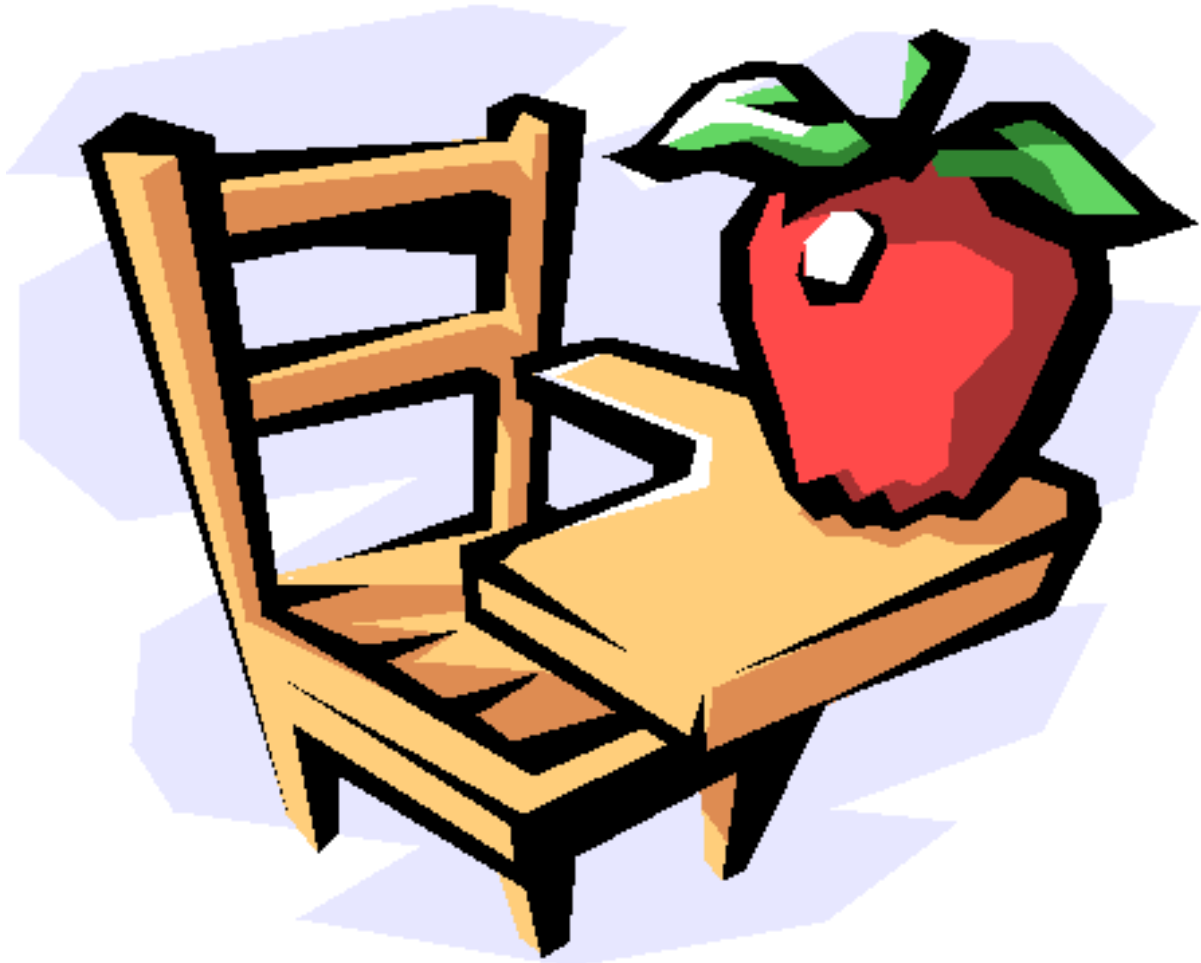


Arlington ISD
Substitute Handbook
2015-2016



ACHIEVE TODAY.



EXCEL TOMORROW.

Dear Substitute,

Welcome to the Arlington Independent School District. Thank you for helping us provide the best education possible and being a part of the instructional team. Substitutes play a very important role in upholding the high standard of education in our school system. The presence of the substitute must ensure a continuous program of quality instruction for all students. A substitute may experience new and challenging situations several times each day. You are expected to meet this challenge with personal dedication and a sincere, conscientious effort.

The purpose of this handbook is to assist substitutes and the Arlington Independent School District to establish a mutual understanding of standards, policies and procedures. Substitutes should feel free to contact the Personnel Staff at any time for assistance.

Emily Praught
HR Specialist – Substitute Service
subservices@aisd.net

The Substitute Office is located at 1203 W. Pioneer Parkway, Arlington, TX 76013. It is located in the Temporary Building outside the Main Administration Building.

The Substitute Office is open for services in person during the following times:

Mondays, Tuesdays and Thursdays 8am - 4pm
Closed on Wednesdays and Fridays

Services in person will not be provided outside these hours.

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A. 2012-2015 Strategic Plan

Achieve Today. Excel Tomorrow. Arlington Independent School District

We believe that:

- Commitment to a clear and focused vision will guide the district to the highest performance
- Effective teaching and leadership are essential for student achievement
- School environment impacts achievement
- An engaged community is essential
- Every student can succeed

Vision

The vision of the Arlington Independent School District is to be globally acknowledged as a premier school district.

Mission

The mission of the Arlington Independent School District is to empower and engage all students to be contributing, responsible citizens reaching their maximum potential through relevant, innovative and rigorous learning experiences.

Objectives

100 percent of students will graduate on time and excel at their school or career of choice.

100 percent of students will reach their full academic potential.

100 percent of students will be actively involved in extracurricular and co-curricular activities.

100 percent of students will graduate as lifelong learners.

100 percent of students will graduate with a commitment to their community.

Goals

Inspired Learners

- The AISD will be a high performing, technology-rich school district with leading-edge learning experiences that promote engagement, creativity, critical thinking and achievement.
- The AISD will prepare our graduates to excel in higher education or the career of their choice.
- The AISD will be the leader in the education marketplace by providing world-class facilities while being fiscally responsible.
- The AISD will provide a safe and secure environment.
- The AISD will ensure all teachers are highly effective.

Effective Leadership

- The AISD will recruit and retain the most effective people by rewarding excellence and providing opportunities for continual growth.
- The AISD will foster a caring culture of respect, integrity, wellness and citizenship throughout the district.
- The AISD will cultivate an environment that builds great leaders.

Engaged Community

- The AISD will actively engage and partner with parents in the educational experience.
- The AISD will enhance educational excellence and workforce development through collaboration with community partners.
- The AISD will utilize all the communications channels to maximize awareness and support of the district's vision to be globally acknowledged as a premier school district.

B. ARLINGTON ISD ADMINISTRATION

Dr. Marcelo Cavazos
Superintendent

Cindy Powell
Chief Financial Officer

Michael Hill
Assistant Superintendent – Administration

Scott Kahl
Assistant Superintendent – Human Resources

Chad Branum
Assistant Superintendent – Technology

Dr. Melissa Haubrich
Area Superintendent – Elementary

Dr. Steven Wurtz
Area Superintendent – Elementary

Michelle Wilmoth-Senato
Area Superintendent - Secondary

II. GENERAL INFORMATION

We appreciate your commitment to being a substitute for the Arlington Independent School District this year. A substitute teacher is responsible for managing an assigned classroom, while implementing lesson plans created by the classroom teacher to ensure that the education of our students is not disrupted by the absence of the regular teacher. A substitute works as a temporary, on-call, at-will employee. **It is not a permanent full-time or permanent part-time position.** It is an opportunity for employment on an "as-needed" basis. AISD does not guarantee any amount or period of work. A substitute may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter and spring breaks.

A. Substitute Roles

1. **Professional Substitute Teachers** – These substitutes may work in a teacher capacity. The district seeks to employ degreed persons to serve as substitute teachers; however a minimum of forty-five (45) college hours is required.
 - a. **Degreed Professional Substitute Teacher** – Must have a Bachelor's degree.
 - b. **Non-Degreed Professional Substitute Teacher** – Must have at least forty-five (45) college hours
2. **Paraprofessional Substitute Teachers** – These substitutes may not work in a teacher capacity. Paraprofessional roles include but are not limited to assistants, aides, clerical staff, and secretaries.

B. Qualifications for a Professional Substitute Teacher

The district seeks to employ degreed persons to serve as substitute teachers; however a minimum of forty-five (45) college hours is required. The following documents must be on file and requirements met for an applicant to be placed on the substitute list:

1. College/university transcript showing degrees awarded or credits of at least forty-five (45) college level hours
2. Completed teacher assessment (TeacherInsight) and virtual interview (RIVS)
3. Criminal background check- fingerprints
4. Employment Eligibility Form (1 -9)
5. W-4 Form
6. Attended a substitute orientation. A substitute may be required to attend additional trainings prior to renewal.
7. The applicant must be recommended and approved for employment by the Personnel Department. The final decision for employment rests with the Personnel Department. Applying for substituting and attending orientation does not guarantee employment with the AISD.

C. Qualifications for a Paraprofessional Substitute

1. High school diploma, GED, or college transcript
2. Completed virtual interview (RIVS)
3. Criminal background check- fingerprints
4. Employment Eligibility Form (1 -9)
5. W-4 Form
6. Attended a substitute orientation. A substitute may be required to attend additional trainings prior to renewal.
7. The applicant must be recommended and approved for employment by the Personnel Department. The final decision for employment rests with the Personnel Department. Applying for substituting and attending orientation does not guarantee employment with AISD.

D. Equal Employment Opportunity

Arlington ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

E. TRS Retired Employees

Individuals receiving retirement benefits from the Texas Retirement System (TRS) may contact the Texas Retirement System at 800-223-8778 or 512-542-6400 with any questions or concerns regarding employment after retirement. Information is also available on the TRS website (www.trs.state.tx.us).

F. Official List of Substitutes

When the applicant has been approved and all paperwork has been completed, the applicant will be added to the substitute system. Only substitutes on the official list are eligible for assignments.

III. Policies and Procedures

A. Employee Identification Number

Due to the concern of identity theft the District will assign each substitute an Employee ID number. This number will be used on the Substitute Verification Form to identify individual employees. Substitutes will receive this number through the U.S. mail shortly after attending orientation. This number will also be printed next to the substitute's name on the check stub. Keep this number in a secure location. It is the responsibility of the substitute to keep track of this number.

B. Transcript

Daily rate of pay is determined by the information provided to the Substitute Office on the substitute's official transcript. If the educational level of the substitute changes, it is the responsibility of the substitute to provide a new official transcript. The substitute must bring the transcript to the Substitute Department. **Please do not mail transcripts.** The new rate of pay will be effective on the day that the new transcript is received. Transcripts are held for one school year after termination of employment. A written request is required for retrieving the original transcript from the file. The official transcript must remain in a substitute's file while employed with AISD.

C. Changing Name and Address

A substitute should complete a Change of Name/Address Form (available in the Substitute Department) immediately with any changes. A copy of a legal document (divorce decree, marriage license or other court document) along with a social security card with the new name must be submitted to change your name. Name and address changes cannot be made on TEAMS.

D. Work Related Injuries

The Arlington Independent School District provides workers' compensation coverage for all District employees, including substitute teachers, permanent full-time and part-time clerical, and employees hired for time-specific projects or jobs. Claims are administered through the Texas Association of School Boards (TASB) Risk Management Fund. Any employee injured on the job should report the incident to the immediate supervisor at their assigned location as soon as possible. The supervisor will complete a claim report for submission to the Office of Risk Management, which will, in turn, authorize treatment at an approved workers' compensation doctor, clinic or hospital. If the employee is unsure to whom the accident should be reported please call the Risk Management Office at 682-867-7649 for assistance.

E. Verification of Employment

Please allow 48 hours for a request for verification of employment. The district requires that a signed release from the substitute be on file before a verification of employment can be completed. No verbal verifications will be given. Verifications are done through the fax line (817-459-7162) on the form provided by the requesting business or agency.

F. Request Removal from Substitute System/List

To request removal from the substitute system a substitute must send written notice to the Substitute Office requesting removal. If a substitute becomes a full time AISD employee written notice must be sent to the substitute office requesting to be removed from the list. Verbal requests are not accepted. At will employees are free to resign at any time, for any reason or for no reason. Any substitutes who do not come in to have a new badge made prior to the beginning of the school year, will be removed from the system.

G. Emergency Closings

The district may close or delay school because of bad weather or emergency conditions. When such conditions exist, the local media will broadcast the information. The calling system will not notify you of a closing or delay. If the substitute service center or calling system continues to offer assignments the morning of the closing, decline any jobs. **You will not be paid for any day that AISD is closed.**

H. Parking

Substitutes may park in spaces designated for visitors. High school substitutes should ask the security officers where substitutes may park. Please do not park in staff parking unless the employee has given you permission. Tickets are issued by the Security Department if you park in an incorrect space.

I. Electronic Devices/Cell Phones

Please do not bring any electronic devices from home. Cell phones should be turned off and put away when the substitute is supervising students.

J. Social Networking Usage

Substitutes should not provide students with information concerning their personal life, including social networking address or access (Facebook, Instagram, Twitter, etc.), personal home address, or personal home or cell phone numbers.

K. Picture ID Badges

Picture ID badges are required to be worn while on duty as a substitute. Replacement badges may be obtained in the Substitute Services Office. New picture ID badges are required each school year.

L. Use of Tobacco Products

The use of tobacco products is prohibited while on district property or on other property under the jurisdiction of the district including district vehicles.

M. Possession of Firearms

Substitutes are prohibited from bringing firearms, illegal knives or any other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. A substitute who violates this policy will be subject to termination of employment.

N. Drugs and Alcohol

Substitutes shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any of the following substances on school premises, prior to reporting to work, at any time during the workday hours, or at any school-related activity.

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 glue that may be abused, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.
5. A substitute need not be legally intoxicated to be considered "under the influence" of a controlled substance.
6. A substitute who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

O. Substitute Dress Guidelines

All substitutes must appear neat, clean and appropriately dressed at all times. In general, a business casual style is appropriate dress. The district has the right to ask a substitute to change attire if it is of such a nature that it disrupts the classroom.

1. Unacceptable Attire for Substitutes

- a. Articles of clothing that are ripped, torn, or transparent, or that contain holes to expose undergarments and/or skin
- b. Low-cut blouses, tops or sweaters with plunging neck lines. The display of cleavage is unacceptable.
- c. Shirts, blouses or dresses that do not cover the back, waist or midriff. This includes but is not limited to, crop tops, tube tops, halters and spaghetti straps less than two inches in width
- d. Strapless dresses and tops without jackets
- e. Shirts, blouses and dresses that have excessive cut outs revealing undergarments
- f. Articles of clothing that do not reach below the knee such as pants, skorts or capris.
- g. Shorts, cut-offs, sweat pants or wind pants (exception made for PE Classes)
- h. Clothing that is excessively tight-fitting
- i. Beach shoes, flip-flops or slippers
- j. Head coverings worn indoors
- k. Vulgarities, obscenities, offensive or suggestive prints on T-shirts
- l. No sleeveless shirts for men
- m. Sagging pants
- n. Jeans are worn at the discretion of the principal and must fit appropriately with no tears, excessive fading and/or wear
- o. No jewelry may be affixed to the nose, cheek, lip or eyebrow
- p. No cell phone ear pieces during class times

Reasonable accommodations shall be made for those substitutes who, because of a sincerely held religious belief, cultural heritage or medical reason, request a waiver of a particular part of this policy for dress or appearance.

P. Evaluation of Substitute

The performance of the substitute will be observed and evaluated by the building principal. If the principal does not judge this performance to be satisfactory, he/she will submit an evaluation form to the Substitute Department with a recommendation that the substitute's name be removed from the campus call list. When an unfavorable evaluation is received, the substitute will be notified through phone call and email. Please do not contact the school concerning the evaluation. All contact should be with the Substitute Department. At-will employers may terminate employees at any time, for any reason, except for legally impermissible reasons.

Q. Standard of Conduct

A substitute who is arrested for any felony or any offense involving moral turpitude must report the arrest to the HR Specialist – Substitute Services within three (3) calendar days of the arrest. A substitute who is convicted of or receives deferred adjudication for such an offense must also report that event to the HR Specialist – Substitute Services within three (3) calendar days of the event.

1. Moral Turpitude includes but is not limited to:
 - a. Dishonesty, fraud, deceit, theft, misrepresentation
 - b. Deliberate violence
 - c. Base, vile, or depraved acts are intended to arouse or gratify the sexual desire of the actor
 - d. Felony possession, transfer, sale, distribution or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12 month period; or
 - e. Acts constituting abuse under the Texas Family Code

R. Technology Resources

Due to the confidential information that is contained on a teacher's computer, access to the information is limited. Substitutes are not permitted to log onto district systems (i.e. TEAMS, First Class email, etc.) using another district employee's login and password. Please check with the building administrator for instructions.

Substitutes are advised not to access any district employee's computer unless specific instructions by the employee have been given. Limiting access reduces the opportunity for mistakes, misuse and unacceptable and accidental situations to happen.

Substitutes who utilize district computers must abide by the **AISD Technology Acceptable Guidelines**.

Access to the District's electronic communications system, including the Internet, shall only be available to substitutes with the building administrator's permission and strictly for instructional and administrative purposes and in accordance with district regulations and approval. Access to the District's electronic communications system is a privilege, not a right.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.

Electronic mail transmissions and other use of electronic communications systems are not private and may be monitored at any time by designated District staff to ensure appropriate use.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and online gambling.

The following standards will apply to all users of the District's electronic information/communication systems:

1. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
2. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
3. Communications may not be encrypted so as to avoid security review by system administrators.
4. System users may not use another person's system account without written permission from the campus or district administrator as appropriate.
5. System users may not use the network for financial or commercial gain, advertising or political lobbying.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
7. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.
8. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
11. System users may not waste District resources related to the electronic communications system.
12. System users may not gain unauthorized access to resources or information.

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.

3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

S. Phone Calls

Do not plan to have anyone visit while you are on duty as a substitute. Do not expect to leave the classroom for personal calls. Messages may be delivered to you from the school office. Please do not call the substitute office while on an assignment unless it is an emergency or if you have an off period. Personal cell phones should **not** be used when you are supervising or responsible for students, including but not limited to playground duty, cafeteria duty, before school duty, after school duty, etc. Keep cell phones put away. Students should use the school office phone to call parents.

T. Items Requiring School Office Approval

1. Students are not excused to leave school without the permission of the school office. Any outsider who comes to the classroom for information about a student or who comes to the classroom asking that a student be released from school must be directed to the school office.
2. Students who have been absent because of a contagious illness are not to be readmitted without office permission.
3. No written communication should be sent to parents without permission from the principal. The long term substitute teacher should arrange for a parent conference only after consultation with the principal.
4. Phone or email contact with parents by students or substitutes must be approved by the school office.
5. Substitutes may distribute business type cards and handouts with their personal information (name, phone number, certification, etc.) to the school office only. **Please do not put these items in teacher or staff mailboxes.**

U. Administration of Medication

Only those medications essential during school hours will be given during the school day. All medications must be sent in the original container and must be properly labeled. Medication will be given at school under the following conditions only:

1. **Elementary students:** Prescription and nonprescription medication may be administered at school in the clinic under the supervision of the designated employee with the specific, written orders from a legal prescriber and written permission of the parent.
2. **Junior and senior high school students:** Prescription and nonprescription medication may be administered at school in the clinic under the supervision of the designated employee with the specific, written orders from a legal prescriber and written permission of the parent.
3. **Senior high school students:** Legal, nonprescription medication may be carried and be administered by the student with written permission of the parent.

Under no circumstances should a substitute administer medicine to a student. Substitutes should refer all medical situations to the school nurse.

V. Handling Hazardous and Flammable Materials

1. When dealing with hazardous/flammable materials or chemical spills, the substitute should contact the building principal or custodian to do clean up and disposal; the substitute should not attempt to do this.
2. When an occurrence of a biological spill takes place, the substitute should notify the custodian for immediate clean up. Custodians are trained to use the proper materials to clean and sterilize areas.

W. Instructions for Emergency Situations

It is important that you acquaint yourself with the fire and disaster drill procedures and follow each school's procedures posted in the classroom.

Evacuation

Return

Halt

Disaster (Tornado)

Crisis Management Drill

Fire Alarm sounding or 3 bells

2 bells- Return back to room

1 bell — Stand in place

May be voice-activated (Duck and Cover)

**Remain in classroom- do not allow
students to leave classroom-
announcements will be made**

Each classroom is to have a both a Fire Drill and a Tornado Drill map posted by every classroom door, (sometimes on the back of the door). Please refer to each map for classroom exits and locations. In addition a crisis management folder should be available. Substitutes should familiarize themselves with the fire and safety drill regulations and assigned area. They must account for all students under their supervision.

IV. Payroll Information

Contact the Payroll Department at 682.867.7419.

A. Pay Rates

The pay for a substitute is set by the AISD Board of Education.

Short-term Degreed/Non-Degreed Professional Substitute Teaching Jobs (1-10 days)

Degreed Substitutes	\$80/day
Non-Degreed Substitutes	\$75/day

Long-term Degreed/Non-Degreed Professional Substitute Teaching Jobs (11 or more consecutive days on any combination of assignments)

Degreed Substitutes	\$95/day
Non-Degreed Substitutes	\$85/day

Long-term Degreed Professional Substitute Teaching Jobs (21 or more consecutive days on same assignment)*

Degreed and Certified in Subject Area	\$125/day (starting on day 1 of assignment)
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*Assignments must be requested by principal and approved by HR in advance

Paraprofessional Substitute Jobs

Paraprofessional	\$10/hour
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B. Breaks in Service

These higher rates will remain until a break in service occurs.

1. Weekends, school holidays, winter and spring breaks will not affect continuous service.
2. Half day assignments and accepting clerical or classroom assistant assignments will also help establish continuous service.
3. If a Degreed/Non-Degreed Professional Substitute **works** four and one half (4 ½) hours or more, the substitute will **qualify** for one full day's pay if the job was called in as a full day assignment. Principal/designee will make the determination.
4. If a Degreed/Non-Degreed Professional Substitute **works** less than four and one half (4 ½) hours, the substitute will **qualify** for one-half day's pay (reminder – 30 minute lunch is deducted). Principal/designee will make the determination.
5. Paraprofessional jobs will be paid at \$10.00 an hour.

C. Substitute Incentive Pay Program

Substitutes who work as a Degreed/Non-Degreed Professional substitute on Fridays at any campus will receive an additional \$10 per Friday. In addition, any Degreed/Non-Degreed Professional substitutes who work at any of the below campuses will receive an additional \$10 per day. (Half-days will receive \$5.00)

*Sam Houston HS, Turning Point HS, Turning Point Junior High, Speer Elementary,
Roquemore Elementary, Ellis Elementary, Amos Elementary and Family Literacy*

Campuses and incentive days of work are subject to change at any time. Paraprofessional substitute pay is currently \$10.00 per hour and these positions are not included in the incentive pay program at this time. Librarians, Nurses, OCS/Choices and Tutors are also excluded in the incentive pay program at this time.

D. Substitute Payroll Schedule 2015-2016

DAYS WORKED IN	PAYDATE
AUGUST 2015	9-18-15
SEPTEMBER 2015	10-20-15
OCTOBER 2015	11-20-15
NOVEMBER 2015	12-18-15
DECEMBER 2015	1-20-16
JANUARY 2016	2-19-16
FEBRUARY 2016	3-18-16
MARCH 2016	4-20-16
APRIL 2016	5-20-16
MAY 2016	6-20-16
JUNE 2016	7-20-16
JULY 2016	8-19-16

A substitute's gross pay amount will be for all days worked in the prior month. *For example, a check dated October 20 is for all days worked in September.*

E. Substitute Verification Forms

Each time you accept an assignment as a substitute you will be asked to fill out a "Substitute Verification Form". This will include the job number, your name, employee name, and your employee identification number. An administrator or designee at the campus must sign this form. You will be given a copy for your records. **Keep this paper for your records. Check paperwork for accuracy before leaving campus.**

F. FICA Alternative Plan

In lieu of paying into Social Security, you will be paying a portion of your pre-tax earnings into a Social Security (FICA) Alternative Plan.

Please note, if you are a TRS Retiree and do not currently contribute into Social Security, you will not participate in the FICA Alternative Plan.

Reasons for the Plan Termination

A FICA Alternative Plan benefits both employer and employee. Arlington ISD is always researching ways to reduce operating costs. The FICA alternative plan will save the district over \$500,000 per year because the district will no longer be required to pay Social Security taxes. As a participant in the FICA Alternative Plan, you will now be contributing into a tax deferred, interest earning retirement plan that you can monitor.

How the Plan Works

When you pay into a FICA Alternative Plan, 7.5% of *your pre-tax* earnings are deducted from your check. Due to these deductions being taken on a pre-tax basis rather than on a post-tax basis, this results in no real change to your take-home pay. All of your contributions to the Plan are tax-deferred and are placed into a retirement plan that earns no less than 1% interest; earning funds accumulated in the FICA Alternative Plan can provide additional retirement benefits above those you may have earned from Social Security.

Distributions from the Plan

Upon request, you are entitled to receive a full distribution (100% of your contributions as well as any earned interest) from the plan if you have met one of the following criteria:

- Separate service from AISD
- Employee becomes disabled
- Death of employee
- Employee is no longer eligible to participate in the plan (i.e. job changes to permanent employment) and no contributions are made for 2 years

Distributions are processed by the **Plan Administrator, National Benefit Services**. Your distribution is not subject to a penalty. All distributions are processed quarterly and will be paid 30-40 days after each quarter. Distributions will be paid directly to you, your beneficiary or another designated qualified plan.

AISD has automatically enrolled you in the plan, however, you will need to complete the enclosed enrollment form, designating your plan beneficiary, and mail it to the address on the reverse side of the form.

If you have questions regarding the FICA Alternative Plan, please contact **National Benefit Services, at 1-800-274-0503 x5**.

V. RESPONSIBILITIES OF THE SUBSTITUTE

Substitutes are considered members of the educational team and are expected to observe the same code of ethics as the regular employee. It is important that a professional attitude toward the job is maintained. Individual criticism of other teachers or other schools destroys public confidence in the school system, in the teaching profession and in the community. **Complaints from substitutes should be directed only to the building principal or to the Substitute Department.** A friendly, cheerful and cooperative attitude toward both the building personnel and students will help to start the day right and to keep it running smoothly. Your attitude will contribute greatly to your acceptance by the faculty and students.

A. Duty Hours and Daily Schedule Responsibilities

1. The school day schedule may vary at different schools.
When you are called to substitute, you will be advised of the time you are to report to the school. You should be in the classroom at this assigned time.
2. You are expected to remain on duty the entire day and follow the same work schedule as the regular employee, including such responsibilities as hall duty, cafeteria duty, playground duty, and other duties assigned by an administrator/designee. There is no guaranteed conference/planning period for substitutes. Many days you may be asked to work in another area during that time. A 30 minute duty free lunch period will be provided. You will not be required to supervise students during your lunch period.
3. You should not leave the building during the school day without notifying the school office.

B. Arrival at School/Dismissal

1. You should arrive promptly at the appointed time in order to assemble materials needed for the day and to receive any necessary directions.
2. Report to the school office.
3. Consult the school regarding:
 - a. Procedures for checking attendance
 - b. Special activities
 - c. Special duties assigned to teacher
 - d. Map of the school
4. Present your job number, name, employee number and name of employee for whom you are substituting.
5. Introduce yourself to the other classroom teachers.
6. Acquaint yourself with fire and safety drill maps and assigned exits.
7. Review the classroom teacher's daily schedule, lesson plans, seating charts, textbooks, and other needed materials.
8. Ask for assistance from other teachers if lesson plan, materials are not available. You may not bring materials from the outside to the classroom.
9. Assist with supervision of halls and corridors, especially when students are coming into or leaving classroom and buildings.
10. At the close of the day, check out with the school office. Return any materials (books, keys, etc.)

C. Classroom Management

1. Start the day promptly. Appear confident.
2. Get the students busy at the beginning of the day/period. Keep them busy.
3. Circulate among the students.
4. Do not sit behind the teacher's desk. Walk around the room and monitor students to insure that students are staying on task and learning is taking place.
5. Learn the names of the students as soon as possible.
6. Maintain discipline in the classroom at all times. Each school has a disciplinary procedure posted in each classroom.
7. State directions clearly. You may want to write them on the board. Tell the students the behavior you expect. Make eye contact. Call the student by name. Have the student restate the desired behavior or direction.

8. Make sure students understand what is expected.
9. Acknowledge those students who are following the direction. Try to catch the students doing something right.
10. Be positive in your demeanor. Model the behavior you want from the students.
11. Use vocabulary appropriate to the school setting. Inappropriate language will not be tolerated. No profanity.
12. Treat students with dignity and respect. Sarcastic or belittling remarks are inappropriate.
13. Substitutes should refrain from physical contact when correcting students or in any other situation.
14. Do not leave students unsupervised.
15. No food or gum may be given to students.
16. If in doubt about a situation ask for help. Team leaders and Department chairpersons are an excellent resource and can provide any assistance.
17. Taking photographs of students is not allowed.

D. Classroom Instruction

1. Write your name on the board. Say, "My name is I will be your teacher today. You know your class procedures and the rules and expectations of your teacher. By following the procedures and assigned lesson our day will go smoothly."
2. Follow closely the lesson plan provided by the employee
3. Take responsibility for students, equipment and materials
4. Spend the entire day working with students
5. Abstain from inappropriate stories, remarks or conversations that could be construed as objectionable in any way.
6. Organize all assigned work for the teacher and leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the classroom teacher (problems, parental notes, etc.)
7. Circulate among the students while giving instructions or lecturing.
8. When you are teaching or explaining a "show and tell" usually helps. Try to use examples from real life experiences that students can picture, or simple drawings to help get ideas across to the class.
9. Prepare students for closure to a lesson. Give a two minute warning to give students time to complete the assignment.
10. Student Teachers - The student teacher may be in charge of the class if teaching duties have been assigned. The substitute is to remain in the classroom at all times to assist both the student teacher and students. Check with the principal/designee for clarification.
11. Teacher Assistant- The teacher assistant should render the same service to the substitute teacher as to the regular teacher. The assistant is not expected to assume the regular teacher's responsibilities unless the principal/designee of that campus gives approval.
12. Report all student accidents immediately to the principal/nurse/designee.

E. Discipline

1. Most discipline issues can be handled in the classroom, between the substitute teacher and the student. If additional discipline action is needed a written office referral is required. Please complete all sections and send student to the office with referral. You may call the office to inform them you are sending a student. You may also send a responsible student with them. (The classroom teacher will probably leave you a list of students that can be called upon if you have questions.)
2. If you feel a student or situation is approaching a crisis stage, maintain a low-key response, allow a cooling off period and if necessary send a responsible student for assistance.

F. Responsibilities of the Regular Classroom Teacher

To make the substitute's stay in the school rewarding and effective, the teacher has certain responsibilities to the substitute as follows:

1. Daily lesson plans made out in specific detail
2. List of students' name and seating charts
3. Lists of students' names in various instructional groups
4. List of supervisory duties such as duty at lunch, recess, bus duty, etc.
5. Keys to desks and cabinets may be available. **If not available**, instruction for access will be in the office.
6. Pertinent information about a student with severe medical or physical limitations or disabilities.
7. Teaching assistants should render the same service to the substitute teacher as to the regular teacher. The assistant is not expected to assume the regular teacher's responsibilities unless the administrator of that campus gives approval.
8. Desk copies of textbooks, teaching manuals and workbooks currently being used by the student should be readily available.
9. Provide fire drill and other emergency procedures (lock down).
10. Provide names of reliable students to assist the substitute.
11. Provide current copy of AISD Student Code of Conduct Book.

G. CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Ethical Conduct, Practices, and Performance

- Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board of Educator Certification (SBEC) and its certification process.
- Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment

- Standard 1.12 The educator shall refrain from the illegal use of distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

- Standard 2.1 The educator shall not reveal confidential health or personal information concerning unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

Ethical Conduct Toward Students

- Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minors in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication
2. the subject matter of the communication
3. whether the communication was made openly or the educator attempted to conceal the communication
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship
5. whether the communication was sexually explicit; and whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences or fantasies of either the educator or the student.

H. Harassment

1. Definition

Sexual harassment of a substitute employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal or nonverbal conduct; or other conduct or communication of a sexual nature when:

- a. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; OR
- b. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile or offensive work environment.

2. Examples

Examples of sexual harassment may include, but are not limited to, sexual advances, touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication or contact.

3. Prohibited Conduct

Substitutes shall not engage in conduct constituting sexual harassment. District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against substitutes found to engage in conduct constituting sexual harassment.

4. Complaint Procedure

Any substitute who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Human Resources Department.

5. Other Prohibited Harassment

Substitutes shall not engage in harassment motivated by race, color, gender, religion, National origin, disability or age and directed toward students, employees, or other Substitutes.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodations; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property. Substitutes shall communicate with others in a professional manner avoiding slang, slurs and profanity.

I. Substitute Paraprofessional Position

Clerk - Maintain daily attendance records. Answer phone. Greet visitors

Secretary - general office duties, such as data entry, phone calls, budget, and calendar

Campus Technology Manager/ Computer Lab Manager - oversees the daily operation of the computer lab and works with students

Library Assistant - help the librarian with the daily operation of the library; checking in books, assisting students with book choices, shelving books

PE Assistant - assist the physical education teacher with lessons and activities

ESL Assistant - assist the teacher and work with students who have limited English proficiency -class instruction in English

Bilingual Assistant - assist the teacher and work with students who have limited English proficiency - class instruction primarily in Spanish

Pre-K Assistant - assist the teacher by monitoring and working with preschool children. Helpful to be Bilingual, but not required.

Inclusion Assistant - assistant is assigned to a specific student(s)

Resource Assistant - assist the special education teacher by working with small groups of students after the teacher has provided the direct instruction

Skills Assistant - assist the teacher with the individual instructional plan for each special needs student- may require lifting, changing diapers, feeding, and assisting in daily hygiene

PPCD Assistant (Preschool) - assist the teacher with the individual instructional plan for each special needs student - may require lifting, changing diapers, feeding, and assisting in daily hygiene.

While working in a classroom as a teacher assistant please follow the teacher/principal guidelines:

Be sure to ask for clarification with unfamiliar vocabulary, procedures or abbreviations.

Office Procedures

While working in an office setting please follow these guidelines:

Answer phone promptly and identify yourself.

Use a professional, cordial greeting.

Always take accurate notes during telephone calls.

Repeat or save message for accuracy, names, numbers, dates and times.

Avoid comments or a reaction to policies, procedures or problems.

Pass the message on to the appropriate person quickly and accurately.

J. Checklist for Substitute

Have I:

- Put on my Substitute Photo ID Badge?**
- Dressed appropriately?**
- Introduced myself to neighboring teachers?**
- Prepared all materials needed for the day?**
- Written my name on the chalkboard?**
- Started class on time?**
- Followed the lesson plans?**
- Fulfilled the teacher's extra duties?**
- Involved all students in some way?**
- Acted professionally?**
- Completed any reports due?**
- Organized any assignments for the teacher?**
- Left the classroom orderly, with items returned to the proper place?**
- Closed windows, turned off lights, turned off AV equipment?**
- Written a note to the classroom teacher?**
- Returned keys?**
- Checked out with the school office?**

VI. TEAMS

TEAMS

Arlington ISD has established a central system, **TEAMS**, for supplying substitutes to each campus. When your services are needed available jobs will be posted under the “Search for Jobs” tab in the Substitute Service Center. Changes cannot be made the day of the job.

A. Do not accept jobs if you are not prepared to stay the entire time of the job. Arriving late or leaving early from an assignment leaves the school in a difficult position and will not be allowed.

B. Paraprofessional Substitutes Limitations

Paraprofessional substitutes may only accept paraprofessional positions. A paraprofessional sub should decline any **teaching/professional** position offered to you by the teacher or school. If you are not sure of your status contact the substitute office.

C. Jobs Received After Regular Starting Time

If you are willing to accept late jobs (after regular starting time) you must be available to be at the school within **30 minutes** after accepting job. Call the school to be sure the job is still available before accepting the job.

D. Two Substitutes for the Same Assignment

In the event an error has been made and two substitutes arrive for the same job, the substitute **assigned** to the job will be retained. If there is another job available, the unassigned sub will be assigned the new job number. If the substitute declines the other position, he/she will not be paid.

E. Reassignment of Substitute

Substitutes are subject to reassignment to a different position in the school by the principal or designee if circumstances necessitate such action.

Accessing the Substitute Service Center

To access the Substitute Service Center follow the steps below.

1. Go to the AISD website at aisd.net.
2. Place the cursor over the **Staff** tab and scroll down to Substitute Service Center.
3. In the **PIN** field, enter your PIN number from your Confidential Information letter.

*Note: If you cannot remember your PIN, click the **To Retrieve PIN, click here** button to complete fields to access it.*

4. Click the Sign On button.

Accessing the Employee Service Center

To access the Substitute Service Center follow the steps below.

1. Go to the AISD website at aisd.net.
2. Place the cursor over the **Staff** tab and scroll down to Employee Service Center.
3. In **USER ID** field, enter your USER ID and in the **Password** field enter your Password.

*Note: If this is your first time logging into the Employee Service Center you will need to create an account. Click **Register** to create a user name and password.*

4. Click the **Sign On** button.