



Substitute Handbook

Human Capital Management

2013-2014

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Introduction

The Dallas Independent School District (District) as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law, in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs)

If you suspect discrimination please contact: Mary McCants, Title VII or Title IX, at (972) 925-3250, Daphne LaMontagne, Section 504, at (972) 581-4238; Joanne Hamsher, American with Disabilities Act, at (972) 925-4048; or Employee Relations at (972) 925-4200. General questions about the district should be directed to Customer Service 972-925-5555.

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those policies that are included have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to Human Capital Management, 3807 Ross Ave., Dallas, TX 75204.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. This handbook is neither a contract nor a substitute for the official district Policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. The manual is a guide to, and a brief explanation of, district policies and procedures related to employment. These policies and procedures can change at any time. Changes to policies and procedures shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the Policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at <http://pol.tasb.org/Home/Index/361>.

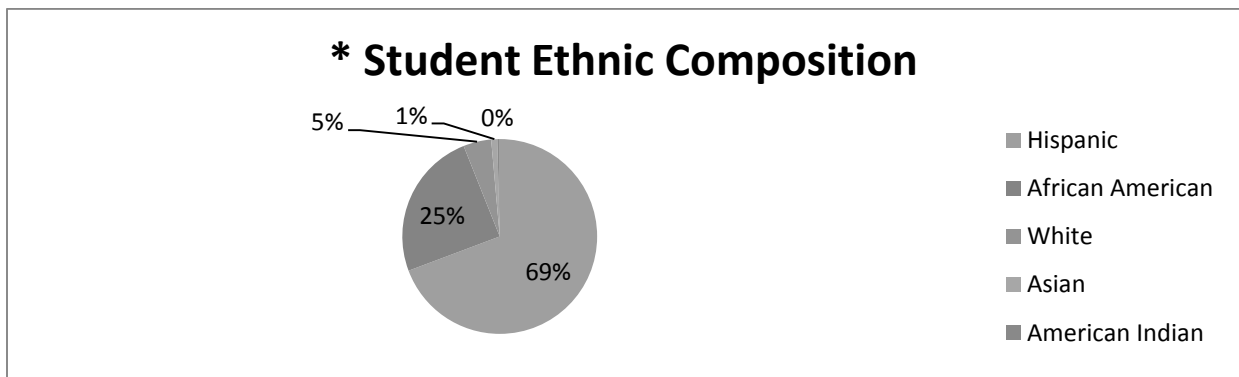
District Information

Description of the District

Dallas ISD is an urban school district with more than 157,500 students at 146 elementary campuses and 80 secondary campuses.

The 14th largest school district in the nation, Dallas ISD is committed to educating and graduating students ready for college and to becoming a leader in urban education and student achievement.

The composition of the student body is 68.8 percent Hispanic, 24.5 percent African American, 4.6 percent White, 1 percent Asian, and .4 percent American Indian. Dallas ISD students come from homes where almost 70 different languages are spoken.



The district employs more than 18,000 professional and support staff, making it the largest employer in the city of Dallas. The 2012-2013 general operating budget is \$1,431,175,626.

The Dallas ISD encompasses an area of 384 square miles in the eastern portion of the Dallas/Fort Worth Metroplex and includes all or portions of the municipalities of Addison, Balch Springs, Carrollton, Cockrell Hill, Dallas, Farmers Branch, Garland, Highland Park, Hutchins, Mesquite, Seagoville, University Park, and Wilmer.

* As of March 2012

Core Beliefs

- Our main purpose is to improve student academic achievement
- Effective instruction makes the most difference in student academic performance
- There is no excuse for poor quality instruction
- With our help, at risk students will achieve at the same rate as non-at risk students
- Staff members must have a commitment to children and a commitment to the pursuit of excellence

District Map

<http://www.dallasisd.org/cms/lib/TX01001475/Centricity/domain/89/schoolinfo/mainmaps2013/2013%20All%20Schools%20Map.pdf>

Mission Statement, Goals, and Objectives

Policy AE Educational Philosophy

<http://pol.tasb.org/Policy/Code/361?filter=AE>

Mission

Educating All Students for Success

Vision

Dallas ISD seeks to be a premier urban school district.

Goals

1. Improve student achievement.
2. Nurture and develop teachers and other employees.
3. Earn the community's trust through good financial management.
4. Improve the district's facilities.
5. Maintain a safe and secure environment.

Board of Trustees

Policy BA Board Legal Status

<http://pol.tasb.org/Policy/Code/361?filter=BA>

Policy BE Board Meetings

<http://pol.tasb.org/Policy/Code/361?filter=BE>

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has overall responsibility for curriculum, school taxes, annual budget, and employment of the Superintendent of Schools and other professional staff, and facilities. The Board has complete and final control over school matters within the limits established by state and federal laws and regulations.

Members of the Board of Trustees are elected by the citizens of the district in which they live to represent their community's commitment to a strong educational program. There are nine single-member districts, and each of the trustees serves a three-year term of office. Trustees serve without compensation, must be qualified voters, and must reside in the district they represent.

Current members:

Elizabeth Jones, District 1

Mike Morath, District 2

Dan Micciche, Board Secretary, District 3

Nancy Bingham, Board Secretary, District 4

Lew Blackburn, 1st Vice President, District 5

Carla Ranger, 2nd Vice President, District 6
Eric Cowan, President, District 7
Vacant, District 8
Bernadette Nutall, District 9

The Board of Trustees meet on the fourth Thursday of each month, except for July, at 5:30 p.m. in the Ada L. Williams Auditorium at the Administration Building, 3700 Ross Ave., Dallas, TX 75204. The Board Meeting Schedule as well as the Board Agendas are accessible through the district's webpage at

<http://www.dallasisd.org/domain/455#sthash.0rc9ylgD.hA0x7Rdm.dpbs>. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the Dallas ISD Web site and at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed sessions may be called for discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employment complaints, security matters, student discipline, or consultation with attorneys pending litigation.

Directory Assistance

Dallas ISD directory assistance can be reached by calling (972) 925-3700.

School Calendar

<http://www.dallasisd.org/Page/343#sthash.Sp97QgZl.dpbs>

Helpful Contacts

Dallas ISD Connect can be reached by calling (972) 925-4200.

School Directory

For a list of all district schools, including principals' names, school addresses, and school phone numbers, go to <http://www.dallasisd.org/domain/51#sthash.TXpmgN1V.dpbs>.

Department Directory

For a list of all district schools, including principals' names, school addresses, and school phone numbers, go to

<http://www.dallasisd.org/site/Default.aspx?PageType=1&SiteID=1&ChannelID=62&DirectoryType=6#sthash.9Sj3LHr3.dpbs>

Employment

Equal Employment Opportunity

Policy DAA Employment Objectives – Equal Employment Opportunity

<http://pol.tasb.org/Policy/Code/361?filter=DAA>

Policy DIA Employee Welfare – Freedom from Discrimination, Harassment, and Retaliation

<http://pol.tasb.org/Policy/Code/361?filter=DIA>

Dallas ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, gender identity, gender expression, national origin, age, disability, military status, genetic information, sexual orientation (see DIA (Local)), or on 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.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact Mary McCants, the District Title IX Coordinator at (972) 925-3250. Employees with questions or concerns about discrimination on the basis of disability should contact Joanne Hamsher, the District ADA/Section 504 Coordinator (972) 925-4048. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent of Schools or his designee.

Certification and Licenses

Policy DBA Employment Requirements and Restriction- Credentials and Records

<http://pol.tasb.org/Policy/Code/361?filter=DBA>

Policy DF Termination of Employment

<http://pol.tasb.org/Policy/Code/361?filter=DF>

Policy DK Assignment and Schedules

<http://pol.tasb.org/Policy/Code/361?filter=DK>

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Capital Management in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certification or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Capital Management if you have any questions regarding certification or licensure requirements.

Searches and Alcohol and Drug Testing

Policy DHE Employee Standards of Conduct – Searches and Alcohol/Drug Testing

<http://pol.tasb.org/Policy/Code/361?filter=DHE>

Employees are hereby notified that they have no legitimate expectation of privacy in the workplace or of district owned property. Searches of district owned property and/or searches of the workplace may occur at any time. The district may search the employee, the employee's personal items, work areas, including but not limited to, district-owned computers, lockers, electronic communications, and private vehicles parked on district premises or work sites or used in district business. In addition, searches may include, but are not limited to, drug, alcohol, and controlled substance testing if the suspected violation relates to drug, alcohol, or controlled substance use.

The district may conduct drug tests of any district employee, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation. (See DHE Legal)

In addition, the district shall establish a random drug, alcohol, and controlled substance testing program for employees in functions classified as safety-sensitive positions to help prevent accidents and injuries resulting from the misuse of those substances, and to ensure the physical safety of students, employees, and members of the community. The primary purpose of the program is to prevent impaired employees from performing safety-sensitive functions. Those functions designated as safety-sensitive shall be identified by the Superintendent of Schools or designee as part of the program, and regulations shall be developed for the department or division in which random testing is conducted. (See DHE Regulation)

Testing positive for any amount of alcohol, illegal drugs, or any controlled substances, or an employee's refusal to comply with a directive to submit to a random drug or alcohol test shall be a basis for employee disciplinary action, up to and including termination.

Department managers, principals, and other administrators, in consultation with Department of Human Capital Management, may remove an employee from a duty and require testing for illegal drugs, alcohol, and/or controlled substances, based upon reasonable suspicion.

Reasonable suspicion includes but is not limited to:

- The occurrence of an accident or incident that results in damage or loss of district property or injury to any employee;
- Articulable observations of appearance, behavior, speech, or body odors; and/or
- Reports or complaints about use of alcohol or illegal substances during work hours from other employees or members of the public. (See DHE Local)

Within 24 hours of the removal, the supervisor shall provide a signed, written record to Human Capital Management documenting the information leading to an employee's removal and/or testing based on reasonable suspicion.

Employees Required to Have a Commercial Drivers License

Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists and, at random. Testing will be conducted following accidents.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Risk Management Office at (972) 925-4050.

Enforceable Standards

1. 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 for 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 or 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.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues 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 who provides information for a disciplinary investigation or proceeding under this chapter.

3. 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 minor 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 or minor.

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 appropriate 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:

- i. the nature, purpose, timing, and amount of the communication;
- ii. the subject matter of the communication;

- iii. whether the communication was made openly or the educator attempted to conceal the communication;
- iv. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- v. whether the communication was sexually explicit; and
- vi. 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.

Discrimination, Harassment, and Retaliation

Policy DH Employee Standards of Conduct
<http://pol.tasb.org/Policy/Code/361?filter=DH>

Policy DIA Employee Welfare – Freedom from Discrimination, Harassment, and Retaliation
<http://pol.tasb.org/Policy/Code/361?filter=DIA>

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, students, coworkers, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Employees who believe they have been discriminated, harassed or retaliated against in violation of district policy are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the Superintendent of Schools or his designee, Mary McCants at (972) 925-3250. A complaint against the Superintendent of Schools may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation are referenced above.

Harassment of Employees/Students

Policy DF Termination of Employment
<http://pol.tasb.org/Policy/Code/361?filter=DF>

Policy DH Employee Standards of Conduct
<http://pol.tasb.org/Policy/Code/361?filter=DH>

Policy FFG Student Welfare – Child Abuse and Neglect
<http://pol.tasb.org/Policy/Code/361?filter=FFG>

Policy FFH Student Welfare – Freedom from Discrimination, Harassment, and Retaliation
<http://pol.tasb.org/Policy/Code/361?filter=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 by district policy and by law, and may be subject to criminal penalties. 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. If a district employee is suspected of sexually harrassing a student, a report must be made to the district's Office of Child Abuse and Domestic Violence Prevention. 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 report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 44 and *Bullying*, page 72 for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found at:

<http://pol.tasb.org/Policy/Code/361?filter=DH>
<http://pol.tasb.org/Policy/Code/361?filter=FFG>

Reporting Suspected Child Abuse

Policy DF Termination of Employment

<http://pol.tasb.org/Policy/Code/361?filter=DF>

Policy DG Employee Rights and Privileges

<http://pol.tasb.org/Policy/Code/361?filter=DG>

Policy DH Employee Standards of Conduct

<http://pol.tasb.org/Policy/Code/361?filter=DH>

Policy FFG Student Welfare – Child Abuse and Neglect

<http://pol.tasb.org/Policy/Code/361?filter=FFG>

Policy GRA Relations with Governmental Entities – State and Local Governmental Authorities

<http://pol.tasb.org/Policy/Code/361?filter=GRA>

All employees are required by state law to report any suspicion that a child has been or may be abused or neglected 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: 19 TAC 249.3(1)

- 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 must be made to the Dallas ISD Office of Child Abuse and Domestic Violence Prevention at (1-888-572-2873) and or to the Texas Abuse Hotline (1-800-

252-5400 or www.txabusehotline.org or to local law enforcement. State law specifies that an employee may not delegate to or rely on another person 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 must cooperate with investigators of child abuse and neglect. Reporting the concern to another employee does not relieve the employee of the requirement to report it to the appropriate state agency or law enforcement and to the district's Office of Child Abuse and Domestic Violence Prevention. 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.

Sexual Abuse and Maltreatment of Children

It is important for employees to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise 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.

Any report that an employee has violated district policies prohibiting physical punishment of students or has otherwise abused, neglected or harassed a student must be reported to the district's Office of Child Abuse and Domestic Violence Prevention, regardless of whether the employee's conduct resulted in an injury to the student.

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

For more information concerning sexual abuse and other maltreatment of children, please contact the district's Office of Child Abuse and Domestic Violence Prevention at 1-888-572-2873 or email childabuse@dallasisd.org.

Technology Resources

Policy CQ Electronic Communication and Data Management

<http://pol.tasb.org/Policy/Code/361?filter=CQ>

The district's technology resources, including its network access to the internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use. Employees and students who are authorized to use the system are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Information and Technology Services Department at (972) 925-5660.

The following provisions regarding the acceptable use of computers and networks, shall apply to all district administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator.

- Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- Users shall not let other persons use their name, log-on, or password.
- Users shall not use or try to discover another user's password.
- Users shall not copy, change, or transfer any software or documentation provided by the district, teachers, or other students without permission from the campus teacher technologist, and authorized by proper license.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher, technologists, technician, help desk, or supervisor.
- Users shall not take home technology equipment (hardware or software) without written permission of the supervisor.

Personal Use of Electronic Media

Policy DH – Employee Standards of Conduct
<http://pol.tasb.org/Policy/Code/361?filter=DH>

Electronic media includes, but is not limited to, 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 (such as YouTube), editorial comments posted on the internet, and social network sites (examples include, but are not limited to, Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes, but is not limited to, all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee also is responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

Use of Electronic Media with Students

Policy DH – Employee Standards of Conduct

<http://pol.tasb.org/Policy/Code/361?filter=DH>

A certified or licensed employee, or any other employee designated in writing by the Superintendent of Schools 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.

Electronic media transmissions and other uses of electronic communication systems by students and employees are not considered confidential and may be monitored and/or searched at any time by the district to ensure appropriate use for educational and administrative purposes.

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

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

An employee who uses electronic media to communicate with students must 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.
- 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 school hours. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act, 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 DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently, enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

Criminal History Background Checks

Policy DBAA Employment Requirements and Restrictions – Criminal History and Credit Reports
<http://pol.tasb.org/Policy/Code/361?filter=DBAA>

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on all employees and maintained in the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests, Indictments, Convictions, and other Adjudications

Policy DBAA Employment Requirements and Restrictions – Criminal History and Credit Reports
<http://pol.tasb.org/Policy/Code/361?filter=DBAA>

An employee shall notify the Superintendent of Schools in writing, within three work days of any arrest, indictment, conviction, no contest or guilty plea, or any felony, and any offenses listed below: which includes but is not limited to:

- 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 on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty, fraud, deceit, theft, false representation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- 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;

Alcohol and Drug-Abuse Prevention

Policy DH Employee Standards of Conduct
<http://pol.tasb.org/Policy/Code/361?filter=DH>

Policy DI Employee Welfare
<http://pol.tasb.org/Policy/Code/361?filter=DI>

The District is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

Tobacco Use

Policy DH Employee Standards of Conduct
<http://pol.tasb.org/Policy/Code/361?filter=DH>

Policy GKA Community Relations – Conduct on School Premises
<http://pol.tasb.org/Policy/Code/361?filter=GKA>

Policy FNCD Student Conduct – Tobacco Use and Possession
<http://pol.tasb.org/Policy/Code/361?filter=FNCD>

State law prohibits smoking or using tobacco products 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.

Fraud and Financial Impropriety

Policy CAA Fiscal Management Goals and Objectives – Financial Ethics
<http://pol.tasb.org/Policy/Code/361?filter=CAA>

Policy DH Employee Standards of Conduct
<http://pol.tasb.org/Policy/Code/361?filter=DH>

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include, but are not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time

- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or District policy. [See DBD]
- Inappropriately destroying, removing, or using District property, including but not limited to: records, furniture, fixtures, or equipment except as authorized by District policy.
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Submission of any document or record known to be false or altered with the intent of having it accepted as a genuine re-cord.
- Intentionally destroying, concealing, removing, or otherwise impairing the verity, legibility, or availability of documents or records
- Any other dishonest act regarding the finances of the district
- Pecuniary gain, conflict of interest, or acceptance of a benefit, in violation of state law. [See BBFA and DBD(LOCAL)]
- Intentional misrepresentation by an employee of the employee's authority under law or District policy or regulation, including, but not limited to, misrepresentation of the employee's authority to receive or spend District funds, to use District property, or to direct another to receive or spend District funds or use District property.
- Any similar or related irregularity that constitutes fraud as defined under this policy and/or state or federal law.

Refer to CAA (Local) for further details.

Employee's Duty To Report

Any employee who knows or has reason to know of or suspects an occurrence of fraud, misappropriation, or financial impropriety shall immediately notify one or more of the following:

- The Office of Professional Responsibility (OPR) using the District's Fraud Hotline at (800) 530-1608,
- The Police and Security Department, or
- The employee's supervisor. [See CAA(LOCAL) and CHE(LOCAL) and CHE(LOCAL) (REGULATION)]

An employee who suspects his or her supervisor of fraud, misappropriation, or financial impropriety should report such matters to OPR. Any fraud reports received by a supervisor or the Police and Security Department shall immediately be reported to OPR.

The employee shall not discuss the matter with anyone other than with OPR, the Police and Security Department, or his or her supervisor. Employees who knowingly make false allegations shall be subject to discipline up to and including termination.

Employee Duties During an Investigation

During an investigation, an employee shall:

Direct all inquiries from suspected individuals or their representative regarding the allegations to Police and Security Services or OPR. All inquiries from the suspected individual's attorney shall be directed to the Office of Legal Services.

1. Refrain from contacting the suspected individual in an effort to determine facts or demand restitution.
2. Refrain from discussing the case, facts, suspicions, or allegations with anyone outside the organization or those within the organization unless specifically authorized to do so by the Office of Legal Services, OPR, and/or Police and Security.
3. Cooperate with the investigative process as follows:
 - a. Throughout the course of an official District administrative investigation or inquiry, every District employee has an affirmative duty to provide all relevant and factual information about matters inquired. Employees failing to cooperate with the investigation shall receive a directive from an administrator to cooperate. The employee's failure to comply with the administrator's directive constitutes "insubordination," a violation that will be grounds for disciplinary action up to and including termination. [See DCD and DF series]
 - b. When directed by an administrator or a District investigator, an employee shall submit an administrative statement. Intentional falsification, misstatement, or the concealment of a material fact in connection with an administrative investigation shall be deemed as "providing untruthful statements" and shall be grounds for disciplinary action up to and including termination.

Conflict of Interest

Policy DBD Employment Requirements and Restrictions – Conflict of Interest

<http://pol.tasb.org/Policy/Code/361?filter=DBD>

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Nonschool employment

Gifts and Favors

Policy CAA Fiscal Management Goals and Objectives – Financial Ethics

<http://pol.tasb.org/Policy/Code/361?filter=CAA>

Policy CDC Other Revenues- Grants from Private Sources

<http://pol.tasb.org/Policy/Code/361?filter=CDC>

Policy DBD Employment Requirements and Restrictions – Conflict of Interest

<http://pol.tasb.org/Policy/Code/361?filter=DBD>

Employees are prohibited from accepting anything of value or benefit including but not limited to entertainment, travel, food, and lodging from any person or entity the employee knows is interested in or likely to become interested in any contract, purchase, payment, claim or transaction with the District beyond an aggregate from the person or entity of \$50 or more in any one year to an individual employee. (Nothing can be accepted from E-Rate Vendors, see below) This provision shall not apply to gifts, things of value, benefits received because of kinship, or benefits or things of value to which the employee is lawfully entitled or for which the employee gives legitimate consideration in a capacity other than as a District employee. See DBD (Local).

E-Rate Vendors

All gifts and donations of whatever value offered by E-Rate vendors or potential E-Rate vendors will be submitted to the chief compliance officer for review and will not be accepted until the chief compliance officer has approved the acceptance. Proposed gifts and donations will be reported on the form provided in CDC (EXHIBIT)–A. E-Rate vendors and potential E-Rate vendors are posted on the compliance division section of the E-Rate department’s page on the District’s Web site.

Fiscal Management Goals And Objectives Financial Ethics

E-rate program personnel members are prohibited from accepting gifts, meals, entertainment, or anything of value from any outside entity, any consultant, or any other individual representing such an entity that provides or seeks to provide goods or services pursuant to the E-Rate program, either directly or through any entity associated with the E-Rate vendor/service provider.

E-Rate personnel shall reject the offer of any gift, meal, entertainment, or anything of value from any outside entity, any consultant, or any other individual representing an entity that provides or seeks to provide goods or services pursuant to the E-Rate program.

Copyrighted Materials

Policy CY Intellectual Property

<http://pol.tasb.org/Policy/Code/361?filter=CY>

Employees are expected to comply with the provisions of federal copyright law related to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, computer programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made only within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA Employee Rights and Privileges – Freedom of Association

<http://pol.tasb.org/Policy/Code/361?filter=DGA>

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or choose not to join any professional association or organization.

An individual's employment will not be affected by membership in or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources, including work time for political activities, is prohibited.

Substitute Information

Definition of Substitute

A substitute is a person who either teaches a school class or acts as a principal, clerk or nurse when the regular employee is unavailable; e.g., because of illness, personal leave, or other reasons.

- Substitute teachers are not the teacher of record.
- To assure the proper category and pay rate, a substitute is required to provide any supporting documentation associated with the position: i.e., college transcripts, teaching certificates, etc.

Hiring Process

1. Candidate submits Substitute Application <http://www.dallasisd.org//Domain/160>
2. Confirm background is clear
3. If candidate is seeking certification, candidate is to submit an application through Texas Education Agency (TEA) for certification they are seeking by one of the following routes:
 - a. Standard Certification
 - b. Probationary Certification
 - c. One Year Certification
4. Confirm eligibility for hire
5. New Hire Forms Packet and documentation emailed to candidate
6. Substitute Orientation and complete I-9
7. Substitute is hired and entered into Aesop

Qualifications

Substitutes are selected upon receipt of clearance from CRC/Fingerprinting and verification of educator's certificate (if applicable).

To be eligible to become a substitute teacher, the applicant must have the following:

- TA/Clerk – High School Diploma or GED equivalency certification
- Degreed – Official college transcript from an accredited College/University with degree confirmed
- Certified/Retired – Valid Texas Teacher Certificate or Valid Out-of-State Teacher Certificate
- Administrator – Valid Texas Administrator Certificate or Valid Out-of-State Administrator Certificate

Evaluations

Dallas ISD campuses are strongly encouraged to conduct evaluations on their substitutes throughout the school year. It is to the discretion of the Substitute Office to further review a

substitute's evaluation. Please see attached Substitute Evaluation Form that principals complete.

Compensation and Benefits

Work Availability

All substitutes are only allowed to work starting on the first day of school. Substitutes are not allowed to assist with the preparation of items such as lesson plans, administrative tasks, etc. Please note, retired substitutes are not allowed to work in a vacancy position, per TRS regulations.

Supplemental Earning

689 – Substitutes

Supplemental earning is designed to compensate the various positions of substitutes for performance of duties as outlined in the supplemental earning handbook. The amount is variable according to the chart below and is based on position as well as consideration for number of continuous days served in the same assignment.

SUBSTITUTE PAY SCALE		
INDIVIDUAL DAY ASSIGNMENT		
SUBSTITUTE CATEGORY	PAY ELEMENT	AMOUNT PER DAY
Teacher Assistant; Administrative Assistant; Clerk	SUBI	\$58.00
Teacher Degreed - Non Certified	SUBI	\$75.00
Teacher Degreed - Certified	SUBI	\$90.00
Nurse	TBA	\$90.00
Counselor	SUBA	\$260.00
Assistant Principal	SUBA/SUBR	\$279.36
Principal	SUBA/SUBR	\$374.50
*Rate applies to serving as an Administrator, if serving as a Teacher see Teacher Certified Rate		
CONTINUOUS DAY ASSIGNMENT		
Absence or Leave of Absence (NOT A VACANCY)		
CERTIFIED TEACHER OR ADMINISTRATOR IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$90.00
Continuous 11-30 days	SUBI/SUBR	\$100.00
Continuous 31+ days	SUBI/SUBR	\$224.60
DEGREED - NON CERTIFIED TEACHER IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$75.00
Continuous 11-30 days	SUBI/SUBR	\$80.00
Continuous 31+ days	SUBI/SUBR	\$100.00

CONTINUOUS DAY ASSIGNMENT		
For a Vacancy if Substitute is certified in subject content area		
CERTIFIED TEACHER OR ADMINISTRATOR IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$90.00
Continuous 11-30 days	SUBI/SUBR	\$100.00
Continuous 31+ days	SUBI/SUBR	\$224.60
CONTINUOUS DAY ASSIGNMENT		
For a Vacancy if Substitute is <u>NOT</u> certified in subject content area		
CERTIFIED TEACHER OR ADMINISTRATOR IN THE CLASSROOM		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$90.00
Continuous 11-20 days	SUBI/SUBR	\$100.00
Day 21 must be removed from assignment to comply with NCLB**	N/A	N/A
DEGREED - NOT CERTIFIED		
DAYS IN POSITION	PAY ELEMENT	AMOUNT PER DAY
Continuous 1-10 days	SUBI	\$75.00
Continuous 11-20 days	SUBI/SUBR	\$80.00
Day 21 must be removed from assignment to comply with NCLB**	N/A	N/A
**No Child Left Behind (NCLB)		
Continuous means the substitute works at the same school, in the same classroom with no absences. When a substitute is due an additional amount for continuous days, a separate entry is made using SUBR for the additional amount only.		

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. Upon hire notification it is necessary to activate this service. Contact Dallas ISD Connect at (972) 925-4200 or by email to notifypayroll@dallasisd.org for more information about the automatic payroll deposit service. Substitutes also have the option to be compensated through E-Pay. E-Pay is a credit card onto which compensation will be disbursed.

Pay Period

Substitutes are paid bi-weekly.

Benefit Plans Available to Substitutes

Dallas ISD Health and Welfare Benefits – Effective January 1, 2014, all Substitutes will be eligible for Dallas ISD Health and Welfare Benefits. To be eligible for benefits as a substitute teacher, you must work a minimum of 10 hours per week. You may elect benefits to begin on your date of hire or the first of the month following your date of hire. The cost for benefits is paid entirely by you – there is no Dallas ISD contribution to medical coverage for substitute teachers.

What You Need to Do:

- Access DallasISD@YourService to review the New Hire Guide and Benefits Guide within the Common Forms & Plan Info page > New hire resource center.
- Review your benefit options and costs by visiting the DallasISD@YourService
- You must enroll within 31 calendar days after your first day of employment (actively-at-work date or benefits-eligible date), and choose when you want your benefits to begin — your first day of employment/benefits-eligible date or the first day of the month following your first day of employment/benefits-eligible date.
- When you are ready to enroll, click on Enroll Now from the Welcome page.
- Make your selections for the remainder of the 2012-2013 plan year. When you have completed all of your selections, click Finish and save or print your confirmation statement for your records.
- You will then have an option to review and change your benefit elections for the 2013-2014 plan year.

FICA Alternative Plan – This plan is automatic for employees who are not eligible for TRS Pension Plan membership such as part-time less than 20 hours per week, substitute, intern student and temporary employees. Enrollment is automatic. Employees have the option to opt out of the plan within fourteen days from the date of notification. Deductions under this plan are withheld in lieu of deductions normally made to FICA, and are placed in a 457(b) account for the participants. For more information, contact Public Agency Retirement Services (PARS) at 1-800-540-6369. Rehired TRS retirees are not eligible for the FICA Alternative Plan.

457(b) S.M.A.R.T. Plan – A retirement savings plan available under Section 457(b) of the IRS code offered through Great-West Retirement Services (1-866-467-7756). Sponsored by the Dallas ISD, the plan is designed to supplement retirement income. The plan is available to all district employees, and participation is voluntary. You may contribute on a pre-tax basis through payroll deduction. This plan offers some of the same features and advantages of the 403(b) plan. There are no penalties for early distributions. To enroll, Great-West Retirement Services at 01-866-467-7756.

403(b) Tax Sheltered Annuity (TSA) Plan – A retirement savings program available under Section 403(b) of the IRS code. It is offered through a variety of authorized vendors available from the DallasISD@YourService Web site. Like the 457(b) plan, the 403(b) plan is designed to supplement retirement income. The program is available to all district employees, and participation is voluntary. You may contribute on a pre-tax basis through payroll deduction. The 403(b) plan offers some of the same features and advantages of 457(b) plan. Contribution limits are independent of other plan limits, so participants can also contribute the maximum amounts to the 403(b) plan and other plans such as the 457(b). Under most circumstances, there is a 10% penalty for early withdrawal.

To start contributing to a tax sheltered annuity, you need to first choose a TRS approved vendor and approved products. Contact JEM Resources Partners at 1-800-943-9179. Once you find a vendor, contact them and they will help you establish a 403(b) account. Once your account is set-up, go back to Resource Partners at 1-800-943-9179 to start your payroll reduction.

Additional Resources

For more information, visit DallasISD@YourService Website at www.disdatyourservice.org. If you need assistance or have questions, contact the Benefits Outlook Service Center at (866) 840-DISD (3473). English- and Spanish-speaking representatives are available weekdays, 7 a.m. to 7 p.m., Central time, except holidays.

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employees' earnings from Dallas ISD are not covered under Social Security. When employees retire, or become disabled, they may receive a pension based on earnings. The TRS pension received by the employees may affect the amount of the Social Security benefits. Medicare benefits, however, will not be affected. Under the Social Security law, your Social Security benefit amount may be affected under the Windfall Elimination Provision and Government Pension Offset Provision.

For More Information

Visit the DallasISD@YourService website's New Hire Center or the www.socialsecurity.gov for Social Security publications and additional information, including information about exceptions to each provision. You may also call toll free (1-800) 772-1213, or, for the deaf or hard of hearing, call the TTY number (1-800) 325-0778, or contact your local Social Security office.

Substitute Orientation

Professionalism, Dress, Accessories and Grooming for Substitutes

Substitutes must adhere to lesson plans and comply with any instruction or directive from the principal, any school administrator, or their designee. Substitutes are also expected to conduct themselves with professionalism and cordiality in all interactions and communications at all times.

Appropriate professional experience is essential for a strong working and learning environment that is conducive to high student and staff performance. Professional attire includes, but is not limited to, collared shirts, dress slacks, suits, dresses, ties and sport coats.

Attire that is not acceptable includes, but is not limited to:

- Attire prohibited in the student dress code
- Sunglasses or hats inside the building
- Skirts and dresses shorter than mid-thigh
- Rubber shoe thongs or bedroom slippers
- Athletic wear, such as jogging suits, unless engaged in a physical education class or event
- Underwear as outerwear
- Inappropriately sheer, tight or short clothing
- Any clothing paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that contain advertisement, symbols, words, slogans, patches, or pictures that are sexually suggestive, that are drug, tobacco or alcohol related or that are obscene, profane, vulgar, lewd, indecent or plainly offensive or pose a safety or welfare risk to the employee or other person.
- Any other similarly inappropriate clothing, accessory, body ornament, etc. or inappropriate grooming or hygiene

Orientation Requirement

Substitutes are required to attend Substitute Orientation prior to accepting assignments. The Human Capital Management Substitute Lead person can waive Substitute Orientation if the applicant is an experienced certified administrator requested by the division to fill an immediate absence/vacancy.

Biometric Clock

Substitutes are required to use the Biometric Clock to track their time and attendance. Access to the Biometric Clock will be granted during Substitute Orientation. Should a technological error occur and you are unable to use the Biometric Clock, complete the Time and Attendance document at your campuses main office.

Oracle

Oracle is Human Capital Management's payroll and employee data system that houses financial information, acknowledgment of district policy and contact information. Oracle login details are

emailed to substitutes once Human Capital Management Substitute Office has completed the hiring process. It is important to inform the Substitute Office of any address or phone number changes.

Reenrollment

If a substitute works a minimum of 25 days within a school year, they are eligible to reenroll as a substitute in Oracle for the upcoming school year. This will allow them to bypass the substitute application process. Reenrollment occurs every year between the months of April and May.

Enterprise Active Directory (EAD)

EAD is the main login for all district computers. EAD is used for most online tools such as email. Substitutes are given login instructions during orientation.

Aesop

Aesop is an automated substitute placement and absence management system that serves more than 3,000 districts across the United States. All substitutes are required to accept assignments through Aesop through telephone or proactively logging into the system.

Login details for Aesop are emailed to substitutes upon completing orientation.

The day of an assignment, substitutes are required to track their time and attendance using the Biometric Clock and inform the principal or office manager of their attendance. Please note, an assignment time will vary as this is dependent on campus hours.

Job Cancellation

Should there be a circumstance a substitute is unable to complete their assignment, it is the substitutes responsibility to cancel an assignment by logging into Aesop and notifying the schools office manager.

Failure to cancel a job, will result in a 24 hour penalty to the substitute. A substitute will be unable to accept new assignments within 12 hours.

Requesting to be Removed from Substitute List

If a substitute is no longer able to serve for Dallas ISD, submit a Notice of Separation from Employment (S-54) to the Substitute Office, and return your Dallas ISD photo identification badge when you resign.

Personnel Records

Policy GBA Public Information Program – Access to Public Information

<http://pol.tasb.org/Policy/Code/361?filter=GBA>

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number (not public information)
- Emergency contact information (not public information)
- Information that reveals whether they have family members (not public information)

The choice to allow or not allow public access to this information may be made at the time of hire or by using Oracle Self Service. The information is public until it is made private. Questions concerning the Texas Public Information Act should be directed to the Office of Legal Services at 972-925-3250.

Inclement Weather

Policy CKC Safety Program/Risk Management – Emergency Plans

<http://pol.tasb.org/Policy/Code/361?filter=CKC>

Policy DEC Compensation and Benefit - Leaves and Absences

<http://pol.tasb.org/Policy/Code/361?filter=DEC>

The district may close schools because of inclement weather or emergency conditions. When such conditions exist, the Superintendent of Schools will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school the Communications Department of the district will post the notice on the district's website and shall notify the media so that students, their parents, and employees can make plans accordingly.

Appendices

Appendix I: Substitute Tools and Resources

Substitute announcements, checklists, Quick Reference Guides can be found using the below link:

<http://www.dallasisd.org//Domain/160#sthash.NQAahTY6.5GHLjcfW.dpbs>

Appendix II: FAQ's

Q: Do the “highly qualified” requirements apply to long-term substitutes?

A: Someone hired to substitute for a teacher while the teacher is out sick or on leave, is not considered the teacher of record and is not required to meet the requirements of “highly qualified.”

Q: How many days can a non-certified substitute work in a vacancy?

A: Substitutes who are assigned to a vacancy (a teacher has not been hired) can substitute a maximum of twenty (20) days. There must be a break in service on the 21st day. The substitute may resume working in a vacancy on the 22nd day, and the process repeats itself.

Q: Should I visit Aesop in order to choose my school locations?

A: This is optional. If you do not choose a school location, you will hear a list of all available jobs when the system calls you.

Q: What happens if Aesop calls me and gets my voicemail or answering machine?

A: Typically, Aesop will not leave a message on your voicemail or answering machine.

Q: Can I call or log into the system for a list of available jobs?

A: Yes, we encourage substitutes to proactively search for jobs online or by calling the system. If you call the system, it will play you a list of up to five available jobs.

Q: What if I do not remember my pin number for Aesop?

A: You have the option to select Pin Reminder on Aesop's website. You will then follow the prompts provided to reset your pin.

Appendix III: Evaluations

DALLAS ISD SUBSTITUTE EVALUATION FORM

Substitute's Name: _____ ID#: _____

Classroom Procedures

Scale: 1=Satisfactory 2=Unsatisfactory

Lesson plans followed and implemented	
Effective classroom control maintained	
Rules applied fairly and consistently	
Sarcasm and negative criticism avoided	
Students reaction to substitute	
Records and routines appropriately handled	
Classroom Materials, etc. left in order	
Other:	
Communication Skills	
Easily understood	
Uses correct grammar/Writing Skills	
Appropriate vocabulary	
Poise and self-control	
Summary report of the day's activities provided	
Other:	
General	
Prompt arrival on campus	
Cooperative with staff members	
Other:	

Substitute's performance was **excellent**, place on our preferred list.

Substitute's performance was **unsatisfactory**, place on our do not call list.

No Evaluations

COMMENTS: _____

CLASSROOM EVALUATION

TO BE COMPLETED BY SUBSTITUTE

Absent Teacher's Name: _____

School Name: _____

**Please complete this form and return to the Administrator/Designee at the end of the day.
It will be given to the classroom teacher.**

1. Were the lesson plans used? If lesson plans were not provided, how did you make the class period productive?

2. Were the teacher's lesson plans clear?

3. Were the designated lesson plans and assignments completed, if not, why? Was the completed work graded on your planning period, if applicable?

4. Did specific problems arise with any particular students? Specify the students with a brief description of the problem.

5. List the students that were helpful to you during a given class period or through the course of the day.

6. Additional information for the classroom teacher.

Signature of Substitute: _____ Date: _____