

# Substitute Handbook



Katy Independent School District

**Independent School District**

**2015-2016**

**Coordinator: Erica Nugent**

**Sub Specialists:**

**Deana Tysdal and Marsha Young**

*Tell me and I'll forget; show me and I may remember;  
involve me and I'll understand.*

*~Chinese Proverb*



## Substitute Handbook

2013-2014

Katy Independent School District  
6301 South Stadium Lane  
Katy, Texas 77494

P.O. Box 159  
Katy, Texas 77492-0159

Education Support Complex  
281-396-6000

Human Resources  
281-396-2347 • Fax 281-644-1825

[www.katyisd.org](http://www.katyisd.org)

Look for updates and tips during the year on our Website!

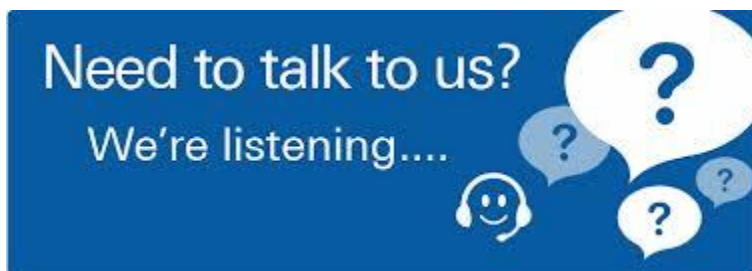
The Substitute Information page contains an electronic version of this handbook, resources, additional training information, and forms available for download.

❖ *All KISD policies and related documentation contained in this manual are current as of the printing date. Please refer to the Katy ISD website for the most current version of this information.*

## Substitute Office Main Number: 281-396-6125 (7:00 am – 4:00 pm)

Erica Nugent  
[EricaGNugent@KATYISD.ORG](mailto:EricaGNugent@KATYISD.ORG)

Human Resources Coordinator  
Substitute Office Coordinator



Deana Tysdal (A-I) 281-396-2345  
(7:00 am – 3:00 pm)  
[carminedtysdal@katyisd.org](mailto:carminedtysdal@katyisd.org)

Marsha Young (J-Z) 281-396-2359  
(8:00 am – 4:00 pm)  
[marshamyong@katyisd.org](mailto:marshamyong@katyisd.org)

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# SCHOOL HOURS

You are to report to substitute on time and stay until the designated time.

## Employee Hours

High School	7:10 am – 3:10 pm
Jr. High	7:10 am – 3:10 pm
Elementary	7:55 am – 3:55 pm
OAC	7:30 am – 3:30 pm

## Student Hours

7:30 am – 2:35 pm
7:30 am – 2:35 pm
8:20 am – 3:40 pm

## Employee Half Day Hours

Secondary	7:10 am – 11:10 am	11:10 am – 3:10 pm
Elementary	7:55 am – 11:55 am	11:55 am – 3:55 pm



### Accepting Late Assignments

**Full Day Late Assignments** - when accepting a full day late assignment that only has 2 hours or less before the start of the half day mark, **you must contact the campus** to see if a substitute is still needed for the full day. In some instances the campus will have already made arrangements to cover the class that morning but will need a substitute for the afternoon, in which case they will change the assignment to a half day afternoon assignment.

**Half Day Late Assignments** – when accepting a half day late assignment that only has 2 hours or less before the end of the assignment, **you must contact the campus** to see if a substitute is still needed for that assignment.

### Special Education KISD Community Programs for 3 and 4 Year Olds

#### KT Private Preschool

2020 Katy Hockley Ct Off Rd.  
Katy, TX 77493  
281-391-5500

#### Child's Play @ Epiphany of the Lord

1530 Norwalk Dr.  
Katy, TX 77450  
281-578-0707

#### Rising Star Academy

920 S. Peek Rd.  
Katy, TX 77450  
281-391-5437

#### ECEC @ Westland Baptist

Early Childhood Enrichment Center  
1407 West Grand Pkwy South  
Katy, TX 77494  
281-693-1999



# KISD 2015-16 Instructional Calendar

## Elementary -- Four Grading Periods

## Secondary -- Six Grading Periods

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Sec.)</p>	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p style="text-align: center;"><b>September 2015</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>S</b></td> <td style="text-align: center;"><b>M</b></td> <td style="text-align: center;"><b>T</b></td> <td style="text-align: center;"><b>W</b></td> <td style="text-align: center;"><b>T</b></td> <td style="text-align: center;"><b>F</b></td> <td style="text-align: center;"><b>S</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> </tr> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td></td> <td></td> <td></td> </tr> </table> <p>7 Labor Day • <b>Holiday</b></p>	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>						4	5			1	2	3	11	12	6	7	8	9	10	18	19	13	14	15	16	17	25	26	20	21	22	23	24			27	28	29	30										
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### Symbol Keys

Begin Elementary Grading Cycle  
End Elementary Grading Cycle

End Secondary Grading Cycle  
Holiday (**Students and Staff**)  
New Teacher Inservice  
Teacher Preparation Day • **Student Holiday**  
Professional Learning Day • **Student Holiday**  
Early Dismissal -- All Students  
(secondary 11:35 a.m.; elementary 12:40 p.m.)

Jan. 18   Apr. 29\*   May 27

\*Requires staff to make-up the Professional Learning Day on May 27th.  
If both Apr. 29 and May 27 are used as bad weather make-up days,

<b>Period</b>	<b>Days</b>	<b>Days</b>	<b>Days</b>
1st	38	29	
3rd		27	
3rd	52		
4th	46	33	
5th		34	
6th		31	
<b>Total Instructional Days</b>			<b>178</b>

## Job Description for Substitute Teacher

It is our desire to have substitute teachers who hold Texas Teaching Certificates. Non-certified substitute teachers may be utilized upon the approval of the emergency substitute list by the Texas Education Agency. Katy ISD is in compliance with the provisions of Title IX of Public Law 92-318, Education Amendments of 1972, and is an equal opportunity employer.

Job Title:	Teacher - Substitute (8000)
Reports to:	Principal or Supervisor
Duty Days:	intermittent
Wage/Hour Status:	N/A
Pay Grade:	Substitute Salary Schedule
Date Revised:	2015

### Primary Purpose:

Act in lieu of the regular classroom teacher and perform the duties as assigned by the Principal/Supervisor.

### Qualifications:

Teaching certification OR Bachelor's degree OR Minimum of 60 college hours

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Speak, write, read, and comprehend English - Communicate with students, staff and others in English

Punctuality and dependability

Flexibility in the job assignment

### Major Responsibilities and Duties:

1. Perform any special duties the classroom teacher may have.
2. Prevent students from leaving the room unless it is absolutely necessary.
3. Check the class roll at the time and in the manner designated by the building principal. Names, dates of absences, and tardies should be listed as instructed.
4. Let the nurse know if a student needs medication. Only authorized district employees may administer medication.
5. Notify the school office, before leaving campus, of any serious problems experienced during the day.
6. Assume the same responsibilities as a regular classroom teacher for students, equipment, and other assigned materials.
7. Follow as closely as practical the lesson plans provided by the teacher and maintain the regular routine of the class.
8. Leave a summary of work covered in each class and other information pertinent to the teacher.
9. Maintain a level of discipline in the classroom, which is conducive to good learning.
10. Notify a neighboring teacher if assistance is needed from the principal's office.
11. Document information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.

### Equipment Used:

Computer, FAX, copier, scanner, overhead projector, SMARTBoard, DVD player, other specialized equipment that is particularly unique to the teaching assignment.

### Working Conditions:

Physical demands/Environmental factors: may require standing for long periods of time. frequent stooping, bending, pulling, pushing, moving small stacks of textbooks, media equipment, desks, and other classroom equipment.

Mental demands - requires the ability to communicate effectively (verbal and written) and maintaining emotional control under stress.

\*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.\*

## Job Description for Substitutes – Non-Teaching (Paraprofessional)

Job Title:	Substitute - (Non-Teaching)
Reports to:	Principal or Supervisor
Duty Days:	Intermittent
Wage/Hour Status:	N/A
Pay Grade:	Substitute Salary Schedule
Date Revised:	2015

### Primary Purpose:

Perform all duties of the job position as assigned by the Principal/Supervisor.

### Qualifications:

As required by the District  
Ability to work with students, staff, and parents  
Strong organizational, communication, and interpersonal skills  
Speak, write, read, and comprehend English – Communicate with students, staff and others in English  
Punctuality and dependability  
Flexibility in the job assignment

### Major Responsibilities and Duties:

1. Perform duties of the job position.
2. Notify the school office of any serious problems.
3. Follow as closely as practical the schedule of the job.
4. Complete tasks.
5. Record information for the returning employee.

### Equipment Used:

Dependent on assignment.

### Working Conditions:

Physical demands/Environmental factors: May require standing for long periods of time; frequent stooping, bending, pulling and pushing; moving small stacks of textbooks, media equipment, desks, and other classroom equipment.

Mental demands - ability to communicate effectively (verbal and written); ability to follow instructions; maintain emotional control under stress.

.....  
The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

## **PROFESSIONAL ETHICS OF THE SUBSTITUTE**

- The substitute acts in lieu of the regular employee and should perform the duties as assigned by the principal or supervisor,
- The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms and/or offices where they are substituting. Confidentiality is of the utmost importance and lack of it is reason for restriction.
- The school exists because of the student. The first obligation of the substitute is to the student.
- Under no circumstances should a substitute teacher or paraprofessional criticize a student or the regular classroom teacher in the presence of other students, teachers or the community. Criticism and/or comparisons of individual campuses and teachers should also be avoided as is reason for restriction.
- Concerns, comments, and/or questions should be directed to the building principal.
- Do not bring books to read, PDA's, computers, handheld games, or other material/devices for personal use when you should be supervising students. Come prepared to teach and work with the students.
- **Discrimination by gender, race, or religion is not permitted. Sexual harassment, mental, verbal, or physical abuse is not permitted. Violations in these areas will be reported to the proper school personnel, law enforcement authorities, and/or government agencies. Restriction will occur.**



## SUBSTITUTE PAY SCALE CHART



<b>Paraprofessional Substitute</b> Aide/General Office Personnel Daily Rate \$85.00	Assignments after 20 consecutive days in <b>same</b> assignment \$90.00/day Retroactive to the first day of the assignment
<b>Teacher – Librarian – LVN Substitute – Non-Degree</b> Minimum 60 college hours or Associates Degree Daily Rate \$85.00	No long term teaching assignments. Must be degreed to substitute in the same position for greater than 19 days.
<b>Teacher-Librarian-Substitute with a Minimum Bachelors Degree</b> Daily Rate \$95.00	Assignments after 20 consecutive days in <b>same</b> assignment \$155.00/day Retroactive to the first day of the assignment
	Paraprofessional assignment – Degreed substitutes are not to substitute in long term paraprofessional positions.
<b>Teacher-Librarian-Nurse Substitute with a Teaching Certificate</b> Daily Rate \$100.00	Assignments after 20 consecutive days in <b>same</b> assignment \$180.00/day Retroactive to the first day of the assignment
	Paraprofessional assignment – Degreed substitutes are not to substitute in long term paraprofessional positions.

### Employment

All substitutes are employed on an at-will basis and are not considered contractual employees. They are not employed for any specified length of time and have no property right in the employment. Substitutes do not have Chapter 21 rights. Substitutes are also not guaranteed work at any specific campus, grade level, or other location. The district has the right to deny access to specific grade levels, teachers, campuses, and/or locations.

### Reasons for excluding substitutes from any substitute assignment (including, but not limited to):

- Not showing up for an assignment (two times)
- Not accepting jobs (must work at least 4 days per month)
- Unacceptable or inappropriate behavior by the substitute

**Each month the work history of individual substitutes will be evaluated. Substitutes may be inactivated for inactivity without notification and must reapply to be rehired.**

### Substitute Pay Scale \*

- A substitute paraprofessional, teacher, librarian and nurse who substitutes for 20 consecutive days in the **same assignment** will be paid the applicable additional pay as noted on the substitute pay scale chart. This pay is retroactive to the first day of the same 20-day assignment. **If more than two (2) days are missed within the first 19 days, the cycle starts over with day 1 of the daily rate until 20 consecutive days in the same assignment are reached.**
- College hours and/or degrees must be from a college or university (1) accredited by the appropriate regional accreditation agency and (2) recognized by the Texas Education Agency.
- Transcripts and/or Certification must be on file in our office in order for the corresponding compensation related to the job assignment for which the substitute has been hired to be in effect. **Any pay increase will be effective the day the transcript/certificate is received by Human Resources and will not be retroactive** for any prior days worked.



## Special Classifications \*

- For a long-term substitute who is in a position such as counselor, assistant principal, diagnosticians, psychologists, etc., the daily pay rate will be determined by the Assistant Superintendent for Human Resources or designee. These positions are only filled by individuals certified in the area and will be prearranged.

## Substitute Employee Payroll Schedule \*

- A substitute employee will be paid on the fifteenth (15<sup>th</sup>) and the last day of each month. If the 15<sup>th</sup> or the last day of the month falls on a weekend or on a holiday, the substitute will be paid the last working day before the 15<sup>th</sup> or the last day of the month.
- Direct Deposit is available to all substitutes. This program allows your net payroll amount to be automatically deposited into either your checking or savings account at the financial institution of your choice. Direct deposit insures that your money is credited to your account on the designated payday. Enrollment forms are available in either the substitute or payroll office. Direct deposit will begin no earlier than your second paycheck. If you receive your paycheck via Direct Deposit, the Payroll Department will email you a PDF copy of your Direct Deposit advice. **To open the PDF, you will be prompted to enter a password. The password is the last four (4) digits of your Social Security Number.** You will receive the email a few days prior to the actual check date.
- Days worked will be reported by the campus through the Kronos Payroll System for both substitute teachers and paraprofessionals. Substitutes will no longer receive a paper copy confirmation of what is sent to the payroll department. Job confirmation numbers will be available through the Aesop system.

*\*All information noted is the most current at the time of printing. Changes can be made at any time and will be communicated separately.*

**\*\***Paychecks mailed two days prior to the pay date.

When pay dates fall on a weekend, payday will be the preceding Friday.

**\*\*\***All documents must be received in the payroll office by the payroll collection date to insure payment on that particular payday. If documents are received after this date, it is probable that payment will not occur until the following regularly scheduled payday.

The Kronos Time and Attendance system is the official basis for recording hours worked and days absent by employees of the Katy Independent School District. All data that is input into this system will be collected each week according to the following calendar(s) for the payroll check date indicated. Substitutes will be paid for their time worked according to the Semi-monthly payroll calendar for the period specified for that particular payroll cycle. Time worked for dates that occur after the week ending date for a payday will be processed and paid on the next payroll cycle.



**Katy ISD 2015-16 Kronos Time & Attendance Collection Calendar - By Week  
Semi Monthly Payroll**

Week #	Week Start	Week End	Payroll Collection Date	Check Date
1	08/01/2015	08/07/2015	08/10/2015	8/31/2015
2	08/08/2015	08/14/2015	08/17/2015	
3	08/15/2015	08/21/2015	08/24/2015	9/15/2015
4	08/22/2015	08/28/2015	08/31/2015	
5	08/29/2015	09/04/2015	09/07/2015	9/30/2015
6	09/05/2015	09/11/2015	09/14/2015	
7	09/12/2015	09/18/2015	09/21/2015	10/15/2015
8	09/19/2015	09/25/2015	09/28/2015	
9	09/26/2015	10/02/2015	10/05/2015	10/31/2015
10	10/03/2015	10/09/2015	10/12/2015	
11	10/10/2015	10/16/2015	10/19/2015	11/15/2015
12	10/17/2015	10/23/2015	10/26/2015	
13	10/24/2015	10/30/2015	11/02/2015	11/30/2015
14	10/31/2015	11/06/2015	11/09/2015	
15	11/07/2015	11/13/2015	11/16/2015	12/15/2015
16	11/14/2015	11/20/2015	11/23/2015	
17	11/21/2015	11/27/2015	11/30/2015	12/31/2015
18	11/28/2015	12/04/2015	12/07/2015	
19	12/05/2015	12/11/2015	12/14/2015	1/15/2016
20	12/12/2015	12/18/2015	12/21/2015	
21	12/19/2015	12/25/2015	12/28/2015	
22	12/26/2015	01/01/2016	01/04/2016	1/31/2016
23	01/02/2016	01/08/2016	01/11/2016	
24	01/09/2016	01/15/2016	01/18/2016	2/15/2016
25	01/16/2016	01/22/2016	01/25/2016	
26	01/23/2016	01/29/2016	02/01/2016	
27	01/30/2016	02/05/2016	02/08/2016	2/29/2016
28	02/06/2016	02/12/2016	02/15/2016	
29	02/13/2016	02/19/2016	02/22/2016	3/15/2016
30	02/20/2016	02/26/2016	02/29/2016	
31	02/27/2016	03/04/2016	03/07/2016	3/31/2016
32	03/05/2016	03/11/2016	03/14/2016	
33	03/12/2016	03/18/2016	03/21/2016	4/15/2016
34	03/19/2016	03/25/2016	03/28/2016	
35	03/26/2016	04/01/2016	04/04/2016	4/30/2016
36	04/02/2016	04/08/2016	04/11/2016	
37	04/09/2016	04/15/2016	04/18/2016	
38	04/16/2016	04/22/2016	04/25/2016	5/15/2016
39	04/23/2016	04/29/2016	05/02/2016	
40	04/30/2016	05/06/2016	05/09/2016	5/31/2016
41	05/07/2016	05/13/2016	05/16/2016	
42	05/14/2016	05/20/2016	05/23/2016	6/15/2016
43	05/21/2016	05/27/2016	05/30/2016	
44	05/28/2016	06/03/2016	06/06/2016	6/30/2016
45	06/04/2016	06/10/2016	06/13/2016	
46	06/11/2016	06/17/2016	06/20/2016	7/15/2016
47	06/18/2016	06/24/2016	06/27/2016	
48	06/25/2016	07/01/2016	07/04/2016	
49	07/02/2016	07/08/2016	07/11/2016	7/31/2016
50	07/09/2016	07/15/2016	07/18/2016	
51	07/16/2016	07/22/2016	07/25/2016	8/15/2016
52	07/23/2016	07/29/2016	08/01/2016	

## ESS – Employee Self Service

ESS provides access to your pay stubs, W4 and W2.

Website for ESS: <https://mss.katyisd.org/mss>

USER NAME: First initial of your first name and your full last name with the last four digits of your Social Security:

Example: John Smith with the SSN of 111-22-1234 would use:

JSMITH123 for the User Name

PASSWORD: Default password is the last four digits of your social security number. You will be forced to change your password upon your first login.

Please note:

- ❖ You will be prompted to change password on first login
- ❖ You can access ESS from any computer that has internet access 24/7.

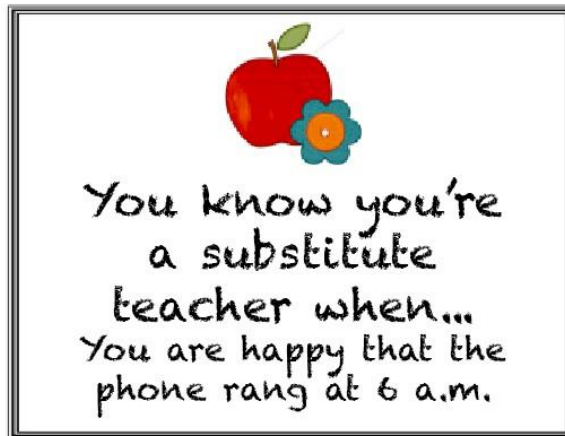
## Substitute Service Record

**Substitutes who hold a valid teacher certificate may be able to use their substitute service record to increase their salary if and when they obtain a full-time teaching position in KISD.** The commissioner's rule is effective with the 1998-99 school year. Certified substitutes must meet certain minimum requirements, 85 or 90 documented FTE days, depending upon the year. It is more important than ever to keep track of your substitute schedule because it may mean more salary in the future. If you meet the criteria of Certified Teacher and Substitute Teacher, please contact Eva Villalobos in Human Resources, 281/396-2323, for the pertinent criteria and methods of obtaining credit.

## Long Term Substitutes and TRS

All long-term per diem employees who are staying the same assignment will contribute to TRS. They will not pay into the 457(b) FICA Alternative Plan. **This applies to long-term per diem employees who have an assignment in which there is the expectation that the job will last at least 90 days, 1 semester, or 4.5 months.** The decision whether to have TRS or 457(b) FICA deducted is not up to the employee. If the long-term assignment ends, you will no longer contribute to TRS and instead, participate in the 457 (b) FICA Alternative Plan.

Substitutes who are not on a long-term assignment (90 days, 1 semester, or 4.5 months) will have a 457(b) FICA Alternative deducted, not TRS. If a substitute works at least 90 days, 1 semester, or 4.5 months, TRS service credit can be purchased at the end of the year.



## Substitute Employee Advisory Notice

Please be advised of the following employment practices and procedures:

Substitutes are employed by the KISD Personnel Department based on the qualifications established by the District and are subject to assignment based on the needs of the district.

Nothing contained herein construes an employment contract. **Your continued employment is on an at-will basis.** Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time for any reason or for no reason.

By virtue of this notice, please understand that you will not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school break including, but not limited to, the summer, winter, and spring breaks. Please see the KISD Scholastic Calendar included in this handbook. This calendar established for the school year, and each school year hereafter, identifies the scheduled school breaks. Continuation of employment is contingent on school operations and will not apply in the event of any disruption that is beyond the control of the district, (i.e., lack of school funding, natural disaster, court orders, public insurrections, war, etc.)

### Section 403(b) and Section 457(b) Retirement Investment Plans

All employees are eligible to participate in the district's Section 403(b) and Section 457(b) voluntary retirement investment plans. These plans allow an employee to accumulate money for retirement on a tax-deferred basis and reduce current taxable income. There is a presentation on these plans in the "Mandatory Trainings" section of the district's intranet, or information can be obtained from the Katy ISD website ([www.katyisd.org](http://www.katyisd.org)) under "Employment".

### Retirees as Substitutes

The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee.

\*As of March 2015, any retiree wanting to apply to work in KISD, must avoid working for **any** TRS-covered employer for 12 consecutive months before they will be eligible for employment in KISD.\*

Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. **It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits.**



Retirees should carefully monitor:

- The type of position for which they are working – Are you working in the place of a current employee or is it a vacant / supplemental position?
- The number of days worked on a monthly basis – Working in a vacant / supplemental position for as little as a half day in any month can cause you to lose your annuity.

It is the retiree's responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1.800.223.8778. For detailed written information regarding employment after retirement, please contact TRS at [www.trs.state.tx.us](http://www.trs.state.tx.us).

\*\* Retirees may not begin substituting until they have been paid in full by the district following their resignation. \*\*

Month	Total Full-Time Hours in Calendar Month ('Work Units Required' on ER10)	Number of Hours a Retiree Working One-Half Time or Less may Work Without Triggering Surcharges	Total Number of Workdays in Calendar Month ('Work Units Required' on ER10)	Number of Workdays Retiree Combining Substitute and Other TRS-Covered Employment may Work Without Triggering Surcharges
September 2015	176 hours	88 hours	22 days	11 days
October 2015	176 hours	88 hours	22 days	11 days
November 2015	168 hours	84 hours	21 days	10 days
December 2015	184 hours	92 hours	23 days	11 days
January 2016	168 hours	84 hours	21 days	10 days
February 2016	168 hours	84 hours	21 days	10 days
March 2016	184 hours	92 hours	23 days	11 days
April 2016	168 hours	84 hours	21 days	10 days
May 2016	176 hours	88 hours	22 days	11 days
June 2016	176 hours	88 hours	22 days	11 days
July 2016	168 hours	84 hours	21 days	10 days
August 2016	184 hours	92 hours	23 days	11 days

**Please refer any TRS retiree with questions about the amount of time the retiree is allowed to work without affecting his or her annuity to a TRS benefit counselor. [www.trs.texas.gov](http://www.trs.texas.gov)**

## Daily Schedule, Routine and Tips for Success in Katy ISD



1. If you cannot fulfill an assignment accepted previously, you **must** cancel the assignment in AESOP as soon as possible. You are also responsible for the professional courtesy of contacting the campus, especially if it is 1 hour before the start of the assignment.  
**If a pattern of accepting assignments and dropping assignments at the last minute occurs, it is possible that you will not be able to continue substituting in Katy ISD.**
2. **Be punctual** (in every capacity –arriving, to and from lunch, conference periods, checking roll, etc.) Upon arrival at a school campus, report to the principal's office, sign in, receive the schedule for the day, and other special instructions. Be prepared to give your AESOP confirmation number. **If a pattern of late arrival occurs, it is possible that you will not be able to continue substituting in Katy ISD.**
3. Any money collected from students should be deposited in the office along with adequate records. Money must not be left in the classroom.
4. **Be positive!**
5. **Remain on duty until released** by the principal or supervisor and sign out in the office before leaving. Teachers do not release you from duty, the office or administrator releases you from the day.
6. **Confidentiality is of the utmost importance. DO NOT share information about any students, teachers, staff members, or other school issues with anyone outside of KISD. Breaking confidentiality is cause for immediate and permanent restriction.**



## Additional Duties and Responsibilities for the Substitute Teacher

7. The substitute folder should include the lesson plan, the daily schedule, information on lunchroom procedures, clinic and telephone policies, and the summary sheet. When signing in at the office, ask where the folder is located
8. Review the lesson plans, directions, and schedule. If there aren't any plans or if you have any questions regarding the plans, find the team leader or department chair and clarify what they want you to do.
9. **Lesson plans should be followed unless the principal or his designee** (assistant principal, department chairperson, team leader) approves alternate plans. As a substitute, you are expected to follow the lesson plans, activities, and programs left by the teacher for that day. It is not appropriate for you to substitute your own agenda or plans unless they are approved. **If you cannot follow the plans left by the teacher contact the appropriate parties (previously listed) immediately.**
10. Become familiar with the teacher's daily schedule, which includes amount of time for each subject, time to arrive in the cafeteria, special class time, restroom time, and dismissal time. Adhere to the schedule!
11. Written work should not be graded, except as otherwise requested by the regular classroom teacher. Any written work which is beyond the lesson plan can be graded and left for the regular teacher.
12. Greet teachers who are nearby and introduce yourself.
13. Greet students as they arrive. Tell them you are their GUEST TEACHER for the day.
14. Stand at the door during every class change, observing both the hallway and the classroom.
15. Check the room when first entering, after every class change, and before leaving. The room should be left neat, clean and orderly.
16. Do not leave the campus during the school day without permission of an administrator.
17. Protect and safeguard all personal items, equipment, and other school property. Substitutes are not issued keys for classrooms or teacher's desks. For that reason, extra care is needed regarding personal belongings.
18. Practice good energy conservation. Turn out lights and turn off all electrical equipment before leaving the room at any time, but leave lights on when students are in the room.
19. Follow procedures for class roll or other duties.
20. Most teachers have their rules posted in the classroom. If so, follow those rules. If not, follow simple and sensible guidelines that maintain safety and learning. If in doubt, ask a professional in the building for guidance.
21. New textbooks and workbooks should be issued only by the regular teacher, another teacher from that grade level, or by the department chairperson.
22. Add items from your "bag of tricks" only if time allows. Be judicious in what you choose to do with the students.
23. Act professionally. The same ethical standards, laws, and regulations that are in effect for permanent teachers are in effect for substitutes as well. Unethical behavior could be cause for immediate and or permanent restriction.
24. Dress professional for the class you are teaching. Follow district/campus dress code. Warm up suits or jeans may be worn for P.E. assignments only. Jeans may be worn for Agriculture assignments. No hats.





25. Respect the students- this is in action, tone, word choice, and reaction. **(No Profanity including the words: crap, stupid, dumb, shut up, idiot)**
  26. Use discretion and caution in issuing hall, restroom, and office passes. **Do not send multiple students at one time.**
  27. Enforce all school rules without apology.
  28. Report any unusual happenings to the principal immediately.
  29. No food or drinks are allowed in the classroom.
  30. **Do not use your cell phone when with students or monitoring students, including texting or internet.**
  31. **Do not use the computers or personal computer.**
  32. Accompany elementary students to the cafeteria. Supervise students in the cafeteria when required.
  33. Accompany students to recess. Visibly supervise students on the playground. Watch them!
  34. Never leave students unattended. Seek help from district employees to assist in emergencies that would require you to leave the class.
  35. **Always leave the teacher a note explaining what your day was like**, leaving information on student's work or behavior is appropriate. Praise, when deserved, is always welcomed by the teacher.
  36. Leave the classroom as you found it.
- Extra Duties:**
37. The substitute teacher will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty or other special duties assigned by the principal. Neglecting these duties will put children at risk of harm. **Substitutes are paid for 20 minutes before class begins and 20 minutes after school lets out.**
  38. **You are required to stay for the entire day and fulfill all duties unless released by an administrator.**
  39. If necessary, substitutes on long term assignments may be required to attend faculty meetings or grade level meetings in the place of the regular teacher.



## *Additional Notes*



- If you are a fulltime applicant, update your application annually indicating your continued interest.
- Be aware that principals have the option of evaluating a substitute. Effectiveness as a substitute is directly related to ability in managing students and carrying out teacher plans. A copy of this form, "Evaluation of Substitute Teacher" can be found in this handbook.
- Should a principal report a problem, we will contact you via email, letter, or phone (not all three). Once contacted, it is the substitute's responsibility to contact the Sub Office for additional information. **If there are three (3) negative reports, or if the problem is of sufficient seriousness, we may remove your name from the active file. You may also be temporarily "inactive" until you contact the Sub Office Supervisor.**
- Substitutes have the opportunity to assess their assignments. From your Aesop home page you will need to click on the Leave Feedback link. A screen with jobs awaiting your Feedback will open up. Just click on Leave Feedback listed next to the assignment. Katy ISD has a procedure in place to address substitute complaints, concerns, or comments.
- If you failed to list something correctly on your application (such as criminal history) contact Human Resources.
- **All payroll questions should be directed to the Payroll Department at 281-396-6000. Press option 7 then options 1,4 or 6.**



### **Safety and Security**

Safety and Security of all employees and students is the top priority in day-to-day school operations. Each campus has developed a safety plan which is tailored to that campus. Evacuation Maps are posted close to the door. Each classroom has a "Go Bag". At elementary campuses, you will take it with you throughout the day. This plan is available to you through the principal's office. As a substitute, safety and security of students is a dominant job responsibility.

### **Fire and Emergency Drill**

Become familiar with emergency drill procedures. Diagrams are posted in each room.



## Discipline

1. The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems. Your presence, stature and tone of voice affect the reaction of a class to you. **A positive attitude will help gain the respect of student.** The points below offer sound and proven advice.
  - a. Start the day in the manner in which you wish to continue. Greet students at the door.
  - b. Know the lessons you will present, at what time you present and the method you will use.
  - c. Observe carefully pre-scheduled routines (homeroom, breaks, and lunches, etc.)
  - d. Do not threaten – provide obtainable goals with enforceable consequences.
  - e. Be consistent and fair saying please and thank you to the students.
  - f. Stand when presenting a lesson and walk around at all times.
  - g. Speak loudly enough to be heard, but softly enough to obtain attention.
  - h. Reprimands should be private.
  - i. Contact the principal if you need help. (safety & security)
2. If after several attempts at positive redirection a student continues to disrupt the learning environment for other students, you may send the student to the office with a note explaining details of the inappropriate behavior and attempts at redirection. **Do Not Leave the Class** to escort the student to the office personally! **Do Not Touch** the student to send them out of the classroom towards the office. If the student refuses to leave, contact the office via classroom phone.
3. No corporal punishment will be administered to any student for any reason.
4. **For your physical and legal safety, physical contact with students must be avoided unless it is considered part of the job description. Substitutes who are accused of inappropriate touching or behavior with students will be reported immediately by the school administration to the appropriate officials (police, CPS, etc.) These substitutes will be removed from the Katy ISD Substitute List pending the outcome of the investigation. You will not be contacted during the investigation.**



### Substitute Accident (Reporting)

A substitute who has had an accident in the course and scope of employment, regardless of its seriousness, must report it immediately to his/her supervisor. Supervisors and department heads must notify the District's Risk Management Department within eight (24) hours of its occurrence. The substitute's supervisor will coordinate a thorough investigation of each accident involving the substitute including an interview of any witness who may have seen the accident. The substitute's supervisor will prepare preliminary and final reports of the accident detailing the circumstances of

the accident and any necessary corrective action to be taken to avoid recurrence of the accident.

### Student Illness or Accident

- If a **child becomes ill** while at school send him/her immediately to the nurse/office with a student escort if necessary. Do not try to diagnose or take care of a student's medical problem yourself. **DO NOT LEAVE THE CLASSROOM.**
- Accident or injury - the Health Service personnel or an administrator should be summoned immediately. **DO NOT LEAVE THE CLASSROOM.**
- Procedures and techniques covered on the "Communicable Disease" information sheet in this handbook should be employed in these situations.
- Under no circumstances should a substitute teacher/paraprofessional administer medication to a student.



### Religion in the Schools

Katy Independent School District is committed to the constitutional principle of separation of church and state. Board policy makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employee from praying or reading religious material during a time when students are not present and you are not responsible for students. If a group of employees wish to pray together, read the Bible, or engage in some other religious activity, they may do so as long as the activity does not interfere with their duties or the rights of other employees or students.

Off campus and outside the school day or school year, school district employees have the same right to religious expression as any other citizen. At the same time, employees are expected to refrain from using their position in the District to promote religious activities in the community. For example, if an employee teaches religious classes in their church or gives a religious devotional, the employee should do so as a citizen not as a teacher or employee of Katy Independent School District.



## Moment of Silence

As early as possible at the beginning of each school day for which classes are scheduled, students in all schools shall recite the pledge of allegiance to the United States and Texas flags. Immediately following the recitation of the pledges, the students will have the opportunity to take part in one minute of silence.

The Moment of Silence will be announced over the public address system to classrooms with the following words:

“As we begin another school day, let us take a moment to silently think about our day, our activities, and what we hope to accomplish.”

The Moment of Silence is intended to be an individual activity. There shall be no attempt by any district employee to influence in any way, another person’s thoughts during the Moment of Silence.

During the Moment of Silence, students are expected to remain seated and silent.

## Computer Access Guidelines

All substitutes must agree in writing to abide by Katy ISD’s Responsible Use Guidelines. If granted access as part of a long term assignment, it is your responsibility to inform the campus/Substitute Employment Office to term your access. Continued use of a district computer and access to information is cause for possible restriction. Signing the receipt of this handbook indicates your understanding and willingness to comply with the district’s policy against non-long term substitute use of Katy ISD computers.



## Participation in Social Networking Sites

Substitutes have a right to participate in social networking sites, blogs, forums, wikis, etc. as individuals in the community; however, substitutes should not post anything (through written messages, images, or videos) that would violate student confidentiality or the professional code of ethics [as stated in Board policy DH (EXHIBIT)], that would negatively impact the perception of the substitute’s ability to be effective in their employment capacity, or that uses images of the District inappropriately. Postings that are considered inappropriate may be addressed by the District and could have an impact on an individual’s employment status. **Student contact through social networking sites is prohibited.**



## Fingerprinting

All substitutes are required to be fingerprinted with the FACT Clearinghouse/TEA/TXDPS/FBI database. As a result Katy ISD will receive notification of any preexisting or new activity related to your criminal history/background. If a substitute is arrested for any felony or any offense involving moral turpitude it must be reported immediately to the Substitute Office in writing via fax or email. Provide the date of the offense and a description of the offense. Failure to report within three calendar days could result in restriction from substituting in Katy ISD. Standards related to criminal history reviews will be applied and a determination made by Human Resources and shared with the substitute.

## **Employee Discrimination / Harassment**

The District prohibits discrimination, including harassment, based on a person's race, color, gender, national origin, disability, religion, age or any other basis prohibited by law. Discrimination against an employee is defined as conduct directed at an employee on the previous basis that adversely affects the employee's employment. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate discrimination or harassment of others and are encouraged to report claims as soon as possible to their supervisor. Failure to promptly report alleged harassment may impair the District's ability to investigate and address the claim(s).

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment;
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

Employees shall not engage in conduct constituting discrimination or harassment. The District shall investigate all allegations of such claims and shall take appropriate disciplinary action against employees found to engage in such acts.

An employee who believes he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to Dr. Debbie Harris, Title IX Coordinator. A complainant who is not satisfied with the outcome of the investigation may appeal through the District's grievance policy. [See DGBA (LOCAL)].

## **Student Discrimination / Harassment**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate any form of discrimination of students and shall report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair the District's ability to investigate and address the harassment.

District employees shall not engage in discrimination of students nor tolerate student-to-student discrimination as defined in Board Policies DIA and FFH (LEGAL) and (LOCAL). The District shall investigate all allegations of such discrimination and shall take appropriate disciplinary action against employees or students who have engaged in such acts.

Sexual harassment includes unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit, request for sexual favors, sexually motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity, or creates an intimidating, threatening, hostile or offensive educational environment. 20 USC 1681(a); Franklin v Gwinnett County Public Schools, 112 S. Ct. 1028 (1992) DIA (LEGAL) (LOCAL).

Sexual harassment of students by employees is always a violation of law and, therefore, cannot be defended on the grounds that the student may have sought or encouraged the conduct. FFH (LEGAL) and (LOCAL)

# Responsibilities of the School and Teacher to the Substitute

## Responsibility of the School

1. Schedules should be available for both the regular school activities and other special events that may arise.
2. The school should create an atmosphere of helpfulness and understanding and make any special instructions accessible to the substitute teacher.

## Responsibility of the Regular Teacher

The regular teacher will have lesson plans, class rolls, seating charts, and any special instructions accessible to the substitute teacher. Special circumstances / emergencies may arise that do not allow the teacher to fully prepare. In this case check with the nearest teacher or team leader.

## Drug-Free Workplace Requirements

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as that term is defined in state and federal law, in the workplace or at any school-related event.

Employees who violate this prohibition may be referred to drug counseling programs, drug rehabilitation programs, employee assistance programs, or may be terminated from employment with the District.



As a condition of employment in the District, each employee shall abide by the terms of the requirements and prohibitions set out in this statement and shall notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction.

Within 30 days of receiving notice of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination; or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

## Tobacco

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

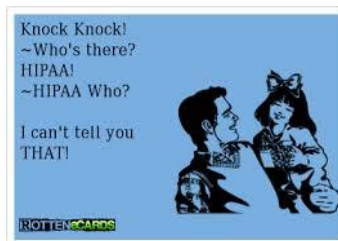


## Prohibition of Weapons (including handguns)

The Texas Penal Code, Sec. 46.03, prohibits firearms, illegal knives, clubs or any prohibited weapons on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a school district employee can result in immediate termination.

## HIPAA

The Health Insurance Portability and Accountability Act of 1996, HIPAA, established rules for protecting individual Personal Health Information, PHI. HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of Federal Law. Complete HIPAA regulations can be found on Benefits Outlook, [www.katybenefits.org](http://www.katybenefits.org)



## Communicable Diseases

The following information will provide simple and effective precautions against the transmission of a communicable disease for all students and school personnel who are potentially exposed to the body fluids of any person. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Transmission of communicable disease is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from diagnosed individuals, because simple precautions are not always carried out.

To avoid contact with body fluids, the following precautions should be observed:

- Avoid direct skin contact with body fluids. This also includes the mucous membranes (e.g. eyes, nose, and mouth);
- Wear disposable gloves when contact with body fluids is anticipated (e.g. when treating bloody noses; open cuts, abrasions and other lesions; handling contaminated clothing; and cleaning up body fluid spills) (see below);
- Always practice good personal hygiene through proper hand washing techniques (see below);
- Request assistance from a custodian for proper cleaning of all body fluid spills.

### KEYS TO PREVENTING INFECTION FROM A COMMUNICABLE DISEASE:

- Understanding the risk factor you may face;
- Knowing how to protect yourself.

A Blood-borne Pathogen Exposure Plan is available for review by all employees. Copies are located in the school clinic and library.

In addition to information received on communicable disease, employees in a job classification that has been identified as having, or possibly having occupational exposure receive additional training more specific to blood borne pathogens.

Each campus in Katy ISD has a full time Health Services Professional on staff. Please do not hesitate to consult her/him if you have any questions or would like more information regarding communicable diseases in the school setting, the Katy ISD Health Services Instructional Officer may also assist you with your questions and/or concerns (281-396-2875).

## Student Welfare: Child Abuse and Neglect [See Regulation FFG]

### Purpose of Reporting Law

The purpose of the reporting law is to protect the child by encouraging more complete reporting of suspected child abuse. This purpose is accomplished by:

1. Identification of the child in peril as quickly as possible;
2. Designation of the agency, Texas Department of Family and Protective Services (DFPS), and local law enforcement to receive and investigate reports of suspected child abuse;
3. Offering, where appropriate, services and treatment.

## Persons Required to Report

Texas law requires that any person “having cause to believe” that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect **shall report**. Professionals, specifically, **are mandated to report**. “Professional” as defined in the Texas reporting statute, is any individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified or operated by the state, and who in the normal course of official duties, has direct contact with children (teacher, nurse, counselor, principal). It is important to note that the law requires any person (school personnel, parents, or friends of a child) who has cause to believe that a child is being abused or neglected should make a report.

**When an employee determines that what a child alleges would constitute child abuse, the employee is mandated by law to report the child’s allegations regardless of the employee’s own belief about the credibility of the child.**

## Reporting Procedure

School personnel suspecting child abuse shall use the following procedures:

1. In order to provide protection to the child allegedly abused, the knowledgeable employee is required to personally notify the school nurse, counselor, or assistant principal of the alleged abuse within the current school day. The “knowledgeable employee” is defined as the person who first receives knowledge that an abuse or suspected abuse has occurred. In cases where a school employee is the alleged perpetrator and a student alleged to be the victim, the school nurse, counselor, or assistant principal shall notify the school principal within two hours.
  - a. **Non Emergency Situations:** Contact the campus principal, assistant principal, counselor or school nurse to obtain the confidential web-site address to file a report with the Children’s Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) and call the District Police Department at 281-237-4000. Information regarding this website should not be shared with the general public.
  - b. **Emergency Situations:** Contact the CPS Statewide Intake (SWI) of the Texas DFPS at 1-800-252-5400 and the District Police Department at 281-237-4000. **Within the required legal timeline (48 hours), the school nurse, counselor, or assistant principal who received notification of the report is to make sure, in fact, that the case was reported to the DFPS by the knowledgeable employee.**
2. After reporting to CPS/DFPS and the District Police Department, the school nurse, counselor, or assistant principal shall also inform their school principal that a case of suspected child abuse has been reported. The obligation of the principal to report cases of suspected child abuse brought to his or her attention by school employees is not discretionary, and the principal shall ensure that the case is duly reported if this has not already been done. It must be emphasized that this requirement does not relieve the individual employee of the obligation to report any cases of suspected child abuse brought to his or her attention. **An employee who has cause to believe that there has been child abuse or neglect cannot choose not to report the incident.**
3. Many times school personnel will receive a report of conduct that could constitute child abuse and it will be questionable whether the event involved was, in fact, child abuse as defined by Chapter 261 of the Family Code. In such a situation, the knowledgeable employee should call the local CPS/DFPS or the Katy ISD Police Department and state his or her concerns to the social worker taking the “intake” call.
4. The knowledgeable employee shall make a written report with the assistance of the school nurse, counselor, or assistant principal within (5) days of the contact that disclosed the existence of possible child abuse. The knowledgeable employee shall obtain a “Child Abuse Referral” form from the school nurse, counselor, assistant principal, or school office.
5. Copies of the written report shall be submitted by the school nurse, counselor, or assistant principal to the school principal and to the District Police Department through the district interoffice mail. Reports sent through interoffice mail are to be placed in a sealed envelope and marked “confidential.”
6. The school principal shall maintain a confidential file for the written report. (Administrative Regulations FFG)

## Investigation of Allegations

According to law, it is the responsibility of CPS/DFPS or the law enforcement agency that receives and accepts the report to investigate the alleged report and determine its validity. **(It is not the employee’s role to investigate the situation.)** It is the employee’s responsibility to report the abuse in order to set in motion the process of getting help for the child, and to be supportive of the child.

School personnel shall cooperate with representatives of official agencies investigating reported child abuse. [See Board Policy and administrative regulation at GRA]

## Notifying the Parents

The CPS/DFPF or law enforcement agency is responsible for notifying the parents when a child abuse report has been made concerning their child. The campus does not notify parents of CPS reports except in the specific circumstances described in the following paragraph:

If an administrator has reason to believe that an employee or someone acting on behalf of the District has abused a child, the administrator will notify the parent/guardian of the alleged abuse and pending investigation within four hours of the time when he/she first became aware of the suspected abuse. The principal is also required to notify the appropriate Area Assistant Superintendent and the Assistant Superintendent for Human Resources of the alleged abuse and proper notifications. If the parent/guardian cannot be located, efforts to contact them should be documented. (Administrative Regulation FFG)



## Confidentiality

Confidentiality is assured by Chapter 261 of the Family Code, for purposes of the investigation. However, the identity of the person making the report may be disclosed orally to the district attorney and to other law enforcement officials. Neither the fact of the written or oral report nor any of its contents, including the name of the person making the report, should be revealed to anyone other than the immediate school officials (principal, assistant principal, nurse, and/or counselor), CPS/DFPS and the local law enforcement authorities.

This report should not be released to the parent of the child involved or to the individual upon whom the report is made. The individual about whose behavior the report was filed will be informed by CPS/DFPS that a report has been filed and both parents and the individual upon whom the report was made will have a right to receive a copy of the record made by CPS/DFPS. The name of the person making the report, however, will not be revealed to either the parents or the person upon whom the report is made.

District personnel should be aware that they must be extremely cautious about maintaining the confidentiality of both the report and the fact that the report has been filed. This is particularly important to remember in dealing with anyone who may ask for a confirmation that a report has been made. District personnel simply state that such reports are confidential and that it would be inappropriate to either confirm or deny the information. Any comment or reporting could be considered a violation of confidentiality or violate the privacy rights of the individuals involved.

## **Knowledgeable Employee must:**

1. Notify the Children's Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) and the Katy ISD Police Department based on the type of situation:

### **Non-Emergency Situation:**

For non-emergency reports of abuse/neglect of children to be made by school professionals –

- a. File a report within 48 hours by using the CPS website. (The Secure website address can be obtained from the campus principal, assistant principal, counselor, and/or school nurse.) A return e-mail will be sent acknowledging receipt of the report and an intake number will be provided for use in completing the District reporting form; and
- b. Make an oral report within 48 hours by calling the Katy ISD Police Department at 281-237-4000.

### **Emergency Situation:**

For life-threatening/emergency situations (situations that require immediate attention) –

- a. Notify the school counselor, nurse, or assistant principal.
  - b. Make an oral report within 48 hours to the CPS Statewide Intake (SWI) at 1-800-252-5400 and the Katy ISD Police Department at 281-237-4000.
  - c. The report shall contain:
    - The name and address of the child;
    - The name and address of the person responsible for the care of the child, if available;
    - Any other pertinent information.
2. Document the following for use in completing the written report:
    - a. Name of CPS Intake Person;
    - b. Case Reference Number.
  3. Notify school nurse, counselor, or assistant principal of the alleged abuse within the current school day.
  4. Complete a written report with the assistance of the school nurse, counselor, or assistant principal within five (5) days of your first knowledge of the suspected abuse (school nurse, counselor, or assistant principal will obtain the appropriate form from the school office and submit to the appropriate persons).

## Asbestos Management Plan

The Asbestos Hazardous Emergency Response Act created by the Environmental Protection Agency requires school districts to develop and maintain an Asbestos Management Plan. A copy of the complete management plan is located in the maintenance department and a copy of each specific campus is located in the front office of that campus. If you have any questions, please call Peggy Caruso, Assistant Director of Maintenance and Operation, at 281-396-2519.



### Eye Protection

Employees who are working with hazardous chemicals should check the MSDS for the proper personal protective equipment. Safety glasses and goggles should be worn when the possibility of a splash is present.



### First Aid Treatment

Health Service personnel can provide first aid during normal school hours. Health Service personnel are trained in Cardiopulmonary Resuscitation and the use of Automated External Defibrillator (CPR/AED). They can provide assistance with minor everyday emergencies and how to initiate treatment for chemical contaminations of the skin and eyes or those that occur by ingestion.















If the Health Service personnel are not available, the employee(s) should refer to the MSDS for specific first aid treatment or call Poison Control @ 1-800-222-1222, or if it is life threatening, call 911.

### Foot Protection

No open-toed shoes will be allowed in the area where hazardous chemicals are stored or used.

### Gloves

Gloves must be worn when the potential for contact with toxic materials exist. Before gloves are used, they should be inspected for discoloration, punctures, and tears. Any gloves that show wear or defects should be disposed of and not used.

Proper Removal of Gloves	Proper Hand washing Technique
 <p>1. Grasp glove at heel of hand without touching skin</p>  <p>2. Pull glove toward fingers</p>  <p>3. Remove glove from hand</p>  <p>4. While holding soiled glove, insert index finger and middle of free hand under glove at cuff</p>  <p>5. Pull glove toward fingers</p>  <p>6. As glove is removed it is turned inside out, over the contaminated glove that has already been removed</p>  <p>7. Discard gloves in appropriate waste container and wash hands</p>	 <p>1. Open faucet thoroughly</p>  <p>2. Wet hands</p>  <p>3. Apply soap</p>  <p>4. Rub vigorously 20 seconds or more</p>  <p>5. Rinse thoroughly</p>  <p>6. Dry hands with disposable towel</p>  <p>7. Use towel to turn off faucet</p>



## Integrated Pest Management (IPM)

IPM is governed and enforced by the Texas Department of Agriculture (TDA). According to CLB (LOCAL), no other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a school facility without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's integrated pest management program.

## Labels

Good hazard communication is essential in any safety program. Labels are the primary source of information concerning the hazards associated with chemicals used in the workplace. Employees shall not be required to work with hazardous chemicals from unlabeled containers. Portable containers, of which the contents are known by the user, are exempt if the product will be used within a standard work shift. HAZCOM requires that all containers of hazardous chemicals entering the workplace be properly labeled. A label must show the identity of the hazardous chemical, the name and address of the manufacturers, and the appropriate warning such as toxic or corrosive. Warnings relate whether a chemical is a health or physical hazard, or both. Physical hazards are flammable, corrosive or reactive; flammable chemicals can cause chemical burns; and reactive chemicals can cause explosions or release toxic fumes. Chemicals that are health hazards are toxic chemicals which are poisonous. Overexposure can cause acute or chronic health effects.

## Material Safety Data Sheets (MSDS)

The Material Safety Data Sheet, or MSDS, is written information that can help protect you from overexposure to chemicals in the workplace. The following steps are a general format for interpreting an MSDS.

1. **Chemical Name** – Identifies the name of the substance, what is on the label, the date the MSDS was prepared, and the name/address/phone number of an emergency contact with the manufacturer.
2. **Hazardous Ingredients** – Identifies the name of the substances in the chemical product that might be dangerous, and the safe exposure limits, such as the Permissible Exposure Limit (PEL) or the Threshold Limit Value (TLV). The common name(s) of the chemical product are also listed.
3. **Physical Characteristics** – Identifies the physical qualities of the chemical.
4. **Fire/Explosion Information** – Identifies the lowest temperatures in which the chemical could ignite. This is often called the flashpoint. It identifies if the chemical is flammable (catches fire at or below 100 degrees F) or if the chemical is combustible (catches fire above 100 degrees F).
5. **Reactivity** – Explains what happens when the chemical comes in contact with water, air, or other chemicals.
6. **Health Hazards** – Explains how chemicals may enter the body by ingestion, inhalation, and absorption. It will identify if the chemical will make a preexisting condition worse.
7. **Usage, Handling, and Storage** – Lists the proper way to clean up spills, leaks, or releases.
8. **Special Protection and Precautions** – Explains what personal protective equipment is recommended when using a particular chemical.

Each workplace should have an MSDS master copy of the chemicals located at that workplace. District computers have a desktop link to the district database of chemicals, labels, and material safety data sheets.

## Personal Protective Equipment (PPE)

Each campus should provide PPE for all employees so they are able to work safely with chemicals. If a product or chemical MSDS recommends the use of PPE - such as gloves, safety glasses, or face shield - the employee should follow the PPE recommendation. If an employee feels that they do not have the proper equipment necessary, the employee should contact their supervisor immediately to obtain the proper equipment.



## Financial Ethics

The District prohibits fraud and financial impropriety in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District;
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. Impropriety in the handling of money or reporting of District financial transactions;
5. Profiteering as a result of insider knowledge of District information or activities;
6. Unauthorized disclosure of confidential or proprietary information to outside parties;
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. 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 Board Policy DBD)(Legal)
9. Inappropriately Destroying, removing, or using records, furniture, fixtures, or equipment;
10. Failure to provide financial records required by state or local entities;
11. Failure to disclose conflicts of interest as required by law or District policy;
12. Any other dishonest act regarding the finances of the District.

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law.

Limited disclosure may be necessary to complete a full investigation or to comply with law.

All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment and when circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities.

Please refer to Board Policy CAA (LOCAL).

## Description of Special Programs

<b>AEP</b>	Alternative Education Placement – students are in this setting due to discipline problems.
<b>BIL</b>	Bilingual
<b>CAPP</b>	Communication Acquisition Program for Preschoolers.
<b>HCAP</b>	High School Autism Program- specialized self-contained program
<b>JCAP</b>	Junior High Autism Program- specialized self-contained program
<b>YCAP Elementary</b>	Young Children with Autism Program- specialized self-contained program
<b>ECAP Elementary</b>	Early Childhood Autism Program- specialized self-contained program
<b>COMP ED</b>	Compensatory Education - Provides additional support to at risk students within the district.
<b>ESOL/ESL</b>	English as a Second Language – assisting students who are learning English.
<b>ISS</b>	In-School Suspension – a student is suspended from class but within the campus.
<b>KOLA</b>	Subject facilitator – in a computer lab at the secondary level.
<b>SPED ADAPTIVE PE</b>	Physical education for students with disabilities.
<b>SPED AB</b>	Adaptive Behavior - Students in a highly structured specialized program to address significant behaviors.
<b>SPED BTP</b>	Special Education Behavior Transition Program: Students w/behaviors that need a highly structured setting to address significant behaviors. (located at Raines High School)
<b>SPED-Paraprofessional</b>	Assisting students with special education services in a variety of settings.
<b>SPED In-Class-Support</b>	Supporting students who receive special education services in the general education classroom.
<b>SPED Resource</b>	Teaching in a self-contained setting for students to receive specially designed instruction in a small group
<b>SPED LIFE SKILLS</b>	Working with students with significant cognitive disabilities in a variety of settings and with a variety of skills which include- functional academics, self-help skills, daily living skills and in-class support.
<b>SPED PPCD</b>	Pre-School Program for Children with Disabilities - through age 5.
<b>SPED PASS</b>	Positive Approach to Student Success Program. Students w/ behaviors that need instructional and behavioral support in a main stream and structured environment
<b>SPED WORK BASED LEARNING Teacher</b>	Facilitate special education student learning related to career acquisition skills on campus.
<b>WBL Job Coach Paraprofessional</b>	Assisting special education students with on or off campus career training activities.
<b>TITLE 1</b>	Provides additional support in reading and math to eligible students at Title 1 campuses.
<b>SPED Co-teach</b>	Supporting students who receive special education services in the general education classroom.
<b>SPED TIP</b>	Therapeutic Intervention Program- students with severe disabilities requiring medical and therapeutic interventions

This service, called AESOP (Automated Educational Substitute OPerator), utilizes both the telephone and the Internet to assist you in locating jobs. You may interact with the system either on the Internet at <http://www.aesoponline.com> or by way of a toll-free, automated voice instruction menu system at 1-800-942-3767.

Each substitute is matched to assignments from the information given on the “Substitute Teacher/Nurse Availability and Information Sheet” or from the “Substitute Paraprofessional (Aide/Clerk) Availability and Information Sheet”. If you need to make changes to your substitute profile in AESOP, you can do so by contacting the Substitute Employment Office at 281-396-6125.

Aesop calls substitutes from 4:30pm – 10:30pm and from 5:30am – 11:00am. Substitutes should arrange their early morning schedules to be able to leave home on very short notice. However, a substitute may receive a phone call at anytime during the day as the need occurs. If you accept a late assignment from the phone system or the web site **you must be able to arrive on the campus within 1 hour from the time the assignment was accepted.**

Your availability as a substitute is a consideration in your use. Substitutes who are more readily available and do not often turn down requested assignments are more likely to be contacted.

If an emergency arises and you need to cancel an assignment, you can do so on the web site or through the phone system. If you cancel within 24 hours of the assignment, Aesop will add the day as a non work day, which does not allow you to pick up a job for the day. If it is less than 1 hour before the start of the assignment you will need to contact the campus whose assignment you have accepted. **Do not leave messages on campus voice mail; contact the Substitute Employment Office at 281-396-6125.**

Please do not contact the substitute office to arrange your daily assignments.

**Half Days** – (for students) If you accept an assignment for a full day on a student half day, you are expected to work the full day. You do not leave with the students. You may want to contact the campus to see if the assignment should be a half day.

## Non Workdays

**Bad Weather Days** – please check Aesop for Web Alerts or contact the campus where you have a substitute assignment for that day for school closings.



**Staff Development / Student Holiday** – please check your KISD Scholastic Calendar for days that are marked staff development/student holiday as substitutes are not needed on these days. If an assignment has been entered in error on these days please do not accept.

**Summer Break** – substitutes are not utilized during the summer break.



## IMPORTANT!

Please read the following statements, fill out the information below, sign and **return this page to the Substitute Office and/or Human Resources.**

I will/have received a copy of the Katy ISD 2015-2016 Substitute Handbook and will access it through the Katy ISD website. The Substitute Handbook can be accessed at [www.katyisd.org](http://www.katyisd.org); click on "Employment"; click on "Substituting in KISD".

I acknowledge that I will/have reviewed the written information and/or powerpoint on Communicable Diseases, Reporting Child Abuse, Hazard Communication Training Program, and Computer/Network/Internet Acceptable Use Guidelines which was sent to the email address on file with the Temporary Employment Office.

I further acknowledge that I have received the 2015-2016 Scholastic Calendar that indicates which dates I **may be able** to accept jobs in Katy ISD. Substituting is an 'at will' position without a guarantee of a specific number of available assignments.

I further acknowledge that I am expected to work a minimum of 4 days a month and have acceptable behavior to maintain active status.

By signing this form, I have read, understand, and hold myself professionally responsible for the contents.

\_\_\_\_\_  
(Print your name)

\_\_\_\_\_  
(Your signature)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(date)

Substitute Teacher \_\_\_\_\_ Substitute Para/Clerk \_\_\_\_\_

**\*Please note that failure to return this page, signed and dated, will result in restriction to work until this form is received in the Substitute Office.**

**\*Returning substitutes must attend a refresher training session in June, July, August or September.**