



Department of  
Human Resources

# SUBSTITUTE EMPLOYEE HANDBOOK 2016-2017

Northside Independent School District

# Northside Independent School District 2016-2017 Calendar



5900 Evers Road

San Antonio, Texas 78238

Internet: [www.nisd.net](http://www.nisd.net) Email: [info@nisd.net](mailto:info@nisd.net)

FIRST DAY OF SCHOOL: August 22, 2016 LAST DAY OF SCHOOL: June 1, 2017

FIRST SEMESTER: 88 days SECOND SEMESTER: 89 days

## July

S	M	T	W	T	F	S
					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						

## August

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## September

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30	31					

## November

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## December

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## January

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29	30	31				

## February

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## March

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## May

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28	29	30	31			

## June

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25	26	27	28	29	30	

**Grading Periods.** Schools use 6 or 9-week grading periods. Report Cards will be sent on the last day of the next week following the end of the period.

### Legend

Student Holiday/Staff Development .....	○
Student Holiday/Staff Work Day .....	◐
Teacher & Student Holiday .....	■
Student Holiday/Half Staff Dev/Half Work Day .....	●
Begin Semester .....	[
End Semester .....	]
End Six Weeks .....	—
End Nine Weeks .....	)
Bad Weather Makeup Day .....	*
Feb. 20, 2016 (1st choice); June 2 (2nd choice)	
Elem. & Middle School Early Release Day...	•
<i>(Dates: Sept. 16, Oct. 21, Jan. 27, March 3, &amp; May 5 11:45 a.m. for ES; 12:30 p.m. for MS)</i>	

### Student Holidays

July 4	Fourth of July holiday
Sept. 5	Labor Day
Oct. 10	Columbus Day/Student Holiday
Nov. 21-22	Student Holiday/Staff Dev.
Nov. 23-25	Thanksgiving Break
Dec. 19-30	Winter Break
Jan. 16	Martin Luther King, Jr. Day
Feb. 20	Student Holiday/Staff Dev./Bad Weather Makeup Day
Mar 13-17	Spring Break
April 14	Easter Break
April 28	Battle of Flowers
May 29	Memorial Day
June 2	Work Day/Bad Weather Makeup Day

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

# Substitute Employees Handbook

2016-2017



## DEPARTMENT OF HUMAN RESOURCES

5617 GRISSOM ROAD • SAN ANTONIO, TX  
78238-2220 • (210) 397-8600

### IMPORTANT PHONE NUMBERS

SmartFind Express .....	1-877-403-2514
Substitute Office .....	397-8600
Payroll Office .....	397-8675
Payroll Office E-mail .....	payroll.issue@nisd.net
Safeline .....	397-7233
Substitute Office E-mail .....	sub.office@nisd.net
<b>NISD POLICE</b> .....	<b>397-5600</b>

SmartFind Express: <https://northside.eschoolsolutions.com>

Substitute Teacher Website: [www.nisd.net/hr/substitutes](http://www.nisd.net/hr/substitutes)

# **BOARD OF TRUSTEES**

Katie N. Reed..... President  
M'Lissa M. Chumbley ..... Vice President  
Carol Harle, Ph. D. .... Secretary  
Joseph H. Medina ..... Trustee  
Gerald B. Lopez ..... Trustee  
Robert Blount, Jr. .... Trustee  
Karen Freeman ..... Trustee

## **ADMINISTRATIVE STAFF**

### **SUPERINTENDENT**

Brian T. Woods, Ed.D.

### **DEPUTY SUPERINTENDENT FOR BUSINESS AND FINANCE**

David Rastellini

### **ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

Patty Denham Hill

### **DIRECTOR OF CLASSIFIED, AUXILIARY AND SUBSTITUTE EMPLOYEES**

Danny DeGuire, Ed.D.

### **ASSISTANT DIRECTOR - SUBSTITUTE EMPLOYEES**

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## **SUPPORT STAFF**

### **SUBSTITUTE PERSONNEL SPECIALISTS**

Susie Garcia  
Evette Baiza  
Raquel Bentancourt

Northside Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.





## Superintendent's Greeting

Fall, 2016

### To Northside Substitute Employees:

On behalf of the Board of Trustees and the Administration, **welcome** to the Northside Independent School District. The role of the substitute is a challenging one which brings with it many rewards and the opportunity to assist in the development of Northside's greatest asset – its students.

The purpose of this handbook is to provide substitutes with the information needed in order to provide continuity to the instructional program when teachers must be absent from their classrooms. In addition to providing assistance to the instructional program, another primary responsibility of substitutes is to maintain a safe, attractive, and supportive educational environment for the students entrusted in their care. Please work with the teachers and administrators on the campuses you visit to ensure continuity and a high quality experience for students.

We are pleased that you have chosen to join the rest of the staff in their efforts to fulfill the mission of the Northside Independent School District. Have a great year!

Sincerely,

Brian T. Woods, Ed.D.  
Superintendent

5900 Evers Road  
San Antonio, Texas  
78238-1606  
Tel: 210.397.8500  
Fax: 210.706.8772  
[www.nisd.net](http://www.nisd.net)

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## ATTENTION ALL VISITORS

All Parents and Visitors are required to show a picture I.D., register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

## I. INTRODUCTION

### A. Welcome

The staff of the Department of Human Resources joins the Superintendent in welcoming you to the noble and challenging teaching profession. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year, during kindergarten through twelfth grade. This staggering fact makes all the more important the contributions you will make as a substitute teacher toward sustaining the education of Northside's children and youth. In Northside, we like to think of our substitute teachers as "Guest Teachers," and intend to treat them with the respect and support guests deserve.

### B. Overview

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful school year. *Not all district policies and procedures are included.* Those that are, have been summarized. This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures. District policies and procedures can change at any time; these changes 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, or confer with the Assistant Director for Substitute Employees. District policies are available for review on-line at the district's website: [www.nisd.net](http://www.nisd.net)

### C. Orientation

Before beginning their substitute duties, all substitute employees new to Northside **must** complete an online Orientation session provided by the Substitute Office, Department of Human Resources. The online Orientation includes information on the automated SmartFind Express, basic information about the role of the substitute employee, District Policies and Procedures, including lock-down and other emergency procedures.

### D. Training (Substitute Teacher only)

Training of substitute teachers is an integral part of the Northside ISD Substitute Teacher Program. In addition to the online Orientation, the Human Resources Department also provides an eight-hour training program, **required** for substitutes who have no teaching experience. Training is required for anyone without any teaching experience or may be required if the teaching experience is 5 years or older. This "core" program includes classroom management and discipline strategies, effective teaching practices, an overview of curriculum and instruction, and an introduction to special needs students and programs.

### E. Photo I.D. Badge

Your picture will be taken upon successful completion of the online orientation. You will be set up for an appointment to bring in the completed forms and have your picture taken. You must wear business casual attire for your picture (No tank tops, t-shirts or other informal attire.) The badge will be issued after you have cleared the criminal background check. If you are required to attend the Substitute Teacher Training session, you will receive your badge at the end of the training, provided you have cleared the criminal background check. Substitutes must wear or display this badge at all times when on campus or attending a school-sponsored event. If you lose your badge, you will be required to pay for a replacement. You cannot work unless you have a substitute badge.

## F. Web-based Support and Information

Northside has a web site dedicated to substitute teachers that includes frequently asked questions, resources on the internet, the District map, this Handbook and other resources intended to enable substitutes to be more successful in their jobs. Substitutes are strongly urged to visit the site often at [www.nisd.net/hr/substitutes](http://www.nisd.net/hr/substitutes).

## G. Evaluations

Northside requires substitute employees be evaluated to ensure acceptable job performance. For new employees, evaluations should be completed following each of the first three substitute assignments. For returning substitutes, at least two evaluations must be completed each school year, regardless of length of employment with the District. Evaluations are provided to new substitute employees at the time you come have your picture taken upon successful completion of the orientation. The evaluations are also available on the Substitute Employee Website at [www.nisd.net/hr/subs](http://www.nisd.net/hr/subs). Subsequent evaluations may also be completed as needed or if desired. Additional evaluations may also be requested by Assistant Director or Director of Substitutes as needed.

**Satisfactory performance** on the evaluations generally assures continued placement in the SmartFind Express. **Exemplary performance** may result in the substitute's being placed on a school's "priority" list. **Unsatisfactory** evaluations may result in administrative action ranging from a phone call to discuss the evaluation, to dismissal of the substitute. The overwhelming majority of evaluations are very positive and require no action at all be taken. However, if substitutes receive three overwhelmingly negative evaluations, or if they are put on five schools' Do Not Use lists, the substitutes will be subject to disciplinary action up to and including termination. Copies of the evaluations are maintained in the substitute's personnel file and may be viewed upon written request.

**NOTE:** You may be blocked district wide and your pending jobs may be cancelled if we receive complaints which are determined to be serious in nature.

## II. SMARTFIND EXPRESS

### A. Overview

Northside uses an electronic means for reporting absences and arranging for substitutes to fill the vacancies created by the absences. It is called the SmartFind Express. The SmartFind Express is a telephone-based and a web based system. All substitutes must use the SmartFind Express system. SFE does not make long distance calls. If you do not have a local phone number, you must block your phone number to prevent the system from calling someone else locally. Failure to block your long distance phone number will result in deactivation from Sub List.

### B. Registration

After completing the orientation and meeting with the Sub Office staff, substitutes will be able to register with SmartFind Express at 1-877-403-2514 and follow the prompts to create their Personal Identification Number (PIN). Please allow 1-2 days before attempting to register. **NOTE:** SmartFind Express is NOT compatible with Google Voice or similar third party calling applications.

### C. Access ID

You will need to use your Access ID (Employee Number) and PIN (Personal Identification Number) to use SmartFind Express either through the phone or the web.

### D. Logging on to SmartFind Express

If you decide to use the SmartFind Express to check for jobs, review your jobs, or cancel the jobs you have already accepted, make sure that the computer has one of the following browsers: *Microsoft Internet Explorer version 7.0 or above, Mozilla/Firefox version 3.5 or above, Safari 3.0 or*

above, Adobe Acrobat version 5.0, Adobe Flash version 8.0. To log on to SmartFind Express, you will need two numbers – your PIN number which you created when first registering over the phone with SmartFind Express, AND your Access ID (Employee number) which will be on the back of your substitute badge and will also appear on your paycheck stub. **DO NOT USE the computers at school or on the job site to search for future jobs.**

## E. Requesting and Pre-Assigning Substitutes

When employees create their absences in SmartFind Express, they have several options regarding use of a substitute: 1) no substitute may be required for the absence; 2) a specific substitute may be requested through the system; and 3) a substitute may be pre-assigned to assume the duties of the absent employee.

If a substitute is requested, the SmartFind Express will search to see if the requested substitute is available and will assign that substitute to the job if he/she is available and approved for working for that job classification, at that location, on that day of the week. The system will attempt to call the requested substitute as soon as the absence is created. It will continue to call the requested sub up to 8 hours prior to the start of the job. Then it will cease the attempts to contact the requested sub and the job will become available for any eligible substitute. **Note:** Substitutes may not use a long distance number for contact purposes.

In order to pre-assign a substitute to an absence, the employee must have contacted the substitute directly – in person, by phone, or via e-mail—and received assurance from the substitute of their eligibility and availability for the job. If you accept a pre-assigned job, the SmartFind Express will **not** call you to confirm. If you forget any of the details of the job, you are able to review the job later using either the telephone or your computer.

In either case—whether requesting or pre-assigning a substitute—the employee must use the substitute’s **EMPLOYEE ID—not their PIN**—when entering the information into the SmartFind Express.

## F. Job Numbers/Calendar of Jobs

When an employee successfully creates an absence, a **job number** is assigned to that absence. Substitutes should always keep a record of the job numbers for the employee absences that they filled. An ideal place to keep these records is on a calendar onto which the substitute can enter the dates, locations, employee names, and specifics about the assignments, including the job numbers. It is strongly recommended that substitutes carry with them a calendar anyway so that if teachers or administrators want to pre-assign a job with them, they will have their calendar handy to check for availability.

## G. Call Out Times

As noted in **Appendix H-1** the SmartFind Express will begin calling substitutes to fill jobs at 5:00 p.m. and continue calling until 10:30 p.m. for jobs that need to be filled for the next day or beyond. The SmartFind Express will also call the substitute beginning at 5:30 a.m. in order to fill jobs for that day. It will continue to call for current day jobs even after the start of the work day. Substitutes are encouraged to accept these belated job offers even if it means that the substitute will not be able to begin the assignment until after it has begun. Simply call the school and inform them of your circumstances and approximate time of arrival.

## H. Reviewing and Canceling Jobs

Substitutes must *review* jobs that they have already accepted by either calling the system or checking online. If they are ever in doubt about a date, location or person for whom they are substituting, they should review the job. Substitutes may also *cancel* a job that they have already accepted if it is necessary to do so. Acceptable reasons for canceling jobs include personal illness, illness or death in the family, transportation problems, or some other

personal emergency. When canceling a job, the substitute will be prompted to provide the reason for the cancellation.

If you need to cancel a job before 6:00 a.m. the day of the assignment, call SmartFind Express or log on to SmartFind Express to cancel it. If you cancel the job AFTER 6:00 a.m. the day of the assignment, you must cancel the job on SmartFind Express **AND** call the school to notify them of your cancellation.

**NOTE:** Substitutes should never cancel a job only to accept another job for the same time period simply because the other job appears more attractive to them. Also, do not wait until the last minute to cancel jobs; do so as early as possible to allow the system enough time to fill the job.

## I. Searching for Jobs

In addition to reviewing jobs already accepted, substitutes may also search for available jobs using the SmartFind Express. (The Substitute Office staff does not provide this service.) The system will play/display jobs for which the substitute is eligible so that the substitute can elect to accept or decline the job. Additional information on this feature may be found in **Appendix H**.

**NOTE:** In order for you to accept jobs or for campus staff to enter your name for a job, you must first have availability in the system. **You must add to your profile--the days of the week you are available to work.**

## J. Setting Dates of Unavailability/Do Not Disturb

Substitutes **must** enter date ranges during which they are unavailable to work so that the system does not continuously call them for jobs for which they cannot work. They may also activate a *Do Not Disturb* feature so that they will not be called again during a specific call-out period. If you need to change your availability, please review your jobs first. If you are not able to work the jobs after changing your availability, you must **cancel the jobs** as soon as you change your availability. Failure to cancel jobs after changing your availability will be considered “No-call; No-show” and disciplinary action may follow.

If you are unable to work for a period of time, you must enter this unavailability date range into the SmartFind Express system. Failure to do so results in the system calling you repeatedly for jobs you can’t accept due to your unavailability. This results in a high number of job offers declined or ignored and this in turn may result in administrative action that affects your future work opportunities.

**PLEASE NOTE:** You must work a minimum of 10 days\* during the school year. Five (5) of those days must be during the Fall semester (August through December) and five (5) during the Spring semester (January through May). Failure to meet this requirement will result in being deactivated as a substitute to the District. If you are unable to work for a period of time, you must enter this unavailability date range into the SmartFind Express. Failure to do so results in the system calling you repeatedly for jobs you cannot accept due to your unavailability. This results in a high number of job offers declined or ignored and this in turn may result in administrative action that affects your future work opportunities. Failure to accept a job in an entire school year will result in removal from the substitute employee list. If this occurs, you must submit a new application.

\* Half day assignments will count toward the 10 day minimum.

## K. Lost/Forgotten PIN Numbers

If you lose or forget your PIN, you may retrieve it by going to the SFE log-in screen and entering your Access ID. Then click on the “Trouble Logging In” button. The SmartFind Express system will send an email



reminder to you at the email address provided by you. *Please do not contact the Substitute Office to retrieve lost or forgotten PIN numbers.*

## L. Minimum Days Required to Work

You must work a minimum of 2 days per month in order to remain active as a Substitute. *Failure to meet this requirement will result in being deactivated as a Substitute in the District.* If you are unable to work for a period of time, you must enter this unavailability date range into the SmartFind Express system. Failure to do so results in the system calling you repeatedly for jobs you can't accept due to your unavailability. *If you are deactivated from the substitute system, you must submit a new application.*

## III. RESPONSIBILITIES OF SUBSTITUTE EMPLOYEES

**Substitute's Oath:** "I will use common sense and good judgment when carrying out my duties as a substitute employee. I understand that while working as a substitute teacher, I am responsible for my behaviors and the actions that I take, regardless of whether or not these behaviors and actions are included in this handbook."

### A. Ethical Behavior

Substitute employees have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

#### CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

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

#### 1) Professional Ethical Conduct, Practices and Performance.

**(A) 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.

**(B) 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.

**(C) Standard 1.3.** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**(D) Standard 1.4.** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**(E) 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.

**(F) Standard 1.6.** The educator shall not falsify records, or direct or coerce others to do so.

**(G) Standard 1.7.** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**(H) Standard 1.8.** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

**(I) Standard 1.9.** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**(J) Standard 1.10.** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**(K) 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.

**(L) 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.

**(M) 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.

**(A) 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.

**(B) Standard 2.2.** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**(C) 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.

**(D) Standard 2.4.** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**(E) 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.

**(F) Standard 2.6.** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**(G) 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.

**Under no circumstances should a substitute request or exchange personal phone numbers with any students, or communicate, or request to follow any student on ANY social media. Doing so may result in immediate termination. (See Standard 3.9 below.)**

**(A) Standard 3.1.** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**(B) 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.

**(C) Standard 3.3.** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.



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**(D) 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.

**(E) Standard 3.5.** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**(F) Standard 3.6.** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**(G) 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.

**(H) Standard 3.8.** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**(I) 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.

## Other Ethical Considerations

### 1. Confidentiality

Substitute employee have a grave responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.

### 2. Criticism/Comparisons

Substitutes are encouraged to speak honestly about their experiences as a "Guest Employee" in the District. However, the Mission of the District and the goals of the school are thwarted when a substitute engages in malicious talk about their work experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Under no circumstances should a substitute criticize the full time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.

### 3. No Solicitation

Substitutes may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any Northside property. Substitutes are also instructed not to promote or market their personal availability as a substitute to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. On the other hand, substitutes are welcome

to make reasonable, limited, targeted attempts to inform Northside educators of their availability to work as substitutes. The exercise of good judgement and common sense is expected in this regard.

## B. General Duties

### 1. Accepting and Canceling Jobs

Whenever possible, substitutes should accept the jobs they are offered through the SmartFind Express. Once they have done so, they should write down the date, time, location, job number and other information pertinent to the assignment. If, after accepting a job, a substitute must cancel a job, he should do so at the earliest possible opportunity. This can be done using either the SmartFind Express and following the prompts to cancel a job. If he attempts to cancel the job after the deadline for doing so (approximately 6:00 a.m. the morning of the assignment) the SmartFind Express will prompt the substitute to call the school administrator to cancel the job. (See **Appendix E** for school phone numbers.) Note: Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. **Failure to do so will result in a school's excluding that substitute from working on their campus in the future; repeated failure to do so will result in the substitute being restricted from working anywhere in the District.** Also, if a substitute has three no-show/no-call incidents, this will constitute job abandonment and the substitute will be deactivated in the SmartFind Express.

### 2. Parking and Privileges

Substitutes are District employees. They are not visitors or volunteers. Substitutes should not park in "reserved" or "visitors" parking areas. When working on campus, they should use the staff parking lots, the staff lounges, and may take advantage of any other privileges or amenities offered full time teachers. Substitutes may eat lunch either in the cafeteria or in the teachers' lounge. They may also take advantage of the services and materials available in the Northside Activity Center's Professional Development Workroom. (See **Appendix G.**)

### 3. Punctuality

In general, substitutes are expected to be on duty the same length of time as the regular employee. (See item 8. **Other Duties as Assigned**) This includes reporting to duty AT LEAST fifteen (15) minutes before the start of school. Many experienced substitutes advise arriving at school 30 minutes before the start of school in order to allow time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching.

The exact beginning and ending times for substitutes may vary from school to school, so be certain to listen carefully to the start times as indicated by the SmartFind Express. **When in doubt, call the school the day before to verify the start time and to get directions to the school if needed.**

## Beginning and Ending Times for Substitutes

	<u>Start Time</u>	<u>End Time</u>
Elementary Schools	7:30 a.m.	3:05 p.m.
Middle Schools	8:15 a.m.	3:45 p.m.
High Schools	8:40 a.m.	4:10 p.m.

Report times could be earlier or later if specifically requested by the campus administration, but these are the beginning and ending times for substitutes. All Substitutes are expected to report for work at least 15 minutes prior to the start of school and remain for at least 15 minutes after the end of school.

### 4. Reporting for Duty

Substitutes should always wear their **photo I.D. badge** and should report to the school office before assuming their duties in the

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classroom. They should sign in upon arrival, **but do not sign out at the same time**. While in the office, they should ask for a **substitute's folder**. Many schools have prepared folders for substitute teachers containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and list of key personnel. They should also ask if there are any special instructions or other information needed to carry out the day's activities. Finally, substitute teachers should ask in the office where the absent teacher's **lesson plans** can be found.

## 5. Substitute Identification

The substitute's I.D. badge should be worn or displayed at all times. If the badge is lost or stolen, please report this to the Substitute Office in Human Resources immediately and make arrangements to have another badge made. While on campus, be prepared to identify yourself as a substitute teacher and provide the name of the full time teacher whose place you are taking. (See Visitors in the Workplace for additional information.)

## 6. Supplies, Materials and Equipment

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves campus. At the end of the day, the teachers' rooms and equipment should be left the way they were found at the beginning of the day. The full time teacher's desk, files, and other storage areas should be regarded with respect.

## 7. Leaving the Campus

The care and supervision of the students assigned to the substitute should be of paramount importance. **At no time during the day should the substitute leave campus unless authorized to do so.** Substitutes should not leave the campus at the end of the school day unless they have signed out through the school office.

## 8. Conference Periods

If there is a conference period at the beginning of the day, substitute teachers must check in at the office at the beginning of that conference period. If the conference period is at the end of the day, substitutes may not use that time to leave school early, but rather, they should report to the school office to see if they are needed somewhere else during that time. If the conference period is in the middle of the day, the extra period should not be used to extend their lunch; they still need to report to the office to see if they are needed somewhere else.

## 9. Other Duties as Assigned

Occasionally, a substitute may be asked to perform duties in addition to those assigned them through SFE. Also, a substitute may be asked to work in a classroom other than the one he had agreed to teach when he accepted the assignment through the SmartFind Express. In both cases, the substitute is expected to demonstrate **flexibility and cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose instead to leave campus, they will not be compensated for the work they declined to perform. Also, if substitutes are asked to work during a teacher's conference period for a teacher other than the one they were assigned, they are expected to accept this administrative request (at no additional pay.) However, substitutes are still entitled to a duty-free lunch.

## 10. At the End of the Day

When the children have been dismissed for the day—or placed safely on the correct school bus—the substitute teacher still has several

more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plans was accomplished and any other important information about the substitute's instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during her absence. In addition to leaving a note for the teacher, the substitute should leave an evaluation to be completed (if required.) Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have received and to note the time of departure.

## 11. Changes in Personal Information

The substitute has the responsibility to continuously keep current their personal information such as their name, home address, email address, and contact phone number. Personal information should be updated as needed, using the Employee Self Service (ESS) module, explained in detail in Appendix J at the back of this handbook.

## 12. Changes in Substitute Information

If the substitute wants to change information related to their substitute duties, such as the locations they want to work at, or the subjects that they teach, these location and classification changes must be sent in writing to the Substitute Office at [sub.office@nisd.net](mailto:sub.office@nisd.net). Please be sure to include your employee number and your full name with your request for changes.

## C. Classroom Duties and Instructional Responsibilities -Substitute Teacher

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

### 1. Lesson Plans

When teachers are absent from school, they will leave **lesson plans** for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the road map, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice. Please do **NOT** share your personal problems, issues, life situations with the students.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to help with missing lesson plans. Also, in the Elementary

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schools, grade level chairpersons and subject matter specialists are available to assist the substitute. At the high school level, department chairpersons will provide assistance. And at the middle school – where learning is organized into instructional teams – the team leader should provide help when lesson plans are missing or insufficiently developed.

## 2. Student Attendance

One of the many regular duties of the full time teacher is the taking of student attendance. State law and District policy require that student absences be excused only with a written note from the parents or legal guardians. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office following the procedures established at the school. Attendance-taking procedures are included in the substitute's folder or are available from the office or any full time teacher.

## 3. Written work/Grading papers

The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher. Nor should the full time teacher expect the substitute to grade papers not assigned in the lesson plans. Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.

## 4. Classroom Management

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classroom and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching. (Courses in effective classroom management are offered by the District throughout the year. See the Continuing Education Catalogue for additional information.)

## 5. Supplemental Instructional Materials

Substitute teachers must exercise care when selecting supplemental materials for classroom use. In particular they should pay close attention to the manner in which the materials treat profanity and sex, violence, religion, human development, and biased materials.

There are additional specific criteria that apply to the use of movies and videotapes in the classroom. R-rated movies are never to be used. PG and PG-13 movies can not be used in the elementary schools. Written consent from the students' parents or guardians must be obtained to view PG or PG-13 movies at the secondary level. The use of any movie during the scheduled school day must be based on educational value and content.

## 6. Discipline

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. Substitutes must **never** administer **corporal punishment**, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. **Sarcasm is ineffective in the classroom and should not be used with students.** Some additional examples of *inappropriate and ineffective* discipline strategies

include but are not limited to:

- 1) telling the students to "Shut Up!"
- 2) hitting, poking, flicking or making any other physical contact with students—especially when angry.
- 3) screaming or yelling at all students when only one or a few need redirection.
- 4) denying students access to the restroom or the nurse as retribution for misbehavior.
- 5) slamming or throwing things down on the desk or throwing things across the classroom to get students' attention.

Use of derogatory terms or racial slurs must not be used and will not be tolerated. Nor should the substitute confiscate personal items belonging to the students such as cell phones, ipods, etc. If a student's use of electronic equipment is disruptive to a class or violates classroom rules, the student can be sent to the office where the appropriate steps will be taken in dealing with the disruptive behavior. Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline slip or note explaining the circumstances.

### a) Referral Process

Northside ISD uses a standard referral form to be used when sending a student to the office. A supply of these forms should be in the Substitute folder or they are available from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the office with another student if the situation warrants it.

### b) Office Communications

In every classroom there is a communication device that can be used if you need to contact the office for immediate assistance. In older schools, there is a "Call Button" that is located on the wall near the door. In newer buildings, there is a telephone for use in contacting the office. If either is inoperative, you can send a student to the office with a message.

### c) Unattended Classroom

The substitute should never leave the classroom unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

### d) Firm, Fair and Consistent

Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substitute needs to treat them in a **firm, fair, and consistent** manner. Fairness and consistency are key issues with students, especially in the middle school. The substitute must not "play favorites" when dealing with student behavior or performance.

### e) Also, refer to the Internet Resources page of the Substitute Teacher web site. Please view the Discipline Help web page. ([www.nisd.net/hr/substitutes](http://www.nisd.net/hr/substitutes))

## 7. Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, "Be on your feet, not on your seat," is sage advice to the substitute. Many discipline problems can be avoided by the substitute's use of proximity to the students. While you are in the classroom or



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supervising students, you are **not** to conduct personal business. Your focus should be on NISD students and nothing else. NEVER leave students unattended, and always follow designated release procedures (for example, making sure “parent pick-up line” children go to designated areas, as well as “bus line” children.)

## 8. **Seek Help!**

At all times, and in all matters related to substitute employment, the substitutes should never hesitate to SEEK HELP when needed. Everyone in the school system wants the substitute to be successful—the teachers, administrators, students, and parents. Help is only a few steps or a call to the office away at any time. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitute with either instructional questions or classroom management concerns. These personnel include the administrators, subject area experts, grade level chairpersons, team leaders, and department heads.

## 9. Helpful Hints for Successful Substitutes

You must always leave detailed notes for the Teachers after you finish your assignment. Complete the Substitute Teacher Report (See Appendix ???) before leaving campus. Refrain from leaving negative comments and/or opinions about students, but rather stick to facts

## 10. Other Helpful Hints for Successful Substitutes

In addition to the school-based sources for assistance, help is also available to the substitute through a wide range of other sources. The **Northside Activity Center** has a section in its Professional Development Library for substitutes from which books, videotapes, and workbooks can be checked out. The **NISD** Substitute Teacher web site ([www.nisd.net/hr](http://www.nisd.net/hr)) should be visited. Internet resources include hundreds of sites available to substitutes for assistance with discipline, classroom management, and instructional materials. For your convenience, some of the most frequently listed hints for successful substitute teaching and resources for substitute teachers are listed in **Appendix C-1**.

## IV. RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND FULL TIME TEACHERS

Successful substitute teaching is a partnership between the substitute, the full time teacher, the staff at the school where the teacher works, and District Staff.

### A. District Staff

#### 1. Substitute Office

There is a full time staff dedicated to providing service and support to Northside’s Substitute teachers. Their responsibilities include: creating and maintaining employee files, coordinating payroll information with the Payroll Office, providing I.D. Badges, and scheduling Orientations and training for substitutes. Questions about any of these matters can be directed to the **Substitute Employees Office at 397-8600** or by e-mailing the Substitute Office at [sub.office@nisd.net](mailto:sub.office@nisd.net). Administrative staff is also available to answer any questions substitutes may have about their duties and responsibilities or the training requirements. Contact the Substitute Office administrator for answers to these types of questions.

#### 2. Payroll Office

It is the responsibility of the Payroll Office to provide the substitute accurate and timely paychecks. Substitutes are paid on a bi-weekly

basis. The pay date schedule may be found in Appendix A. If a substitute believes an error has occurred in a paycheck, they should contact the Payroll office at 397-8675.

### B. School Staff

#### 1. Substitute Folder

Many of the schools provide the substitute with a **substitute folder** in which can be found everything the substitute needs to carry out his/her responsibilities. Ask for this folder when you check in at the office upon arrival.

#### 2. School Routines

The substitute will be provided a schedule of the regular school program and any schedule changes, such as school assemblies, pep rallies, etc. The substitute should be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc. The substitute should be informed of and follow the procedures for attendance reporting.

### C. Full Time Teacher

#### 1. Lesson plans

It is the responsibility of the full time teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. If a teacher fails to provide lesson plans, the substitute should report this failure to the school administrator in a professional manner. The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, other teachers and staff are available to the substitute for assistance.

#### 2. Routines

The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special need students (when appropriate), pupil seating charts, and key, if necessary. Other schedules and routines may be posted in the classroom.

#### 3. Support

Whenever the regular teachers anticipate an absence, they should prepare students to work with the substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the regular teacher does find it necessary to express dissatisfaction with the substitute’s work, this should be discussed with the school administrator.

#### 4. Evaluations

Teachers should complete any evaluations left for them in a timely manner and return the form to the office for processing. If the evaluations are less than satisfactory, the teachers should be specific in their criticism of the substitute teacher so that improvement might be made.

## V. PAYROLL AND EMPLOYMENT ISSUES

### A. Rates of Pay

	Full Day	Half Day	Long Term
Certified Teacher	\$90	\$60	\$115-120
Degreed, not Certified	\$80	\$50	\$100
90+ Semester. Hours.	\$75	\$46	\$86
Paraprofessional Sub	\$65	\$45	\$65

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Teachers will receive an additional \$10 per day for working in a special education classroom; para-substitutes will receive an additional \$12 per day for working in a special education classroom. This additional special education supplement is added to the full day rates posted above. The supplement does not apply to working in a collaborative classroom. It only applies to jobs working directly with children with special needs, such as in the PPCD and ALE classrooms, and at the Reddix and Holmgreen Centers.

## B. Special Notes Regarding Pay

1. Pay method/ frequency  
Substitute teachers will be paid on a **bi-weekly** basis. NISD pays all employees via direct deposit. The Direct Deposit form should be completed with all other hiring documents at start of employment. Please refer to the Payroll Calendar listed in Appendix A of this Handbook.
2. Job Log  
It is advisable that the substitute keep a job log of dates, times, schools, and job numbers when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each bi-weekly pay period.
3. Half day Rules  
Before accepting jobs, substitutes should have a clear understanding of whether they are substituting for a whole day or a half-day assignment and whether it is in a special education or a "regular" classroom. Several rules will apply for half day jobs that determine the substitute's salary:
  - Substitutes should be aware that when working two half day jobs on the same date and at the same campus (one in the morning and one in the afternoon) that they will be paid at the *full day rate*, not the total of two half day rates. (See chart above)
  - If working two half day jobs at different schools, you will be paid at the half day rate for each job you work.
  - If a substitute teacher works a half day as a substitute teacher and a half day as a para-substitute on the same day, he will be compensated at the teacher rate for the first half and the para-sub rate for the other half.
4. Long term jobs  
**If a job lasts 10 consecutive days or longer**, the substitute will be paid the long term rate **beginning with the 11th day**.
5. Long term jobs (20 days or more)  
*Certified teachers* who work a long term assignment are paid the daily rate of **\$120**, retroactive to the first day of the assignment. However, in order to qualify for this rate of pay, the teacher must hold a valid teaching certificate *in the subject area being taught*.
6. Employee Self-Service (ESS) Substitutes can view their current and past paycheck information, as well as review and update their personal information, including making any direct deposit banking changes and tax withholding elections, by accessing the Employee Self Service (ESS). Instructions for logging in to ESS are found in Appendix J of this handbook.
7. Accepting Substitute Teacher jobs vs. Paraprofessional jobs  
If you are a paraprofessional Substitute, you cannot work as a Substitute Teacher. If you accept any substitute teacher jobs, you will only get the Paraprofessional rate, even if you work as a Substitute Teacher. If you were hired as a Substitute Teacher and accept a Paraprofessional assignment, you will only get paid the Paraprofessional rate.
8. Underpayments and Overpayments  
Through the course of the employment year, if a salary discrepancy is discovered, the District is obligated to make adjustments and recover the full amount that was inadvertently overpaid to an employee's pay. The recovery schedule will include consideration to both the District and the employee. If there is an underpayment, the District will issue the

amount due to the employee as soon as possible. Overpayments and underpayments are not subject to the accumulations of earned interest.

9. Paycheck Questions **As a rule**, questions regarding your paychecks should be directed to the Payroll Office, 397-8675, **not the Substitute Office**.

## C. Texas Workforce Commission

The District reports your wages to the Texas Workforce Commission. If you become unemployed, you may be eligible for unemployment benefit payments. **NOTE:** Individuals employed by a school district in any capacity are usually not paid benefits for any unemployment during the period between two regular academic years or terms (June and July) if they have been given reasonable assurance of employment for the upcoming school year and have indicated they will be available for employment. Employees may be eligible for unemployment benefits if they had other employment for several quarters concurrent with their Northside employment or during the relevant base period. Benefits paid would be based on the wages from their non-Northside employment. In addition, employees are not paid benefits for unemployment during extended holiday periods (winter and spring breaks).

## D. Teacher Retirement Benefits

A substitute teacher who is employed for 90 days or more during any school year may use the total number of substitute days for Teacher Retirement Benefits. Contact the Payroll Office to initiate this process (397-8679).

## E. Retired Employees

Retired teachers who are receiving Teacher Retirement System (TRS) benefits, and/or Disability Retirement benefits are subject to certain TRS rules on the type of substitute work that is allowable without jeopardizing their annuity or incurring an NISD TRS-mandated surcharge. Retired employees must be aware of these rules and may contact TRS for questions at 1-800-223-8778. In addition, as a retired employee working as a substitute, please ensure you complete Form HUM111 Substitute/Temporary Employee Social Security/Retirement Benefits Reporting with all other hiring documents at start of employment.

## F. Social Security Options

Northside Independent School District does not participate in the Social Security system for most employees. One exception is substitute teachers, from whose paychecks Social Security is withheld. However, Social Security taxes will not be withheld for substitutes who are of TRS retirement age, are receiving TRS retirement benefits or are active TRS members. It is the responsibility of the substitute teacher to notify NISD of TRS status. TRS active members who substitute 90 days or more in a school year, may purchase a year of TRS creditable service. Contact the Payroll Office for more information.

## G. Equal Employment Opportunity

Northside Independent School District does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

## H. Workers' Compensation

Through a self-insured program, Northside provides workers' compensation coverage for its employees. All employees are covered for occupational related injuries and illnesses only. Workers' Compensation pays for medical expenses and loss of wages as related to the injury. Weekly income benefits begin to accrue on the 8th day of disability. Wage replacement (weekly) benefits have a 7-day waiting period. Temporary Income Benefits (TIBs) are not paid until approximately the 13th day of medically supported disability.

**Note:** Workers' compensation does not cover property damage suffered by an employee such as broken glasses, broken jewelry, ripped clothing, etc. In addition, accidents involving horseplay or drugs and alcohol are not covered under the Workers' Compensation law.



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An employee who sustains an occupational injury must immediately report the incident to their supervisor. The Employer's First Report of Injury form must be completed by the immediate supervisor and forwarded to the Office of Benefits and Risk Management immediately or at the supervisor's earliest opportunity. Failure to timely report an injury may result in loss of benefits or possible fines. Additionally, the employee is required to report any absence due to a work-related injury to the Office of Benefits and Risk Management and to the immediate supervisor or his/her designee. If absent from work due to an occupational injury, the employee shall report to the Office of Benefits and Risk Management with their written release from their physician prior to returning to work.

Worker's Compensation is a benefit available to all employees. Fraudulently obtaining these benefits is punishable by Administrative Penalties with fines up to \$10,000 and restitution and criminal, state and federal prosecution including fines, restitution, community and/or jail time.

If you know of or suspect Workers' Compensation Fraud, you are encouraged to report it anonymously to the Office of Benefits and Risk Management 397-8719 or NISD Safeline 397-7233.

Additional information is available from the District's Office of Benefits and Risk Management (397-8720) and the Texas Department of Insurance Division of Workers' Compensation (210) 593-0070.

## I. Removal From Service

Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. Removal from the system or deactivation may also result from not accepting jobs for a long period of time, declining too many jobs, not keeping up with the daily availability/unavailability, not keeping personal information current, or for other legal reasons deemed necessary and appropriate. If circumstances warrant it, the substitute may be restricted immediately from service to the District, pending the outcome of any investigation of Policy violations. Substitutes may also be **excluded** from working at particular campuses if the school administration and the Human Resources Administrator conclude it is in the best interest of the District to do so. Each campus maintains its own **exclusion list** of substitutes it no longer wants to use as substitute teachers.

## J. Annual Renewal of Service

Substitute teachers work as "at-will" employees from school year to school year, and must submit updated paperwork annually, during the summer preceding the beginning of each school year. Notices will be sent via email informing them of the procedures for re-activating. Substitutes who are not performing satisfactorily by the end of any school year will not be invited to reapply for the following year. Failure to return the letter of reasonable assurance by the due date will result in the substitute being deactivated from the system, and will require them to reapply.

## K. Completion of Certification Requirements

It is the responsibility of the substitute to inform the Substitute Office when they meet all requirements for certification and are eligible for certified teacher rate of pay.

## L. Affordable Care Act

Northside ISD is compliant with the Affordable Care Act. Should you work over a certain number of hours in a year you will be notified by NISD's Office of Benefits and Risk Management that you qualify for health insurance benefits. If you qualify you will need to go online and elect your benefits within 30 days of becoming eligible. Additional information is available at 397-8620.

## M. Breaks for Expression of Breast Milk

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded

from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

## VI. DISTRICT POLICIES

### A. Dress/Grooming

Substitutes should exercise discretion and good judgment in their attire. Dress should be appropriate for the assignment. T-shirts, jeans, and tennis shoes are discouraged in the classroom, except in physical education. Visible tattoos, as deemed offensive and/or inappropriate, must be appropriately covered.

A more detailed description of the rules for professional dress and grooming is found in **Appendix B**.

### B. Student Surveys/Personal Questions

District policy prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. Also, **personal questions** of a sensitive or private nature not included in the teachers' lesson plans should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life. Finally, substitute teachers should also refrain from discussing their personal lives with students, especially as it pertains to religion, sexual preferences, and other aspects of their personal life of no relevance to the instructional content being presented or reviewed.

### C. Sexual Harassment

Northside ISD takes very seriously its commitment to stopping sexual harassment in the workplace. All allegations of sexual harassment are investigated and appropriate action taken.

#### 1. Employee to Employee

Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. Sexual harassment includes, but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently because of their sex, or the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with the Employee Relations Office, in the Human Resources Department. In the event that the employee is unable to file the complaint in writing, the Human Resources Department shall arrange for a transcript of the employee's oral testimony to be prepared.

#### 2. Employee to Student

Sexual harassment of students includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would reasonably be construed as sexual in nature. In the instance of employee to student sexual harassment, it doesn't matter who initiates the contact or whether the contact is welcome or not. **Avoid all physical contact that may be represented by the student as sexual in nature.** At the secondary school level, male substitutes should not accept substitute jobs working in the girls' P.E. classes; female substitutes should not work in the boys' P.E. classes.

#### 3. Student to Student

Sexual harassment may also occur between students. When this is observed, the substitute teacher should report the activities to the

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administration and let them take whatever action is deemed necessary and appropriate. The rules of conduct regarding sexual contact between students are spelled out in the student handbooks.

#### 4. Investigations

All allegations of sexual harassment are taken seriously and are investigated thoroughly. The investigations may lead to disciplinary action against the employee, including a recommendation for termination.

**NOTE:** The full text of the District's Sexual Harassment Policy is contained in **Appendix I**.

#### D. **Advancement of Religion**

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to pray, lead prayer, or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students. (Board Policy EMI-Legal)

#### E. **Child Abuse/Neglect**

State law and Board Policy FFG and FFG (LOCAL) require a non-accusatory report of suspected child abuse.

A person commits a Class B misdemeanor if the person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to make a report within 48 hours of the event that led to the suspicion of abuse or neglect. (Texas Family Code 261.109)

The legal duty to report lies with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense. (Texas Family Code, Section 261.101)

A person reporting or assisting in the investigation of a report pursuant to the law is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Immunity extends to participation in any judicial proceeding resulting from the report. (Texas Family Code 261.106)

School staff should be alert to signs or symptoms suggesting child abuse (e.g., unexplained bruises, cuts, burns, welts). Students' comments are often the key to discovering suspected neglect or emotional or sexual abuse.

#### Procedure:

When an employee first suspects abuse, the employee should take the child to the nurse to document suspected abuse. Principal is to be informed of the situation. The employee must then make a report (oral report) to the Child Protective Services Division of the Department of Protective and Regulatory Services (formerly Department of Human Services). This must be done as soon as possible, but no later than **48 hours** after suspecting the abuse. The phone number is **53-ABUSE**.

The employee and nurse then collaborate to complete and file the written report. This report must be done within five (5) days after oral reporting. The original written report must be sent to Child Protective Services. A copy of the report shall be kept on campus and one copy forwarded to the Health Services Department.

#### F. **Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call 397-5600 immediately.

#### G. **Visitors in the Workplace**

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

#### H. **Cell Phones/Pagers**

Cellular phones and pagers are allowed on the school campus as long as they are turned off and out of sight during the school day. No personal calls should be made or received during the instructional day or during after school meetings with the exception of limited personal calls which may be made during planning period and lunch. Under no circumstances should a substitute use their cell phones for taking pictures or videos of students.

#### I. **Smoking/Tobacco Products**

District policy prohibits the use of tobacco products anywhere on school property as well as at school sponsored events.

#### J. **Drug Free Workplace**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Any employee is subject to alcohol or controlled substance testing when there is reasonable suspicion of use of alcohol or controlled substances in the workplace. (DHE-Local) If reasonable suspicion is established, you will be sent for testing at a clinic of your choice, or NISD will assign a clinic for that purpose. Refusal to comply with the testing directive may be grounds for immediate termination.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

#### K. **School Breakfast and Lunch Program**

The District operates breakfast and lunch programs in its schools which are specifically designed to serve children in the cafeterias. However, all District employees and approved visitors are welcome to purchase meals in the cafeteria. The meals should be consumed on campus.

Certain Federal guidelines and District regulations govern the operation of this program.

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**The USDA strictly prohibits the sale, trade or giving away of any food commodities. The USDA also prohibits the removal of any leftovers from the cafeteria.** Food may be removed from the campus only for school-sponsored field trips. Any questions regarding this program can be directed to the cafeteria manager or to the Child Nutrition Department at 397-4512.

## L. Substitute Employee Agreement for the Acceptable Use of the District's Technology Resources

Although substitute employees will be given access to District telephones, they generally are not given access to District computers or other Technology Resources. On specific, rare occasions approved only by District administrators, substitute employees may be given access to the District's Technology Resources. The District's Technology Resources are defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, email, online class activities and any other technology designated for use by the District.

With this opportunity comes responsibility. It is important that users of the District's Technology Resources read the Northside ISD Administrative Regulation for Acceptable Use (in Appendix F) and then ask any questions if you need help understanding them. The Northside ISD Administrative Regulation for Acceptable Use (in Appendix F) will apply to personal wireless and mobile devices as well as the use of such devices in school. Inappropriate system use of the District's Technology Resources will result in consequences as outlined in the handbook, including loss of the privilege to use this tool. Please note that Internet access is part of the District's Technology Resources. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive. It is possible for users of the District's Technology Resources to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access.

### CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's Technology Resources;
- Revocation of the District's Technology Resources account(s); and/or
- Other appropriate disciplinary or legal action in accordance with the handbook(s) and applicable laws.

NOTE: The agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included in Appendix F of the substitute handbook for your review.

## M. Criminal Records Check (DC Local)

1. Pre-employment  
A criminal history background check is run on all applicants when they apply to be a substitute teacher. If the applicant clears the background check, they may be hired as a substitute teacher.
2. On-going  
If an employee is **arrested at any time**, he must report the arrest to

the Assistant Director of Substitute Employees within three calendar days. After Human Resources receives the report, a determination will be made whether or not the employee will be allowed to continue as a substitute teacher.

## N. Substitutes are never authorized to transport students in their personal vehicles.

## O. Cameras in Self-Contained Special Education Classrooms

In 2015, the 84th Texas Legislature passed Senate Bill (SB) 507, a bill that requires school districts to equip self-contained classrooms serving students in special education programs with video cameras with audio recording capability. Northside ISD will comply with this law and has begun the process of approving local policy and administrative regulations pursuant to the law.

Beginning in school year 2016-2017, employees can expect to find these recording devices in accordance with state and local provisions.

## VII. COMPLAINTS AND GRIEVANCES

### A. Purpose

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

Additionally, since many employee concerns can be more effectively resolved through direct communication with the immediate supervisor or through channels provided for communication with senior staff than by resorting to this official process for presentation of complaints, the Board expects employees to take full advantage of those less formal processes when they are appropriate.

### B. Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

### C. Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as provided below:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional materials shall be submitted in accordance with EFA.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.



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7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

## D. Notice to Employees

The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy. Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

## E. Direct Communication with Board Members

Employees shall not be prohibited from communicating with a Board member regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

## F. Definition

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability, or on the basis of the employee's exercise of constitutional rights. [See DIA(LEGAL)] A complaint must specify the individual harm alleged.

## G. Consolidation

When the administrator hearing a complaint determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

## H. Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within five working days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

## I. Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

## J. Complaint Form

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.

## K. Freedom from Retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.

## L. Whistleblower Complaints

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within the time specified by law. [See DG(LEGAL)]

The complaint shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint.

## M. General Provisions

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to working days unless otherwise stated.

The appropriate administrator at each level shall respond to the employee within ten working days of a complaint conference. Written complaints shall receive a written response. The employee has five working days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in the Level One, Level Two, and Level Three sections below and to an informal presentation of the complaint to the Board as specified in the Level Four section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Three and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Four section below.

## N. Complaints Against Supervisors

Complaints alleging a supervisor's violation of law may be made to the Superintendent beginning at Level Three. A complaint alleging a violation of law by the Superintendent may be made directly to the Board beginning at Level Four.

## O. Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed.

The employee shall notify all attendees present that an audio recording is taking place.

## P. Level One

An employee who has a complaint that he or she is not able to resolve informally shall submit the complaint to the Level One administrator in writing, on a form provided by the District, no later than 15 days following the incident/event that precipitated the complaint.

For central staff personnel, the Level One administrator shall be the department director, or where there is none, the senior staff member to whom the employee reports. When a deputy superintendent hears a complaint at Level One, Level Two of this process is omitted.

For campus personnel, the Level One administrator normally shall be the principal. However, if during the informal conference the principal determines

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that the complaint concerns a District policy or practice that should more properly be addressed at the central staff level, he or she may direct the employee to the appropriate department director or other staff member at Level One.

## **Q. Level Two**

If the outcome of the conference at Level One is not acceptable to the employee, he or she may advance the complaint to Level Two, in writing, within five working days after receiving the response.

At Level Two, complaints heard at Level One by central office staff or the principal shall be addressed to the District hearing officer, who shall serve as the Level Two administrator or assign the complaint to another deputy superintendent (or assistant superintendent) who should more logically serve in that role.

The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision.

## **R. Level Three**

If the outcome of the conference at Level Two is not acceptable to the employee, he or she may advance the complaint to the Superintendent at Level Three in writing within five working days after receiving the response.

The Superintendent may either hear the complaint directly or appoint a three-member administrative panel to hear the complaint and recommend a response. The panel shall include any senior staff member who is in a line relationship between the complainant and the Superintendent. If no panel is appointed, an opportunity shall be provided to such senior staff to have direct input to the Superintendent on the matter.

The conference shall be limited to the issues presented by the employee at Levels One and Two and identified in the Level Three appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One and Two decisions.

## **S. Level Four**

If the disposition of the complaint by the Superintendent or his or her three-member administrative panel is not acceptable to the employee, he or she may advance the complaint to the Board by submitting a written request to the Superintendent within five working days after receiving the response.

## **T. Presentation**

The Superintendent shall place the matter on the agenda for a future Board meeting and shall inform the employee in writing of the date, time, and place of the meeting. A record of the Level Four proceeding before the Board shall be made by audiotape or certified court reporter. The Board President may set reasonable time limits on complaint presentations.

## **U. Hearing**

Employees who are granted a hearing shall be afforded that hearing in a meeting that includes the hearing as an item on the posted agenda. The hearing before the Board shall be recorded by audiotape.

The Superintendent or designee shall inform the employee of the date, time, and place of the meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The Board shall hear the grievance and may request a response from the administration. The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

## **V. Closed Meeting**

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting unless the employee bringing the grievance requests that it be heard in public. However, if the grievance involves a complaint or charge against another District employee or a Board member, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee or Board member against whom the complaint or charge is brought.

## **VIII. SAFETY AND HEALTH**

The Board of Trustees, Superintendent, and administration of the District are committed to providing a safe and healthy work environment for all employees, students, and others who may work in or visit our schools and facilities. All employees are expected to comply with all safety and health requirements, whether established by the District or federal, state, or local law. While the District is not subject to the jurisdiction of OSHA, these regulations shall be used as a resource in establishing safe work procedures and practices. All employers have a nondelegable duty to provide a safe and healthy workplace. It is the position of the District that quality job performance and accident prevention shall co-exist and be merged to create an atmosphere of efficiency, productivity, and safety. The ultimate safety for employees lies with each employee regardless of station, location, or rank. Each employee has an important role to play in the identification of hazards and prevention of unsafe work practices.

Employees with questions or concerns relating to Workers' Compensation benefits or safety program issues are encouraged to contact the Office of Benefits and Risk Management at 397-8720.

### **A. Employee Injuries**

Any on-duty accident resulting in injury must be immediately reported to the supervisor on duty. All Supervisors with knowledge of an employee injury have the responsibility to report the occurrence to the Office of Benefits and Risk Management in spite of assertions by the injured worker indicating they do not want to file a Workers' Compensation claim.

The District's self insured workers' compensation program has elected to provide health care services for injured employees through a Workers' Compensation Health Care Network (HCN). Therefore, if the injury warrants medical attention the employee must now seek medical treatment from HCN providers. A list of HCN providers are available on the NISD Intranet or you may contact Benefits and Risk Management at 397-8720.

If an employee chooses to be treated outside the HCN, the employee may be responsible for the medical bills.

Injured employees are required to submit a medical update to the Office of Benefits and Risk Management after each doctor visit, regardless of change in condition or limitations. If an employee is unable to work for seven (7) calendar days due to the injury, Workers' Compensation indemnity benefits will be initiated on or about the 13th day of medically documented disability. Please direct your Workers' Compensation benefits questions to the District Claims Specialist in the Office of Benefits and Risk Management (397-8720).

### **B. General Safety**

All employees are expected to work in a safe and prudent manner abiding by all safety related District policies and procedures. A clean, safe and orga-



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nized work environment is essential! Using good housekeeping practices reduces the potential for accidents that may result in injury. Good housekeeping also reduces the potential for and may lessen the severity of fires, which may result in injury and/or property damage. Additionally, good housekeeping practices ensure the best use of space and creates a positive and pleasing school and/or departmental environment for students, staff, patrons and employees. Each employee is responsible for the safety and care of the building and environment. Slips and falls are the leading cause of injuries. Be sure walkways and corridors are clean and free of obstructions.

Spills should be cleaned up immediately. Always use WET FLOOR SIGNS when mopping or performing wet floor care procedures. Ladder safety is an important method of preventing falls. Do not stand on rolling chairs or tables. If you must use a chair as a ladder, ask someone to "spot you." Use the buddy system. Slips and falls are the leading cause of injuries. Be sure walkways and corridors are clean and free of obstructions.

Back injuries resulting from improper lifting are another leading cause of employee injuries. Always practice proper body mechanics when lifting bulky or heavy objects. Break down large or heavy loads when possible. Get assistance with heavy objects. Use a back safety belt only after receiving proper fitting and training.

Lighted candles or open flames will not be used for any purpose in schools or departments (only as related to established and approved curriculum). Pyrotechnics in school buildings or on school grounds is strictly prohibited. The use of decorative lighting such as light strands requires approval from the campus/department Safety Coordinator or the Office of Benefits and Risk Management Safety Specialist (397-8620).

The HR-22 Fleet Safety Administrative Regulation applies to District employees who use District owned, rented, or leased vehicles while furthering the business of the District. District employees should practice safe driving techniques to prevent injuries, collisions or damage and traffic violations. Driver records will be evaluated under District guidelines to determine an employee's eligibility to drive.

## C. Safety and Protective Equipment

Employees are required to use all safety and personal protective equipment in the performance of their duties as required or directed by the supervisor. Safety glasses, chemical gloves, and district approved shoes are a few examples of protective equipment employees are required to use.

## D. Communicable Diseases

Certain infectious diseases are transmitted through contact with the body fluids of an infected person. Persons having contact with liquid secretions such as blood, urine, vomit, feces, saliva, tears or other body fluids should follow these procedures to minimize potential exposure:

1. Disposable gloves and safety glasses should be worn when handling any person, clothing, or equipment with body fluids on them. **NOTE:** Care should be taken to avoid the use of disposable latex gloves if an employee has an allergy or sensitivity to latex. Disposable vinyl or rubber gloves may be a safe alternative to latex gloves.
2. Plastic mouthpiece or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
3. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary precaution:
  - a. Double gloves should be worn when handling sharp instruments.
  - b. Employees should not place their hands where sharp instruments might be hidden. A visual search of the area should be conducted using a flashlight when necessary.

- c. Needles should not be recapped, bent, broken, removed from a disposable syringe or in anyway manipulated by hand and should be placed in a puncture safe container when collected for evidence or disposal purposes.
  - d. Sharp instruments should not be passed from one person to another. The passing person should lay the instrument down and it should be picked up by the receiving person.
4. Employees should not smoke, eat, drink, or apply make-up around body fluid spills.
  5. Any blood-soaked items should be placed in leak proof bags for evidence or disposal purposes.
  6. Any person coming into contact with blood or body fluids should wash their hands thoroughly with soap and hot water.

## E. Texas Hazard Communication Act

As required by the Texas Hazard Communication Act (revised 1993) codified as Chapter 502 of the Texas Health and Safety Code, the District provides employees with specific information and training on the hazards of chemicals, measures to protect themselves from these hazards, including appropriate personal protective equipment.

Each District location has **Material Safety Data Sheets (MSDS)** for chemicals and hazardous materials found at that specific location. The MSDS's are available for the employee's use and review at any time. It is the employee's responsibility to familiarize him/herself with the following related to each chemical and hazardous material:

- How to recognize hazardous substances
- The properties and hazards of each chemical
- Safe handling procedures
- What to do in the event of a spill or accidental release
- How to control exposure to the substance
- First-aid procedures

Each District employee working with hazardous chemicals is required to review the chemical label and MSDS before use. It is the employees responsibility to ensure that each chemical container is properly labeled for easy identification of its contents. Contact your supervisor for access information to your campus/department chemical list and MSDS's.

## F. Asbestos Regulations

**The Asbestos Hazard Emergency Response Act (AHERA) requires that notification of the availability of Asbestos Management Plans be made to all District employees each school year.** As required by Environmental Protection Agency regulation 40 CFR Part 763 Subpart E Northside Independent School District hereby notifies District employees that an Asbestos Management Plan is available for review in the administration office of schools and facilities constructed before October 12, 1988. Periodic inspections of all identified asbestos containing materials are made at least every six months. Certified re-inspections are conducted every three years.

## G. Pesticides Regulations

In accordance with the Texas Structural Pest Control Act, article 135b-6, Northside Independent School District hereby notifies District employees that pesticides are periodically applied at District facilities. The District has adopted an Integrated Pest Management (IPM) plan and will integrate IPM procedures for the control of structural and landscape pests.

Employees, as building occupants, should be concerned about the safety and effectiveness of the pest control methods used. The most important responsibility of the staff is sanitation. Much of the prevention and reduc-

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tion of pest infestation at District facilities depends on a clean environment. Employees should immediately report any evidence of pest activity to school administrators or the facility director. Additional information is available through the school principal or facility director, and District IPM Coordinator in the Facilities Department.

Notices of planned pest control treatment will be posted in a District building forty-eight (48) hours before the treatment begins. Notices are generally located in common access areas within the building. Pest control information sheet are available from campus principals or facility directors, or the District IPM Coordinator in the Facilities Department.

## H. Clean Air

The Clean Air Act addresses chlorofluorocarbon (CFC) in the atmosphere. It is the policy of the Northside Independent School District to conform to Section 608 of the Clean Air Act amendments of 1990 and the Environmental Protection Agency recovery and recycling regulations. The Clean Air Act addresses Chlorofluorocarbon (CFC) in the atmosphere. The District's technicians shall not knowingly release/vent refrigerants into the atmosphere during the service, repair, maintenance and disposal of air conditioning and refrigeration equipment. Northside requires service technicians to be trained and certified to recover/recycle refrigerants.

## I. Campus Procedures

1. **Drills.** Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.
2. **Emergency Plans.** Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel.
3. **Evacuation Procedures.** The Superintendent or a designee shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that evacuation diagrams are appropriately posted.
4. **Fire Extinguisher.** Fire extinguishers shall be kept in each building and all District employees (instructional, operational, and cafeteria) shall know where to find them and how to use them.
5. **Electrical Heating Appliances in the Classroom.** The City of San Antonio has informed the District that reheating and serving food in the classroom on a regular basis violates City health, safety, and fire regulations. Teachers are discouraged from using microwave ovens, hotplates and other electrical heating appliances in their classrooms, unless carefully supervised and used as a part of an approved curriculum.

## J. Crisis & Emergency Resource Manual

District facilities have been supplied with a Crisis & Emergency Resource Manual. The Crisis Manual provides each campus with instructions and resources needed to develop its own unique and appropriate crisis management plan. Guidelines for prudent response in a variety of crisis/emergency situations are included in the manual. District employees required to respond in emergency situations should thoroughly review the crisis manual.

The District has also enacted the Northside **Safeline** a 24-hour anonymous school safety call-in program. Anyone that sees or hears something that could cause someone to get hurt or that may cause property damage is encouraged to call **397-7233**.

## K. Americans with Disabilities Act (ADAA)

The District complies with all legal requirements of the Americans with Disabilities Amendments Act of 2008. Employees or job applicants requiring an accommodation to perform one or more of the essential functions of a job should notify their immediate supervisor, campus principal, department head, or the Benefits and Risk Management Office. ADAAA paperwork can also be found on the Human Resources Intranet page under the Benefits & Risk Management Office. The Assistant Superintendent for Human Resources serves as the Disability Program Manager (DPM).

Requests for ADAAA accommodations received by supervisory or management officials will be immediately forwarded to the Assistant Superintendent for Human Resources for consideration. When necessary, the employee or job applicant may be required to provide medical information to explain or clarify the need for the requested accommodation. See Administrative Regulation HR-35 for additional information.

An interactive process involving the employee or applicant and management officials of the District will be used to evaluate the accommodations request and, if approved, implement an appropriate accommodation.

# Appendix A



## Northside Independent School District

Payroll Department  
5900 Evers Road  
San Antonio, Texas 78238-1606

(210) 397-8675  
www.nisd.net

### 2016-2017 Biweekly Pay Date Schedule Substitutes and Temporary Employees

<u>First Week</u>	<u>Second Week</u>	<u>SmartFind Due Date</u>	<u>MUNIS TIME ENTRY Due Date</u>	<u>Pay Date</u>	
16-Jul-16 ~ 22-Jul-16	23-Jul-16 ~ 29-Jul-16	01-Aug-16	01-Aug-16	12-Aug-16	
30-Jul-16 ~ 05-Aug-16	06-Aug-16 ~ 12-Aug-16	15-Aug-16	15-Aug-16	26-Aug-16	
13-Aug-16 ~ 19-Aug-16	20-Aug-16 ~ 26-Aug-16	29-Aug-16	29-Aug-16	09-Sep-16	
27-Aug-16 ~ 02-Sep-16	03-Sep-16 ~ 09-Sep-16	12-Sep-16	12-Sep-16	23-Sep-16	
10-Sep-16 ~ 16-Sep-16	17-Sep-16 ~ 23-Sep-16	26-Sep-16	26-Sep-16	07-Oct-16	
24-Sep-16 ~ 30-Sep-16	01-Oct-16 ~ 07-Oct-16	10-Oct-16	10-Oct-16	21-Oct-16	
08-Oct-16 ~ 14-Oct-16	15-Oct-16 ~ 21-Oct-16	24-Oct-16	24-Oct-16	04-Nov-16	
22-Oct-16 ~ 28-Oct-16	29-Oct-16 ~ 04-Nov-16	07-Nov-16	07-Nov-16	18-Nov-16	
05-Nov-16 ~ 11-Nov-16	12-Nov-16 ~ 18-Nov-16	21-Nov-16	21-Nov-16	02-Dec-16	
19-Nov-16 ~ 25-Nov-16	26-Nov-16 ~ 02-Dec-16	05-Dec-16	05-Dec-16	<b>15-Dec-16*</b>	
03-Dec-16 ~ 09-Dec-16	<b>One Week's pay Only Due to Winter Break</b>	12-Dec-16	12-Dec-16	<b>30-Dec-16</b>	
10-Dec-16 ~ 16-Dec-16	<b>17-Dec-16 ~ 30-Dec-16 No Sub / Temp Work</b>	02-Jan-17	02-Jan-17	<b>13-Jan-17</b>	
31-Dec-16 ~ 06-Jan-17	07-Jan-17 ~ 13-Jan-17	17-Jan-17	17-Jan-17	27-Jan-17	
14-Jan-17 ~ 20-Jan-17	21-Jan-17 ~ 27-Jan-17	30-Jan-17	30-Jan-17	10-Feb-17	
28-Jan-17 ~ 03-Feb-17	04-Feb-17 ~ 10-Feb-17	13-Feb-17	13-Feb-17	24-Feb-17	
11-Feb-17 ~ 17-Feb-17	18-Feb-17 ~ 24-Feb-17	27-Feb-17	27-Feb-17	10-Mar-17	
25-Feb-17 ~ 03-Mar-17	<b>One Week's pay Only Due to Spring Break</b>	06-Mar-17	06-Mar-17	24-Mar-17	
04-Mar-17 ~ 10-Mar-17	<b>11-Mar-17 ~ 17-Mar-17 NO SUB / TEMP WORK</b>	18-Mar-17 ~ 24-Mar-17	27-Mar-17	27-Mar-17	<b>07-Apr-17</b>
25-Mar-17 ~ 31-Mar-17	01-Apr-17 ~ 07-Apr-17	10-Apr-17	10-Apr-17	21-Apr-17	
08-Apr-17 ~ 14-Apr-17	15-Apr-17 ~ 21-Apr-17	24-Apr-17	24-Apr-17	05-May-17	
22-Apr-17 ~ 28-Apr-17	29-Apr-17 ~ 05-May-17	08-May-17	08-May-17	19-May-17	
06-May-17 ~ 12-May-17	13-May-17 ~ 19-May-17	22-May-17	22-May-17	02-Jun-17	
20-May-17 ~ 26-May-17	27-May-17 ~ 02-Jun-17	05-Jun-17	05-Jun-17	16-Jun-17	
03-Jun-17 ~ 09-Jun-17	10-Jun-17 ~ 16-Jun-17	19-Jun-17	19-Jun-17	30-Jun-17	
17-Jun-17 ~ 23-Jun-17	24-Jun-17 ~ 30-Jun-17	03-Jul-17	03-Jul-17	14-Jul-17	
01-Jul-17 ~ 07-Jul-17	08-Jul-17 ~ 14-Jul-17	17-Jul-17	17-Jul-17	28-Jul-17	
15-Jul-17 ~ 21-Jul-17	22-Jul-17 ~ 28-Jul-17	31-Jul-17	31-Aug-17	11-Aug-17	
29-Jul-17 ~ 04-Aug-17	05-Aug-17 ~ 11-Aug-17	14-Jul-17	14-Aug-17	25-Aug-17	

One week pay only. No School / No Substitute work Dec 17 - Dec 30, 2016 or March 11-17, 2017.

**\*Early pay dates.**

Note: This schedule is also available on Payroll's Intranet Site.

Date: 07/01/2016

## **STANDARDS FOR EMPLOYEE DRESS AND GROOMING**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. (DH Local—Employee Standards of Conduct) These standards apply to Substitutes as well.

### **Final determination of acceptable dress and grooming rests with the principal or designee.**

1. Shorts and skorts are prohibited (except in P.E. classes.)
2. Skirts, dresses, and culottes must be no more than four inches above the top of the kneecap. There should not be a cut or slit in the clothing that extends beyond the four inch limit.
3. Appropriate footwear must be worn; tennis shoes are generally not acceptable for professional attire unless the job requires it or with shorts (when they are permitted.)
4. Hair must be neat and clean. Unconventional colored, multicolored or spiked or Mohawk hair styles are not permitted.
5. Visible tattoos, as deemed offensive or inappropriate by campus administrator, must be appropriately covered.
6. Any clothes that are suggestive or indecent or which cause distraction are not acceptable. Specifically, oversized clothing, tank tops, muscle shirts, halter tops, spaghetti straps, exposed backs or midriffs, and see-through garments are not permitted.
7. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
8. All pants are to be full length (capri pants should be no less than four inches below the bottom of the kneecap) and worn at the waist (no “sagging” or “bagging”). Tight-fitting pants (e.g., tights, Spandex, bicycle pants) are also prohibited. Cutoffs and intentionally frayed pants are also prohibited.
9. Body piercing jewelry is prohibited except for rings, studs or other traditional jewelry worn in the ear.
10. Collarless men’s T-shirts are generally not acceptable, except when worn as part of gym attire, worn as school colors on spirit day, or worn with jeans or shorts on occasions approved by the principal.

## HELPFUL HINTS\* FOR SUCCESSFUL SUBSTITUTE TEACHING

1. Arrive **early**, not just at the required time.
2. At each school, **familiarize yourself** with locations of fire extinguishers, emergency exit routes, “ call buttons” to the office, etc.
3. Keep a **sense of humor**; it helps both digestive system and the climate in the classroom.
4. Expect to **be challenged**; it comes with the territory at all grade levels.
5. Have some “**emergency plans**” in case lesson plans are either missing or inadequate.
6. **Let the teacher know** specifically what lessons weren’t completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.) See examples of teacher feedback form in Appendix K.
7. Don’t feel threatened or uncomfortable when **administrators visit** your classroom. They can be a great help in maintaining discipline.
8. Make sure the students **know your name** but don’t let them call you by your first name; it diminishes the respect you want to establish and maintain.
9. Immediately **familiarize yourself** with the “good students” identified by the teacher or others familiar with the class. Mention their helpfulness in your note to the teacher.
10. **Expect interruptions**. Fire drills, electrical outages, playground injuries, visits from other teachers, students being “pulled out” for other programs or services are all par for the course.
11. When in doubt, confused, or otherwise unable to carry out your duties, **seek help** from another teacher at the same grade level (elementary) or subject area (secondary).
12. **Attach all referral slips** (to the office, nurse, etc.) to your note to the teacher.
13. **Do more** than required. Your extra efforts will be noted and appreciated.
14. **Visit the Northside Substitute Web site** at [www.nisd.net/hr/substitutes](http://www.nisd.net/hr/substitutes). There are thousands of ideas for lesson plans, classroom management strategies, student activities...and much more!

\* (Compiled from suggestions submitted by successful NISD substitute teachers.)



# Resources for Successful Substitute Teaching

## NISD Substitute Teacher Web Site

There are literally hundreds of good “sites” available on the Internet for substitute teachers, most of which can be accessed from Northside’s Substitute Teacher Web Site, [www.nisd.net/hr/substitutes](http://www.nisd.net/hr/substitutes). Of course some are better than others, but feel free to “browse” for yourself until you find what you need. To get you started, here are a few excellent sites to explore. Take some time to check them all out!

[www.disciplinehelp.com](http://www.disciplinehelp.com) The **Discipline Help** website provides substitutes (and parents) access to information and assistance in dealing with a wide array of student misbehaviors in the classroom. This amazing website lists the causes, effects, appropriate actions to take, and frequent mistakes made when dealing with 117 different student misbehaviors! This is a must visit for all substitute teachers...and parents too! **You will want to bookmark this site.**

[www.STEDI.org](http://www.STEDI.org) This is the site created and maintained by the Substitute Teacher Training Institute at Utah State University. It contains many articles and resources for substitute teachers and managers. There is also a self-assessment one can take to test their readiness and effectiveness as a substitute teacher.

In the Search Bar, type in “Guest Teacher.” Then enjoy numerous articles and links to other sources useful to substitute teachers.

**NEW!** [www.supersubstituteteachers.com](http://www.supersubstituteteachers.com) “Tips and resources specifically for substitute and occasional teachers.” This site includes a book list, classroom management strategies, discipline techniques, free classroom materials and filler activities. This website recognizes and builds on the differences between regular teaching and substitute teaching!

## Books and other Resource Materials

In addition to the excellent resources available through the Internet, there are many books, videotapes, magazines, and handbooks available to assist the substitute teacher. The Internet sources listed above all have links to additional materials—especially the San Diego site. Some of the more popular books currently available from Barnes and Noble and other bookstores are:

**Classroom Management for Substitute Teachers**, S. Harold Collins, Kathy Kifer (Illustrator)

**A Survival Kit for the Substitute and New Teacher: Your Blueprint to Having a Successful Day**, Jennifer Gaither

**Mastering the Art of Substitute Teaching**, S. Harold Collins, Gary J. Schubert (Illustrator)

**Lifesavers for Substitutes**, Mary McMillan

**Substitute Teaching: A Handbook for Hassle-Free Subbing**, Barbara Pronin

**The First Days of School**, Harry Wong and Rosemary T. Wong

# SPECIAL EDUCATION PROGRAMS AND CAMPUSES

**IMPORTANT NOTE:** Substitutes may encounter different models of special education support as listed below. Substitute employees should be aware of the varying instructional environments in which they will be working before accepting substitute job offers.

## PROGRAMS

### **Specialized Support for Academics (1st – 12th grades)**

This service model provides support for students in an alternative location from the regular education classroom in the area of academics focused on accessing the general education curriculum through extensive accommodations and modifications, and providing interventions to close the academic gap.

### **Specialized Support for Pre-requisite Skills (formerly ALE)**

This instructional model serves students with moderate to severe intellectual and possibly physical and behavioral disabilities and provides instruction and support in an alternate location from the general education classroom. This instruction is based on prerequisite, functional and vocational skills.

### **Specialized Support for Behavior (formerly known as Behavior Mastery Classroom, BMC)**

This classroom is transitional in nature and is designed to meet the needs of students with emotional or behavioral stressors who are not succeeding in a less restrictive environment. These students can be in crisis and may be entering or returning to mainstream campuses from alternative programs or hospital settings.

### **Collaborative Teach**

The collaborative classroom is a model of instruction where two professionals co-plan, co-instruct, and co-assess students while using collaborative teaching structures. This allows both the general education teacher and the special education component to focus on the goals and objectives of the student's Individual Education Plan (IEP).

### **Preschool Program for Children with Disabilities (PPCD)**

The Preschool Program for Children with Disabilities provides early childhood education for students with disabilities, ages 3-5, in neighborhood schools, in employee collaborative classrooms and in some community-based day care centers.

## CAMPUSES

### **Holmgreen Center**

The Holmgreen Center is located at 8580 Ewing Halsell Road. It services special education students in K-12th grades. It is a comprehensive school for students with severe emotional and/or behavioral disabilities who have not been successful on their home campus. Holmgreen Center emphasizes short term therapeutic intervention with return to the student's home campus as soon as possible. This campus also houses Northside Alternative Elementary School which is comprised of both general and special education students in grades 1-5 that have violated the student code of conduct.

### **Nellie Reddix Center**

The Nellie Reddix Center is an educational and training facility for students with special needs whose educational programs and services are best met in an all special education setting off their home campus. This campus services students with multiple disabilities who are medically fragile or students with cognitive disabilities who need vocational and transitional programming. Also, the center serves as a therapeutic setting for cognitively challenged students with serious behavior concerns.

Please refer to the Special Education website at <http://nisd.net/spedww/> for additional information on special education students, programs and procedures.

# Campus Directory

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT SWITCHBOARD • 397-8500 • www.nisd.net**

## HIGH SCHOOLS

<b>Brandeis</b>	<b>397-8200</b>
13011 Kyle Seale Pkwy.	78249
<b>Brennan</b>	<b>398-1250</b>
2400 Cottonwood Way	78253
<b>Business Careers</b>	<b>397-7070</b>
6500 Ingram Road	78238
<b>Clark</b>	<b>397-5150</b>
5150 De Zavala Road	78249
<b>Communications Arts</b>	<b>397-6043</b>
11600 FM 471 W.	78253
<b>Health Careers</b>	<b>397-5400</b>
4646 Hamilton Wolfe	78229
<b>Holmes</b>	<b>397-7000</b>
6500 Ingram Road	78238
<b>Jay</b>	<b>397-2700</b>
7611 Marbach Road	78227
• <b>Jay Science &amp; Engineering Academy</b>	<b>397-2773</b>
7611 Marbach	78227
<b>Marshall</b>	<b>397-7100</b>
8000 Lobo Lane	78240
<b>O'Connor</b>	<b>397-4800</b>
12221 Leslie Road, Helotes	78023
<b>Stevens</b>	<b>397-6450</b>
600 Ellison N.	78251
<b>Taft</b>	<b>397-6000</b>
11600 FM 471 W	78253
<b>Warren</b>	<b>397-4200</b>
9411 Military Drive West	78251
• <b>Construction Careers Academy</b>	<b>397-4294</b>
9411 W Military Drive	78251

## MIDDLE SCHOOLS

<b>Bernal</b>	<b>398-1900</b>
14045 Bella Vista Place	78253
<b>Briscoe</b>	<b>398-1100</b>
4265 Lone Star Parkway	78253
<b>Connally</b>	<b>397-1000</b>
8661 Silent Sunrise	78250
<b>Folks</b>	<b>398-1600</b>
9855 Swayback Ranch	78254
<b>Hector Garcia</b>	<b>397-8400</b>
14900 Kyle Seale Parkway	78255
<b>Hobby</b>	<b>397-6300</b>
11843 Vance Jackson	78230
<b>Jefferson</b>	<b>397-3700</b>
10900 Shaenfield Road	78254
<b>Jones</b>	<b>397-2100</b>
1256 Pinn Road	78227
<b>Jordan</b>	<b>397-6150</b>
1725 Richland Hills	78251
<b>Luna</b>	<b>397-5300</b>
200 Grosenbacher N.	78253
<b>Neff</b>	<b>397-4100</b>
5227 Evers Road	78238
<b>Pease</b>	<b>397-2950</b>
201 Hunt Lane	78245
<b>Rawlinson</b>	<b>397-4900</b>
14100 Vance Jackson	78249
<b>Rayburn</b>	<b>397-2150</b>
1400 Cedarhurst	78227

<b>Ross</b>	<b>397-6350</b>
3630 Callaghan Road	78228
<b>Rudder</b>	<b>397-5000</b>
6558 Horn Blvd.	78240
<b>Stevenson</b>	<b>397-7300</b>
8403 Tezel Road	78254
<b>Stinson</b>	<b>397-3600</b>
13200 Skyhawk	78249
<b>Vale</b>	<b>397-5700</b>
2120 N. Ellison	78251
<b>Zachry</b>	<b>397-7400</b>
9410 Timber Path	78250

## ELEMENTARY SCHOOLS

<b>Adams Hill</b>	<b>397-1400</b>
9627 Adams Hill Drive	78245
<b>Allen</b>	<b>397-0800</b>
24750 Baywater Stage	78255
<b>Aue</b>	<b>397-6750</b>
24750 Baywater Stage	78255
<b>Bead</b>	<b>397-6600</b>
8725 Sonoma Parkway, Helotes	78023
<b>Behlau</b>	<b>398-1000</b>
2355 Camp Light Way	78245
<b>Blattman</b>	<b>397-4600</b>
3300 N. Loop 1604 W.	78231
<b>Boldt</b>	<b>398-2000</b>
310 Hollimon Parkway	78253
<b>Boone</b>	<b>397-1450</b>
6614 Spring Time	78249
<b>Brauchle</b>	<b>397-1500</b>
8555 BOWENS Crossing	78250
<b>Braun Station</b>	<b>397-1550</b>
8631 Tezel Road	78254
<b>Burke</b>	<b>397-1300</b>
10111 Terra Oak	78250
<b>Cable</b>	<b>397-2850</b>
1706 Pinn Road	78227
<b>Carlos Coon</b>	<b>397-7250</b>
3110 Timber View	78251
<b>Carnahan</b>	<b>397-5850</b>
6839 Babcock	78249
<b>Carson</b>	<b>397-1100</b>
8151 Old Tezel	78250
<b>Cody</b>	<b>397-1650</b>
10403 Dugas Drive	78245
<b>Cole</b>	<b>398-2100</b>
13185 Tillman Ridge	78253
<b>Colonies North</b>	<b>397-1700</b>
9915 Northampton	78230
<b>Driggers</b>	<b>397-5900</b>
6901 Shadow Mist	78238
<b>Ellison</b>	<b>398-1850</b>
7132 Oak Drive	78256
<b>Elrod</b>	<b>397-1800</b>
8885 Heath Circle	78250
<b>Esparza</b>	<b>397-1850</b>
5700 Hemphill	78228
<b>Evers</b>	<b>397-2550</b>
1715 Richland Hills	78251
<b>Fernandez</b>	<b>397-1900</b>
6845 Ridgebrook	78250

<b>Fields</b>	<b>398-2150</b>
9570 FM 1560 North	78254
<b>Fisher</b>	<b>397-4450</b>
3430 Barrel Pass	78245
<b>Forester</b>	<b>397-0200</b>
10726 Rousseau	78245
<b>Franklin</b>	<b>398-1700</b>
9180 Silver Spot	78254
<b>Galm</b>	<b>397-1150</b>
1454 Saxonhill	78253
<b>Glass</b>	<b>397-1950</b>
519 Clearview	78228
<b>Glenn</b>	<b>397-2250</b>
2385 Horal	78227
<b>Glenoaks</b>	<b>397-2300</b>
5103 Newcome Drive	78229
<b>Hatchett</b>	<b>397-6850</b>
10700 Ingram Road	78245
<b>Helotes</b>	<b>397-3800</b>
13878 Riggs Road, Helotes	78023
<b>Henderson</b>	<b>398-1050</b>
14605 Kallison Bend	78254
<b>Hoffmann</b>	<b>397-8350</b>
12118 Volunteer Parkway	78253
<b>Howsman</b>	<b>397-2350</b>
11431 Vance Jackson	78230
<b>Hull</b>	<b>397-0950</b>
7320 Remuda	78227
<b>Knowlton</b>	<b>397-2600</b>
9500 Timber Path	78250
<b>Krueger</b>	<b>397-3850</b>
9900 Wildhorse Pkwy	78254
<b>Kuentz</b>	<b>397-8050</b>
12303 Leslie Rd, Helotes	78023
<b>Langley</b>	<b>397-0150</b>
14185 Bella Vista Place	78253
<b>Leon Springs</b>	<b>397-4400</b>
23881 IH-10 W	78257
<b>Leon Valley</b>	<b>397-4650</b>
7111 Huebner	78240
<b>Lewis</b>	<b>397-2650</b>
1000 Seascape Drive	78251
<b>Lieck</b>	<b>398-1450</b>
12600 Reid Ranch	78245
<b>Linton</b>	<b>397-0750</b>
2103 Oakhill	78238
<b>Locke Hill</b>	<b>397-1600</b>
5050 De Zavala	78249
<b>Los Reyes</b>	<b>398-1215</b>
10785 Triana Pkwy, Helotes	78023
<b>Martin</b>	<b>398-1400</b>
730 Canterbury Dr.	78228
<b>May</b>	<b>397-2000</b>
15707 Chase Hill	78256
<b>McAndrew</b>	<b>398-1750</b>
26615 Toutant Beauregard	78006
<b>McDermott</b>	<b>397-5100</b>
5111 USAA Blvd.	78240
<b>Mead</b>	<b>397-1750</b>
3803 Midhorizon Drive	78229
<b>Meadow Village</b>	<b>397-0650</b>
1406 Meadow Way	78227
<b>Michael</b>	<b>397-3900</b>
3155 Quiet Plain	78245

<b>Mireles</b>	<b>398-1500</b>
12260 Rockwall Mill	78253
<b>Murnin</b>	<b>397-4550</b>
9019 Dugas	78251
<b>Myers</b>	<b>397-6650</b>
3031 Village Parkway	78251
<b>Nichols</b>	<b>397-4050</b>
9560 Braun	78254
<b>Northwest Crossing</b>	<b>397-0600</b>
10255 Dover Ridge	78250
<b>Oak Hills Terrace</b>	<b>397-0550</b>
5710 Cary Grant	78240
<b>Ott</b>	<b>397-5550</b>
100 Grosenbacher N.	78253
<b>Passmore</b>	<b>397-0500</b>
570 Pinn Road	78227
<b>Powell</b>	<b>397-0450</b>
6003 Thunder	78238
<b>Raba</b>	<b>397-1350</b>
9740 Raba Drive	78251
<b>Rhodes</b>	<b>397-4000</b>
5714 North Knoll	78240
<b>Scarborough</b>	<b>397-8000</b>
12280 Silver Pointe (at Stillwater Pkwy)	78254
<b>Scobee</b>	<b>397-0700</b>
11223 Cedar Park	78249
<b>Steubing</b>	<b>397-4350</b>
11655 Braefield	78249
<b>Thornton</b>	<b>397-3950</b>
6450 Pembroke	78240
<b>Timberwilde</b>	<b>397-0400</b>
8838 Timberwilde	78250
<b>Valley Hi</b>	<b>397-0350</b>
8503 Ray Ellison	78227
<b>Villarreal</b>	<b>397-5800</b>
2902 White Tail	78228
<b>Wanke</b>	<b>397-6700</b>
10419 Old Prue Road	78249
<b>Ward</b>	<b>397-6800</b>
8400 Cavern Hill	78254
<b>Westwood Terrace</b>	<b>397-0300</b>
2315 Hackamore Lane	78227

## SPECIAL SCHOOLS

<b>Chavez Excel Academy</b>	<b>397-8120</b>
6500 Ingram Road	78238
<b>Northside Alternative High School</b>	<b>397-7080</b>
144 Hunt Lane	78245
<b>Northside Alternative Middle School North</b>	<b>397-2070</b>
11937 I.H. 10 West	78230
<b>South</b>	<b>397-6900</b>
5223 Blessing Street	78228
<b>Reddix Center</b>	<b>397-2401</b>
4711 Sid Katz	78229
<b>The Holmgreen Center</b>	<b>397-5460</b>
8580 Ewing Halsell	78229

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT – 397-5600**

# ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

A DETAILED DESCRIPTION OF THE DISTRICT'S ACCEPTABLE USE POLICIES CQ (LEGAL) AND CQ (LOCAL) IS FOUND IN THE BOARD POLICIES ONLINE AT [HTTP://POL.TASB.ORG/HOME/INDEX/184](http://pol.tasb.org/home/index/184).

## NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR TECHNOLOGY RESOURCES (TEC-01)

The Superintendent or designee will oversee the District's Technology Resources.

Technology Resources are defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, online class activities and any other technology designated for use by the District for users. Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education is designed to promote district standards and acceptable use of technology resources as set forth in the NISD Internet Filtering and Safety Program, Board Policy, and Acceptable Use Guidelines. Education promotes safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response. Copies of acceptable use guidelines will be provided to all users.

### CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's computer network without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ(EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT F) and policies at FL]

### FILTERING

The Superintendent will appoint an Internet Safety committee, to be co-chaired by the Assistant Superintendent and the Director of Academic Technology, Library & Textbook Services, to oversee the selection, implementation, and maintenance of filtering technology for monitoring and filtering Internet sites containing material considered inappropriate or harmful to minors. All internet access will be monitored and filtered for all devices connecting through the District's wired and wireless network.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/

pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making, hacking, etc.); and on-line gambling.

### REQUESTS TO DISABLE FILTER

The Internet Safety committee will review and approve or disapprove requests from users who wish to use a blocked site for bona fide research or other lawful purposes. Appeals shall be made to the Superintendent or designee.

### SYSTEM ACCESS

Access to the District's Technology Resources will be governed as follows:

1. Students in all grades will be granted access to the District computer network, as appropriate.
2. District employees will be granted access to the District's computer network as appropriate and with the approval of the immediate supervisor.
3. A teacher with any class account(s) will be ultimately responsible for use of that account. Teachers should never share their account or password with a student or another staff member.
4. The District will require that all passwords be changed every 120 days with a strong recommendation for every 90 days. Refer to Administrative Regulation TEC-02 for additional password requirements.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system. All users will be required to sign or electronically acknowledge a user agreement annually for issuance or renewal of an account.

### TECHNOLOGY SUPERVISION RESPONSIBILITIES

The Superintendent or designees will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's Technology Resources.
2. Ensure that all users of the District's computer systems annually read and acknowledge the agreement to abide by District policies and administrative regulations regarding such use. Acknowledgement of such agreements, whether written or electronic by students and staff, will be noted and recorded for reference.
3. Ensure that employees supervise Internet activity of students who use the District's Technology Resources.
4. Ensure that employees provide training to students who use the District's computer resources on the appropriate and safe use of this resource.
5. Ensure that all software loaded on District computers is consistent with District standards and is properly licensed.
6. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed



appropriate to ensure student on-line safety and proper use of the District's Technology Resources.

7. Be authorized to modify filtering policies on a computer system for bona fide research or other lawful purpose, with approval from the Internet Safety committee co-chairs.
8. Be authorized to establish and enforce a retention schedule for messages on the District e-mail system.
9. Be authorized to establish and enforce a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
10. Be authorized to conduct investigations on District owned devices when inappropriate use or for malicious activity is suspected.
11. Set and enforce limits for data storage within the District's system, as needed.

### **INDIVIDUAL USER RESPONSIBILITIES**

The following standards will apply to all users of the District's Technology Resources:

#### **CONDUCT ON THE SYSTEM:**

System users are expected to observe the following when using the District's Technology Resources (e-mail, online communication applications, blogs, wikis, etc.):

1. All users are ultimately responsible for the proper use of any District accounts created on their behalf. Account information such as user logins and/or passwords should NEVER be shared with anyone else.
2. System users may not use another person's system account to access that person's data contents. If access to another person's data content is needed, the supervising administrator needs written approval from the Director of Infrastructure Services, or designee who will then make the approval decision.
3. Use of encryption software or other encryption methods to purposely hide or obscure electronic communications is prohibited.
4. System users may not redistribute copyrighted programs or data without with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
5. System users may not send, forward, or post messages that are abusive, obscene, vulgar, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
6. System users may not waste the District's Technology Resources (e.g., e-mail spamming, distribution of videos or photos, listening to Internet radio, online-gaming, etc.).
7. System users may not make non-District long-distance phone calls without the approval of their supervisor.
8. System users may not send text messages from a District-provided cell phone for non-District purposes.
9. System users must manage electronic mail in accordance with e-mail regulations and established retention guidelines.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
11. E-mails or documents containing any discussion or exchange of information about a student's or employee's

performance or behavior should not be made available to anyone (e.g., parents, other district staff, non-district staff) without proper consent.

12. Avoid sending e-mail to colleagues or parents that contain personally identifiable information about students or colleagues. An employee shall not reveal confidential information concerning students or colleagues unless disclosure serves lawful professional purposes or is required by law.
13. District-wide e-mail broadcasts must be approved by the Executive Director of Communications.
14. Campus/Department-wide e-mail broadcasts must be approved by the campus Principal/Department Administrator.
15. System users may not disconnect or move District computer workstation(s) without first obtaining approval from their campus administrator/department chair/Director. If the District computer workstation(s) require a reconnect to the network and/or configuring, then Technology Services must be contacted. At no time shall users reconfigure District equipment. Refer to TEC-04 for more information on procedures and cost.

### **BRING YOUR OWN DEVICE (BYOD) GUIDELINES**

Northside ISD recognizes that mobile phones and other digital devices are an integral part of our culture and way of life and can provide considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21<sup>st</sup> century student, but this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. Northside will allow students and staff to bring personally owned mobile technology devices to school to support educational or district related goals.

#### **RESPONSIBILITY OF STAFF, STUDENTS AND PARENTS**

- Anyone bringing a personally owned mobile device to a campus or department must abide by the guidelines outlined in this regulation. Failure to follow these guidelines may subject the owner of the device to the District's Code of Conduct or loss of use of the device.
- It is the parent's decision to allow their children to bring a mobile device to school and they need to be aware when their child has the mobile device with them.
- Responsibility for the mobile device rests with the owner of the device and the District accepts no financial responsibility for damage, loss or theft. The mobile device should be kept secure when not in use. Mobile devices should not be left in any open area unattended.
- Understand that mobile devices with data or Internet access plans have the capability of accessing unfiltered Internet content through the data plan.
- All costs for data plans and fees associated with mobile devices are the responsibility of the mobile device owner.

#### **ACCEPTABLE USE OF BYOD DEVICES**

- Specific acceptable use of a mobile device will be determined by each campus. These guidelines will be stated in the campus' portion of the Student Handbook
- Each teacher has the right to allow or disallow the use of devices that support student achievement during instructional time as appropriate.
- Devices with Internet access capabilities will access the

## Appendix F - continued

Internet only through the school's filtered network while on school property during school hours.

- Devices should not be used in any manner or place that is disruptive to the normal routine of class/school.

### UNACCEPTABLE USE OF BYOD DEVICES

- Any use of a device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a disruption to the educational environment.

### Using unauthorized proxy software or tweaking a mobile device to bypass the District filter or firewall is strictly prohibited.

- Using devices to bully and/or threaten other students or staff members is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teachers or other individuals without their permission.
- Any use of a device that is deemed a criminal offense, will be dealt with as such by the District.

### DISTRICT RESPONSIBILITIES

- The District will provide a safe, filtered network according to the Children's Internet Protection Act and expects students to access the Internet through this network.
- The Superintendent or his/her designee will deem what is appropriate for use of devices on district property or on the district's wireless network.
- If the District has reasonable cause to believe a student or employee has violated the acceptable use agreement, a student's (or employee's) device may be searched by authorized personnel.
- The District may remove the user's network access and suspend the right to use the device on district property if it is determined that the user is engaged in unauthorized or illegal activity or is violating the Acceptable Use Policy. Violations of the Acceptable Use Policy may result in disciplinary action.
- The District assumes no liability for students that misuse mobile devices while on school property.
- The District will educate students in identifying, promoting, and encouraging best practices for Internet safety.

### VANDALISM PROHIBITED

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

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

### FORGERY PROHIBITED

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

### INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may

provide access to other technology resources in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

### DISTRICT WEBSITE

The District will maintain a District Website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Website must be directed to the designated Webmaster. The Executive Director of Communications in collaboration with Technology Services will establish guidelines for the development and format of Web pages controlled by the District. Campus web pages will be linked to the District website by the District Webmaster.

No personally identifiable information regarding a student will be published on a Website controlled by the District without written permission from the student's parent.

No commercial advertising will be permitted on a Website controlled by the District.

### SCHOOL OR CLASS WEB PAGES

Schools or classes may publish Web pages that present information about the school or class activities to the District web server upon approval from the campus principal or designee (campus webmaster). The campus principal will designate the staff member responsible for managing the campus' web page. Teachers will be responsible for compliance with the District's Acceptable Use policies and the Web Publishing Guidelines in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

### STUDENT WEB PAGES

With the approval of the campus principal or designee, students may submit individual Web pages linked to a campus Web page. All material presented on a student's Web page must be related to the student's educational activities and be in compliance with the District's Acceptable Use policies and Web Publishing Guidelines. Any links from a student's Web page to sites outside the District's Technology Resources must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

### EXTRA-CURRICULAR ORGANIZATION WEB PAGES

Campus extracurricular organizations may not link web pages to a campus website.

### PERSONAL WEB PAGES

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

### TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District supervisor receives/issues notice of revocation of system privileges, or on a future date if so specified in the notice.

### DISCLAIMER

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

meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

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

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

#### **COMPLAINTS REGARDING COPYRIGHT COMPLIANCE**

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Ray Galindo

Position: Deputy Superintendent for Administration

Address: 5900 Evers Road

Telephone: (210) 397-8771

E-mail: Ray.Galindo@nisd.net

#### **TRANSFER OF EQUIPMENT TO STUDENTS**

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provisions of law cited at CQ (LEGAL):

1. Proposed projects to distribute computer equipment to students must be submitted to the Assistant Superintendent for Technology Services for initial approval.
2. A student is eligible to receive computer equipment under these rules only if the student does not otherwise have home access to computer equipment, as determined by the principal and counselor.
3. In transferring computer equipment to students, the principal will give preference to educationally disadvantaged students.
4. Before transferring computer equipment to a student, the campus technology coordinator and principal must have clearly outlined:
  - a. A process to determine eligibility of students;
  - b. An application process that identifies the responsibility of the student regarding home placement, use, and ownership of the equipment;
  - c. A process to distribute and initially train students in the setup and care of the equipment;
  - d. A process to provide ongoing technical assistance for students using the equipment;
  - e. A process to determine ongoing student use of the equipment;
  - f. A process to determine any impact on student achievement the use of this equipment may provide; and
  - g. A process for retrieval of the equipment from a student, as necessary.

**NOTE: Every employee must acknowledge their understanding and pledge their acceptance of the Acceptable Use policy by completing the On-Line Requirements for employees. This set of requirements is found on the Northside Intranet page under Staff Development. The employee agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an addendum to all handbooks for your review.**

**Northside Activity Center (NAC)**  
**7001 Culebra Road**  
**(210)397-7900**

**Northside Resource Room**

The Northside ISD Resource Room offers resources to support classroom instruction. Utilization of the Resource Room is limited to NISD employees, Early Childhood Development students, PTA members, and Parent Volunteers (PALs). Substitutes are permitted to use the Resource Room when actively working with NISD students. Children are not allowed in the Resource Room due to safety hazards and must remain in the Northside Activity Center (NAC) lobby accompanied by an adult.

Equipment and Supplies include:

laminators, full color poster/banner maker, award maker, binding machines, button makers, computers, die-cuts (over 1000 in various sizes), classroom and teacher supplies, and recognition incentives.

Supplies may be paid for by check, cash or charged to a campus or department account. Prior permission must be obtained from principal or director to charge, and a budget code must be provided at the time of purchase.

No credit or debit cards accepted. **All purchases and/or services must be made with the intention of instruction or motivational use within NISD. No personal purchases are permitted.**

For further information please contact: 397-7919 or visit our website at [http://OSD.NISD.NET/resource\\_room](http://OSD.NISD.NET/resource_room).

**Resource Room Hours of Operation:**

**Monday through Friday- 8:00 a.m.-4:45 p.m.**

**NOTE: Substitute Badges Must be Worn for Identification**

**Northside Professional Library**

NAC Professional Library serves and supports the staff of NISD with professional resources. The library provides information on trends, developments, techniques, and research in all areas of preK-12 education.

Resources and services available:

- Over 7,000 professional books & videos
- Professional eBooks on OverDrive and Follett Shelf
- Online databases: ProQuest Education Journals, Gale Educator's Reference Complete
- Resource lists of subject area holdings
- Reference and research assistance

Library materials may be checked out to any Northside employee, including substitutes, at no charge.

Materials may also be requested by phone or e-mail and sent/returned by NISD pony. For further information or to request materials, contact the Professional Resource Librarian, Denise Wilkinson, at 397-7921, or visit the website at [http://osd.nisd.net/professional\\_library](http://osd.nisd.net/professional_library).

**Northside Professional Library Hours of Operation:**

**August-May: Monday-Friday, 8:00 a.m. – 5:00 p.m.**

**June-July: Monday-Thursday, 7:30 a.m.-5:00 p.m.; Friday, 8:00-12:00**





# SmartFindExpress Substitute User Guide

## Version 2.5



### STATEMENT OF CONFIDENTIALITY

This information has been prepared for the express purpose of providing your organization with information about the functions and use of the eSchool Solutions SmartFindExpress system. This material contains proprietary product information and may not be reproduced, used by, or disclosed to persons not in the employ of the recipient without the prior written consent of eSchool Solutions. **Company Confidential/Do Not Distribute – Do Not Post on Unsecured Web Sites (such as your district web site).**

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Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

### Registering with the System

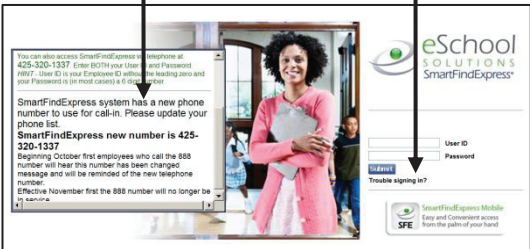
1. Call the main system number. (210)522-8987
2. Enter your Access ID, followed by the star (\*) key.
3. When the system asks for your PIN, enter your Access ID again, followed by the star (\*) key.
4. Create your PIN. Enter the PIN you want to use followed by the star (\*) key. The PIN must be numeric, must meet the minimum length requirements for your system and cannot be more than 9 digits.
5. You will be asked to record your name. Record your name and when you have finished recording, press the star (\*) key.
6. Next you will hear your callback number. This is the telephone number the system will use to call you. If this number is incorrect, enter the correct number now.

### Logging into SmartFindExpress

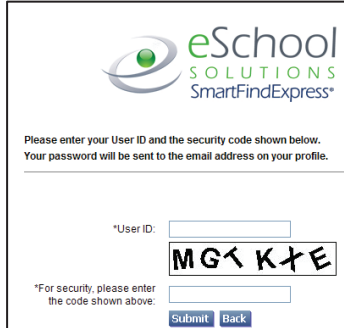
1. Open your Internet browser and access the SmartFindExpress site. The system Welcome message and any district-wide announcements are displayed.
2. Two identifiers are required to log in to the system: User ID and Password. Click *Submit* to access the system.
3. If you have forgotten your password, click the **'Trouble signing in?'** link.
4. Follow the instructions on the screen and then click *Submit*. Your password will be sent to the email address on your profile.

 You must be registered with the system to use this feature.

**District-wide Announcements**



} Enter User ID and Password.

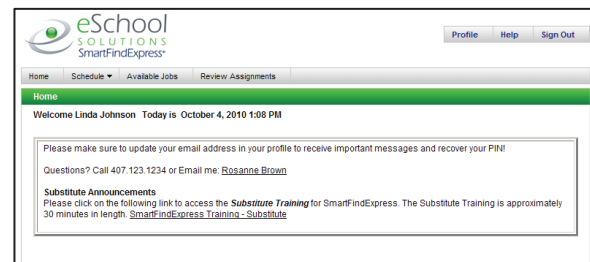


} 1. Enter User ID.  
2. Enter Security Code.  
3. Click Submit.

5. Upon successful login, the Substitute home page is displayed. From the home page, substitutes can manage personal information, review their work schedule, search for available jobs, and review assignments.

#### From your Home Page you can:

- ✓ **Modify Profile Information**
- ✓ **Get Help While You Work**
- ✓ **Review Announcements**
- ✓ **View/Modify Work Schedule**
- ✓ **Access Available Jobs**
- ✓ **Review Assignments**



## Managing Profile Information

The **Profile** menu lets you view profile information, update your email address and passwords, and view/modify callback information.

### View Profile Information

The system displays your current status and address. Contact your system administrator with any changes.

### Update Your Email Address

You can easily update your email address. The system automatically sends Job Creation and Job Cancellation emails (if your district uses this feature). For more information, contact your System Operator.

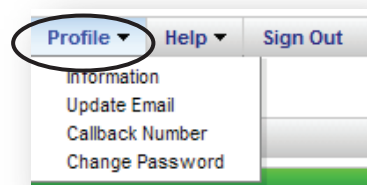
### View/Modify Call Back Information

View/update your callback number or specify a temporary 'Do Not Call Until' time.

### Change Password

Enter your current password and the new password. You can enter up to 9 digits. Click Save.

**Note:** *If your district is configured to use Web Passwords, the Change Password feature will include an option to change the Web password.*



Update  
Email  
Address

Change Phone  
Password (PIN)

**Help**

**Getting Help While You Work**

Click the Help tab to access Help guides and How-to videos.

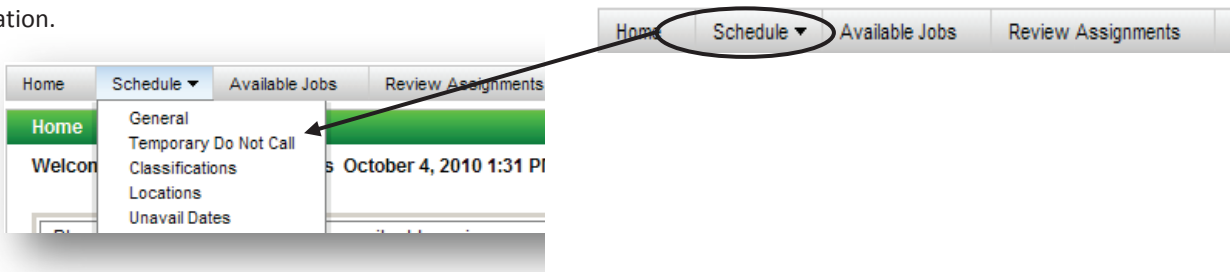
**Sign Out**

**Exiting the System**

Click the Sign Out tab to exit the system.

**Schedule**

Click **Schedule** to review or update work schedule information.

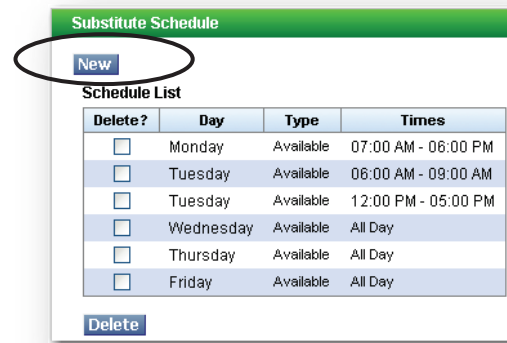


**General**

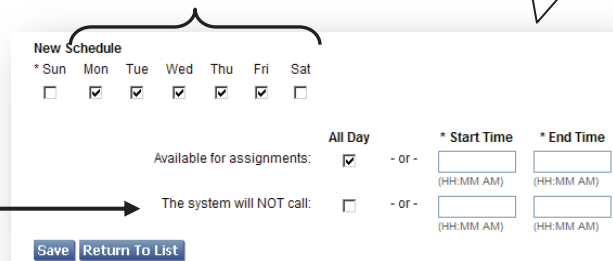
1. Click **General** from the Schedule menu to display your daily work schedule.
2. Click **New** to make changes to your schedule.
3. On the New Schedule screen, make any modifications to the days and times that you are available for work. The start and end times of the job are displayed.
4. If desired, set up Temporary Do Not Call times.

You will not receive calls for assignments during the time period you specify.

5. To delete a schedule, click the box next to the day you want to remove from your schedule and then click Delete.



You can receive job offers (for future jobs) during calling periods on days that you have no availability unless the days/times are set up as "Do Not Call."





### Temporary Do Not Call

(This feature is also available from the Profile drop-down menu on your home page.)

1. View/Update your call back number. The number should include the long distance indicator and area code (if required) for the system to call from its location.
2. Specify a temporary 'Do Not Call Until' time if you do not want to be called by the system during the regular calling periods. *T*

The following characters can be used in the **Call Back #** field: ( ), -, \*, #.

Profile

Call Back #:

Do Not Call Until:  (hh:mm am)

Note: Enter a time that is up to 24 hours from now. If a time is not entered, you will be called during regular calling periods.

### Classifications

Click Classifications to see the Classifications you have indicated you will work. *If enabled by your district, this page will contain a New and Delete button for modifying your Classifications.*

Classifications

Classification List

Select	Code	Name
<input type="checkbox"/>	123	ART

Classifications

Classification List

Code	Name
003	CLASSIFICATION 003
005	CLASSIFICATION 005

### Locations

Click Locations to see the Locations you have selected to work. *If enabled by your district, this page will contain a New and Delete button for modifying your Locations.*

Locations

Location List

Delete	Code	Name
<input type="checkbox"/>	101001	EMERSON ELEM

You will not receive job offers from any other locations unless you are specified.

Locations

Location List

Code	Name
101	Adelphi Elementary
102	TEST LOCATION 102
103	TEST LOCATION 103

### Unavail Dates

1. To add unavailable periods for when you are not available to work, click New.



Unavailable Dates

- Specify the date(s) and time that you are unavailable. If unavailable all day, click "All Day." Multiple unavailability times can be entered for a single day. All unavailability times are shown on the Calendar.

- To receive calls for future assignments during the date/time specified for unavailability, check the "Call for future assignments" box.

- To modify an unavailable date, display the Unavailable Date List. Click the Start Date link for the date you want to modify.

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	09/08/2010	09/08/2010	All Day

- Make any updates to the unavailable date on the Modify Unavailable Date screen. Click Save.

## Available Jobs

Click the **Available Jobs** Menu.

- Click Search to display all available jobs, or enter a date range for your search.



When the system calls out in the morning, the available jobs presented on the Web and the IVR are jobs for that day. You may be able to review available jobs for future dates if allowed by your district.

The list of available jobs can change at any time as other substitutes are accepting assignments and jobs are being created.

2. The system displays the list of available jobs. Job listings are preceded by a "Details" or "In Callout" link.

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
<a href="#">Details</a>	09/15/2010 08:00 AM 09/15/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Wed	None No
<a href="#">Details</a>	09/17/2010 08:00 AM 09/17/2010 03:00 PM	WASHINGTON ELEMENTARY SCHOOL TEST CLASSIFICATION 101	SMITH, JANE Fri	None No

3. Click the Details link for a job to display the job details.

4. View the details of the job on the Available Jobs Detail page. You can also accept the job, decline the job, or return to the jobs list.

**Available Jobs**

**Available Jobs Detail**

Job Status: Open/Open  
 Employee in for: SMITH, JANE  
 Location: WASHINGTON ELEMENTARY SCHOOL  
 Address: 100 WASHINGTON LANE  
 ANYTOWN, FL 33333  
 Telephone: 407-333-3333  
 Classification: TEST CLASSIFICATION 101  
 Voice Instructions: None  
 Text Instructions: None  
 Date: 09/15/2010 - 09/15/2010  
 Weekly Schedule: Wednesday 08:00 AM - 03:00 PM

Select a reason for Declining before pressing Decline Job  
 Decline Reason:

[Accept Job](#) [Decline Job](#) [Return To List](#)

} **Review job details**

5. To accept a job, click Accept Job. The Available Jobs Confirmation screen displays. **If the system determines that a substitute is in the process of accepting the job on the IVR, the job will not be assigned.** If the job assignment is successful, a job number is displayed.

**Available Jobs**

**Available Jobs Confirmation**

**Job Number: 225**  
 Employee in for: SMITH, JANE  
 Location: WASHINGTON ELEMENTARY SCHOOL  
 Address: 100 WASHINGTON LANE  
 ANYTOWN, FL 33333  
 Telephone: 407-333-3333  
 Classification: TEST CLASSIFICATION 101  
 Voice Instructions: None  
 Text Instructions: None  
 Date: 09/17/2010 - 09/17/2010  
 Weekly Schedule: Friday 08:00 AM - 03:00 PM

[Return To List](#)

6. To decline a job, click Decline Job. You may be required to enter a reason for the decline. A Decline message displays on the Available Jobs screen.

**Available Jobs**

Assignment declined successfully.

\* Search From:  \* To:   
(MM/DD/YYYY) (MM/DD/YYYY)

[Search](#)

When you click Return to List, the following changes may be occurred on the jobs list:

- Details links may show as In Callout for those jobs that are now available and in callout.
- In Callout links may show as Details links for those jobs still available, but no longer in callout.
- Additional jobs may have become available and now display on the list.
- Jobs that are no longer available have been removed from the list.

- To review the details of a job currently being called on by the IVR, click the “In Callout” link for the job. The following message is displayed, *“This job is currently being offered to a substitute. You may retry later.”* Click Return to List to return to the jobs list.

Available Jobs

\* Search From:   \* To:

(MM/DD/YYYY) (MM/DD/YYYY)

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
<a href="#">Details</a>	10/07/2010 05:30 AM 10/07/2010 02:00 PM	French Prairie - Nutrition Services Agriculture/Biology	Vacancy Thu	None No
<a href="#">Details</a>	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
<a href="#">In Callout</a>	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No
<a href="#">Details</a>	10/07/2010 07:30 AM 10/07/2010 03:30 PM	Shared Services - High School Campus - other Agriculture/Biology	Vacancy Thu	None No

Available Jobs

This job is currently being offered to a substitute. You may retry later.

Available Jobs Detail

Job Status: Open/Open

Employee in for: Vacancy

Location: Shared Services - High School Campus - other

Address: 1785 N. Front St.  
Woodrum, OR 97071  
Telephone: 15039812600

Classification: Agriculture/Biology

Voice Instructions: None

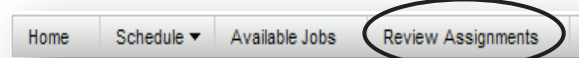
Text Instructions: None

Date: 10/07/2010 - 10/07/2010

Weekly Schedule: Thursday 07:30 AM - 03:30 PM

## Review Assignments

- Click the **Review Assignments** Menu.
- To review all assignments, click Search, or enter a date range or job number to display specific assignments. Select List or Calendar format.
- The default is to display results in List View. Click the Calendar radial button to display your assignments in Calendar format. The start and end times of the job are displayed.



**Review Assignments**

Display Format:  List  Calendar

Search From:   To:

(MM/DD/YYYY) (MM/DD/YYYY)

Job Number:  Note: Search by job number will not use the date range

### Calendar View

Calendar View

Display Format:  List  Calendar

Search From:   To:

(MM/DD/YYYY) (MM/DD/YYYY)

Job Number:  Note: Search by job number will not use the date range

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Asst HI Day	2 Asst HI Day
3 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	4 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	5 Asst HI Day	6 Unavail 10:00 AM - 12:00 PM 02:00 PM - 05:00 PM	7 Asst HI Day	8 Asst HI Day	9 Asst HI Day
10 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	11 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	12 Asst HI Day	13 Asst HI Day	14 Asst HI Day	15 Asst HI Day	16 Asst HI Day
17 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	18 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	19 Asst HI Day	20 Unavail 10:00 AM - 12:00 PM 02:00 PM - 04:00 PM	21 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	22 Asst HI Day	23 Asst HI Day
24 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	25 Asst HI Day 08:00 AM - 10:00 AM 02:00 PM - 04:00 PM	26 Asst HI Day	27 Asst HI Day	28 Asst HI Day	29 Asst HI Day	30 Asst HI Day

### List View

Job #	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days
<u>141</u>	11/21/2013 08:00 AM 11/21/2013 04:00 PM	ZZ Test Location ZZ Test Classification	ZZ Test Employee, Thu



3. Click on the job number link for the assignment you want to review. The Review Assignment Detail screen is displayed.
4. If cancelling an assignment, the cancellation reason must be selected from the drop-down menu. **Once the Cancel Assignment button is pressed, a "cancelled successfully" message is displayed.**

Review Assignments

**Review Assignment Detail**

Job Number: 225  
 Job Status: Active/Web Sub Search  
 Employee in for: SMITH, JANE  
 Location: WASHINGTON ELEMENTARY SCHOOL  
 Address: 100 WASHINGTON LANE  
 ANYTOWN, FL 33333  
 Telephone: 407-333-3333  
 Classification: TEST CLASSIFICATION 101  
 Voice Instructions: None  
 Text Instructions: None  
 File Attachments: None  
 Date: 09/17/2010 - 09/17/2010  
 Weekly Schedule: Friday 08:00 AM - 03:00 PM

A Cancellation Reason is required to cancel this assignment  
 Cancellation Reason:

24350	05/14/2010 07:30 AM	ZZ TEST LOCATION	ZZ Test Employee,
<b>Cancelled</b>	05/14/2010 03:30 PM	ZZ Test Classification	Fri

## Finding and Accepting Jobs over the Telephone

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

### Call-in

From the main menu, select one of the following options.

#### 1. Review or Cancel Assignments

Job information is played. Current and future jobs are played in job number order. After each job is played, you may be allowed to cancel the job. If this option is not played, contact the system operator. To cancel a job, enter a reason from the list of decline/cancellation reasons. Canceling an assignment on the day of the job may result in being disqualified from being offered other jobs for today.

#### 2. Hear Available Jobs

If feature is enabled, listen to available jobs. During morning callout, only jobs for today are played.

#### 3. Review or Modify Callback number

The number currently in your profile is played. Enter all digits that will be required to call you from the location of the system. Include the long distance code and/or area code.

#### 4. Review or modify Temporary Do not Call Time

If feature is enabled, enter a time that the system can resume calling you.

#### 5. Review or Modify Unavailability dates

Your current and future unavailability dates are played in start date order. You are not offered jobs that occur during this period. The unavailability period does not restrict you from calling the system and hearing jobs for any date.

### Call-in (continued)

#### 6. Review or Modify Daily Availability

- Review or delete time periods you are available to work.
- Enter a new time period you are available to work.
- Review or delete a time period you do not want to receive calls.
- Enter a new time period that you do not want to receive calls. When entering a time period, select the days/times.

#### 7. Change PIN or Name Recording

### Job Offers

When the system calls you about an open job, the job information will play, including the absent employee's name, the location, classification, and dates and times of the job. Also, if special instructions were recorded for the job, they will be played. You can accept or decline the assignment. If you decline the assignment you will be asked to enter a reason for the decline and you may be disqualified from other job offers for that day during the morning callout.

### Assignment Cancellations

Substitute cancelled assignment notification calls are made once an hour during callout periods. The details of the cancelled job are played. You will automatically be made available for other jobs during the time period that was held by the canceled job.

### Call-out

Substitutes are called and offered jobs. The system may also call to inform a substitute of an assignment cancellation.

#### **A substitute can:**

- **Press the star (\*) key for the system to wait up to 2 minutes**

When the system calls, if someone else answers the telephone and has to locate you or you have to locate your login information, the system can be told to wait for approximately two minutes. If, at that time no Access ID is entered, the system will disconnect and record that the result of the call was a no answer.

- **Access the system**

Enter your Access ID and PIN, both followed by the star (\*) key.

# Sexual Harassment/Sexual Abuse

## SEXUAL HARASSMENT OF EMPLOYEES

*[Please refer to District Policy DIA (LOCAL)]*

Employees shall not engage in conduct constituting sexual harassment. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, if:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees. The District's policy outlining the process of filing complaints of sexual harassment is reprinted below.

**Sexual harassment of employees is in violation of federal and state law, and is forbidden in this District.** If sexual harassment should occur, some employees may be inhibited from utilizing the normal grievance procedure because of their embarrassment in discussing such matters with a supervisor of the opposite sex. They are encouraged to voice their complaint to the Human Resources Representative. This policy is adopted to provide an effective way for complaints of sexual harassment to be presented and addressed.

### 1. EMPLOYEE-TO-EMPLOYEE

Employees shall not engage in conduct constituting sexual harassment of other employees. Employees who believe they have been sexually harassed by other employees are encouraged to come forward with complaints. District officials or their agents shall investigate promptly all allegations of sexual harassment of employees by other employees, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

### 2. EMPLOYEE-TO-STUDENT

*[Please refer to District Policy FFH (LOCAL)]*

Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students constitute unprofessional conduct and are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of

personal or sexual gratification.

- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

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

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to immediately report their concerns to the campus principal, or appropriate supervisor. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated.

Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the campus principal, Human Resources Department, or Title IX coordinator.

In considering and investigating allegations that an employee has sexually harassed or sexually abused a student, the investigation shall proceed from the presumption that the employee's conduct was unwelcome.

**NOTE: Employees are encouraged to err on the side of caution in their relationship with students. Impressionable students can easily misunderstand or misinterpret even the most innocent remarks or actions. Allowing students to accompany you to activities that are not clearly school-sanctioned, or engaging in other activities which may compromise your position of authority, may cause students to misinterpret the nature of the relationship.**

### Filing Complaints

If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with their campus principal or supervisor. In the event that the employee is unable to file the complaint in writing, the Human Resources Department shall arrange for a transcript of the employee's oral testimony to be prepared. If the campus principal or supervisor is the subject of the complaint, the EE shall report the complaint to the Assistant Superintendent for Human Resources.

### Investigating Officer

Upon receipt of a complaint under this policy, the Assistant Superintendent for Human Resources shall appoint one or more administrators to investigate the complaint. At least one of the administrators available for such appointment shall be a bilingual female.

### Duties of the Investigating Officer

The investigating officer(s) shall interview the complainant, the alleged

## **Appendix I continued**

offending party, and any witnesses named by the complainant or the charged party, as well as other persons that the investigating officer(s) believe(s) might have relevant information concerning the complaint.

### **Timeline**

The investigating officer(s) shall make every reasonable effort to complete the investigation of a complaint and make findings and recommendations within fifteen (15) working days from the date the complaint is filed.

### **Action and Appeal Procedure**

After completing the investigation, the investigating officer(s) shall make a written report of findings on the charge and, if the findings warrant, make a recommendation as to disciplinary action. Letters of closure shall be provided to the complainant and to the charged party. An employee may appeal the decision of the principal, supervisor, or Assistant Superintendent for Human Resources regarding the investigation into the allegations in accordance with DGBA (Local,) "Employee Complaints/ Grievances."

### **Retaliation Prohibited**

The District shall not retaliate against an employee who in good faith reports perceived harassment

### **3. FREQUENTLY ASKED QUESTIONS (FAQ'S) REGARDING SEXUAL HARASSMENT**

(Complaints and grievances as applied to allegations of sexual harassment.)

#### ***What is the District policy concerning sexual harassment?***

The District forbids employees from engaging in conduct that constitutes sexual harassment of other employees or of students. The District encourages employees to come forward with allegations of sexual harassment or misconduct in the workplace. Employees who report sexual harassment will not be subjected to adverse treatment for reporting the harassment.

#### ***How will the District respond to claims of sexual harassment?***

The District will respond promptly to all allegations of sexual harassment. Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

#### ***What laws address sexual harassment?***

Title VII is a federal law that prohibits discrimination on the basis of age, race, color, religion, sex, national origin, or disability. The Texas Labor Code, Section 21.051, makes it an unlawful employment practice for an employer to discriminate on the basis of race, color, disability, religion, sex, national origin, or age. Title IX of the Education Amendments of 1972 is a federal law that students alleging sexual harassment or sexual abuse by an employee.]

#### ***How will the District respond to claims of sexual harassment?***

The District will respond promptly to all allegations of sexual harassment.

Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

#### ***What do I do if I believe I have been the victim of sexual harassment?***

Employees are encouraged to report allegations of sexual harassment as soon as possible. Complaints may be brought to your supervisor, your principal, or Human Resources. If a student is believed to be experiencing sexual harassment by an employee, it should be reported to the campus principal, Human Resources, or Title IX coordinator. You may make your complaint in writing or orally, and you are encouraged to file your complaint promptly, so that any problems may be resolved at the earliest possible time. Although the District will not reject any such complaint because it is filed too late, employees should understand that the sooner the issue is brought to the District's attention, the sooner it can be resolved.

#### ***What will happen once I file a complaint?***

Whether you report your problem to the principal, supervisor, or Title IX coordinator the process will be the same. If you have made your complaint orally, the supervisor will reduce it to writing and ask you to verify that it has been transcribed accurately. The supervisor will hold a conference with you as soon as possible, but at the latest, within five days. Following the conference, the supervisor ordinarily will have ten days to offer a response, unless the investigation takes longer to resolve. You will be informed if there is a delay in the response.

#### ***What if I'm not happy with my supervisor's response?***

The District provides a three-level complaint process. If you are not satisfied with the initial outcome, you may appeal to the Superintendent or the Superintendent's designee. The Superintendent or designee will hold another conference with you and attempt to resolve the situation. If you still feel that the problem has not been solved, you may appeal to the Board of Trustees.

#### ***Will my complaint be confidential?***

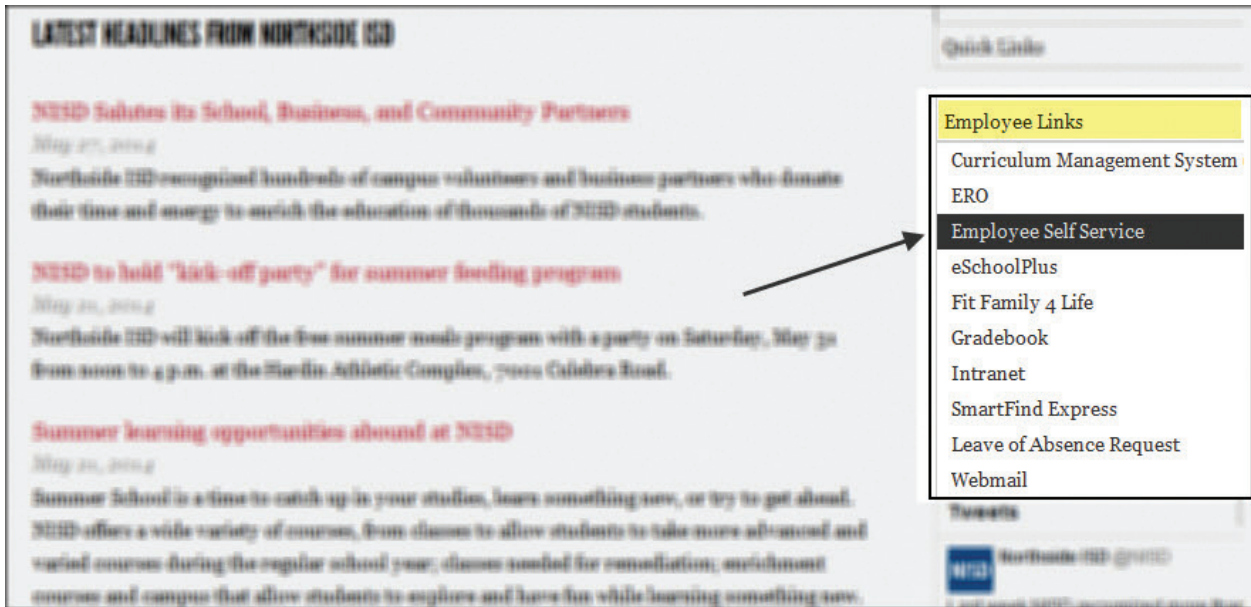
To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

[See also FFH (LOCAL), which contains the complaint procedure for students alleging sexual harassment or sexual abuse by an employee.]

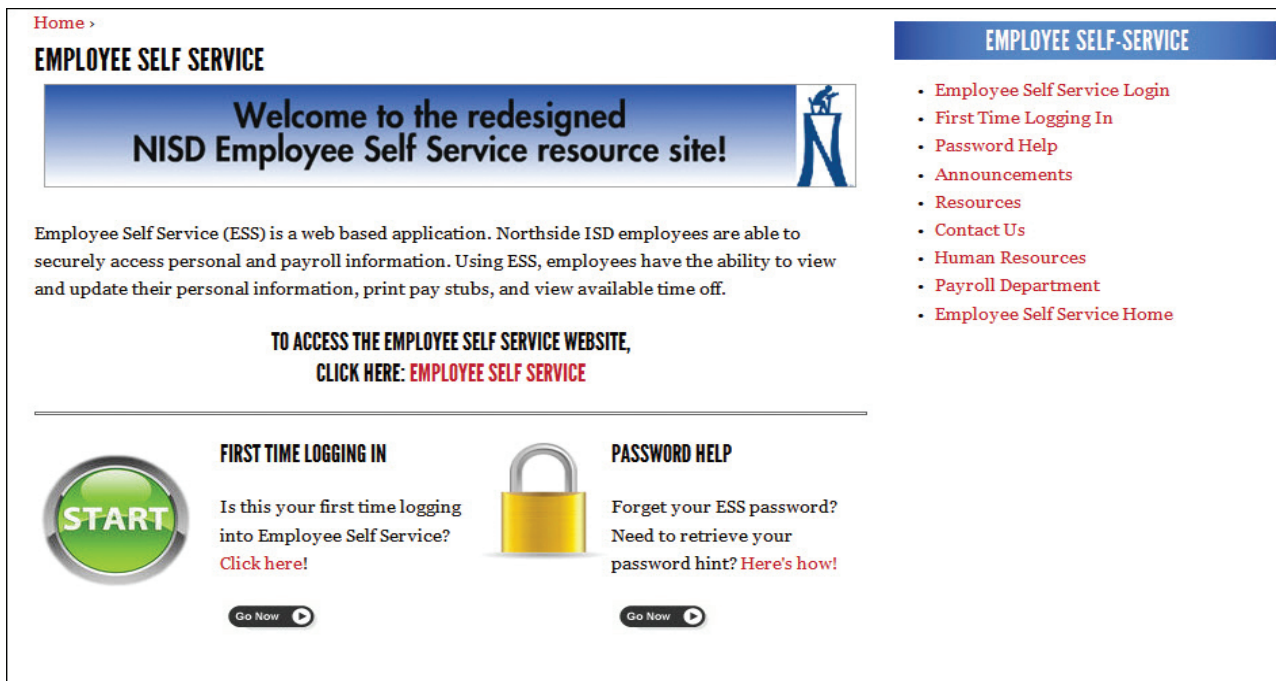


## Accessing MUNIS Employee Self Service

**STEP 1.** From the NISD Home Page, click **Employee Self Service** from the Employee Links drop-down list or type <http://nisd.net/ess> in your browser.



**STEP 2.** The **Employee Self Service Help** page will appear:



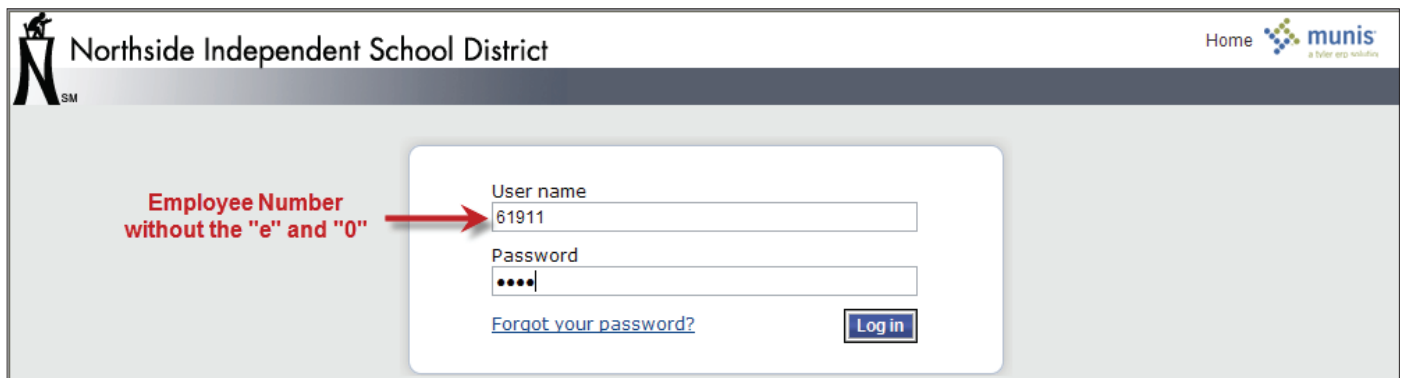
## Logging In to MUNIS Employee Self Service

STEP 3. Click the **LOG IN** link located at the top right of the screen



STEP 4. **USER NAME:** enter your "Employee Number" **without the "e" and leading zeros "0"**

STEP 5. **PASSWORD:** enter the last 4 digits of your Social Security Number as the default password.



STEP 6. Click the **LOG IN** button 

## Changing Your Password

First time users will be prompted to change their password.

**Change your password using this form.**

Current password  (Last four digits of SSN)

New password  (Create a new password)

Password strength **Acceptable** (NEW Password strength must be "Acceptable")

Confirm new password  (Re-enter new password)

New password hint  (Create a hint in case you forget your password)

**STEP 1. CURRENT PASSWORD:** Re-enter the last four digits of your Social Security Number.

**STEP 2. NEW PASSWORD:** enter a **NEW** password.

**NOTE:** Your new password must be:

- minimum of 10 characters in length
- alphanumeric (must contain both letters and numbers)
- At least one upper case letter
- At least one special character such as @, #, \$, %, \* (passwords cannot begin with a special character)

**STEP 3. PASSWORD STRENGTH:** If your password strength is **UNACCEPTABLE**, ESS will not allow you to change it. Be sure to adhere to the password requirements in **STEP 2** (above).

**STEP 4. CONFIRM NEW PASSWORD:** Re-enter your NEW password.

**STEP 5. NEW PASSWORD HINT:** Enter a New Password Hint. This password hint will be emailed to you upon your request should you lose or forget your password.

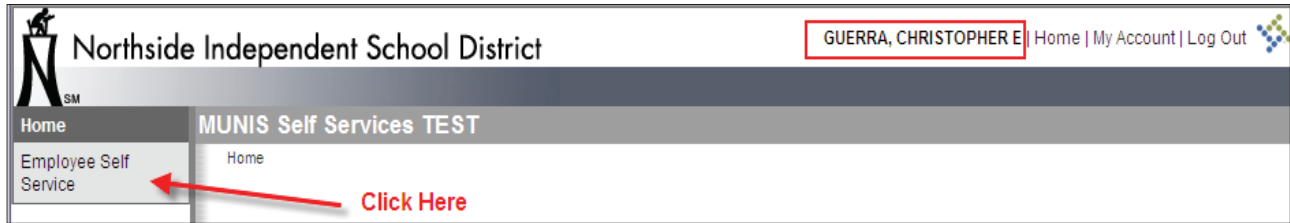
**STEP 6.** Click the **CHANGE** button

**STEP 7.** You should receive notification that your password was changed. Click **CONTINUE**.

**Your password has been successfully changed.**

## MUNIS Employee Self Service Main Page

**STEP 1.** Once you log in, your name appears at the top of the screen.

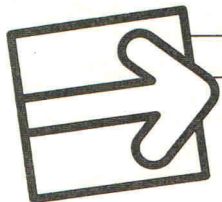


**STEP 2.** Click the **EMPLOYEE SELF SERVICE** link from the list on the left to access the the vairous options in ESS such as Personal Information, Time Off, Paychecks, and Announcements.

## Additional Resources

This guide serves as a quick reference tool for **First Time** users logging in for the first time. We have a dedicated website that provides numerous handouts and videos to guide you through all the features of ESS. Please visit <http://nisd.net/ess>.





## Substitute Teacher Report

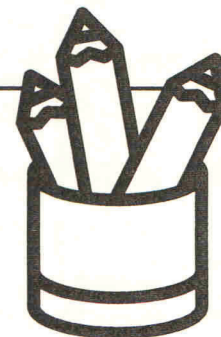
Substitute Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Class: \_\_\_\_\_

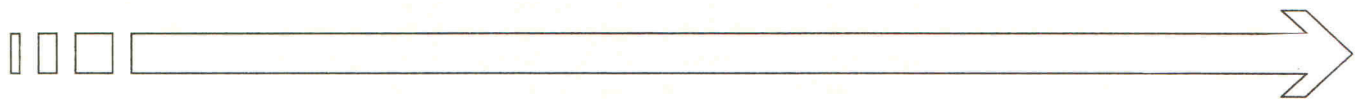
Substituted for: \_\_\_\_\_ School: \_\_\_\_\_

Lesson	Notes about lessons (see back)	Notes about students (see back)
1		
2		
3		
4		
5		
6		
7		
8		

Messages for the permanent teacher:



*Please let me know of any areas you feel I can improve to be a better substitute teacher for you.*



## Substitute Teacher Report

Substitute Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_

Substituted for: \_\_\_\_\_ School: \_\_\_\_\_

Notes regarding lesson plans:

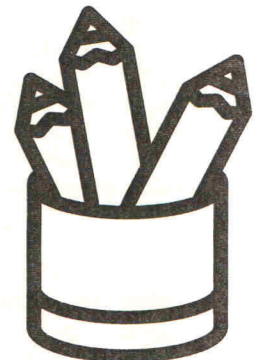
I also taught:

Notes regarding behavior:

Terrific helpers:

Students who were absent:

Messages for the permanent teacher:



*Please let me know of any areas you feel I can improve to be a better substitute teacher for you.*



**NORTHSIDE INDEPENDENT SCHOOL DISTRICT  
DEPARTMENT OF HUMAN RESOURCES**

**ACKNOWLEDGMENT OF RECEIPT  
OF EMPLOYEE HANDBOOK**

I hereby acknowledge receipt of my personal copy of the Northside Independent School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The Information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Department of Human Resources if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Substitute Employee Agreement for Acceptable Use of  
the District's Technology Resources  
2016-2017 School Year**

Substitutes are instructed not to use District computers for personal use. They should only use District computers when expressly instructed to do so by a District employee with the authority to authorize use of the computer.

I understand that if I do use a District computer, my computer use is not private and that the District will monitor my activity on the computer system when utilizing either a District-provided computer and/or a personal laptop.

I have read the Employee Agreement for the Acceptable Use of the District's Technology Resources in Section VI of the Handbook, District policies, and the Administrative Regulation included in the employee handbook and agree to abide by their provisions. In consideration for the privilege of using the District's Technology Resources and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use the system, including, without limitation, the type of damage identified in the District's policies and administrative regulation.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date





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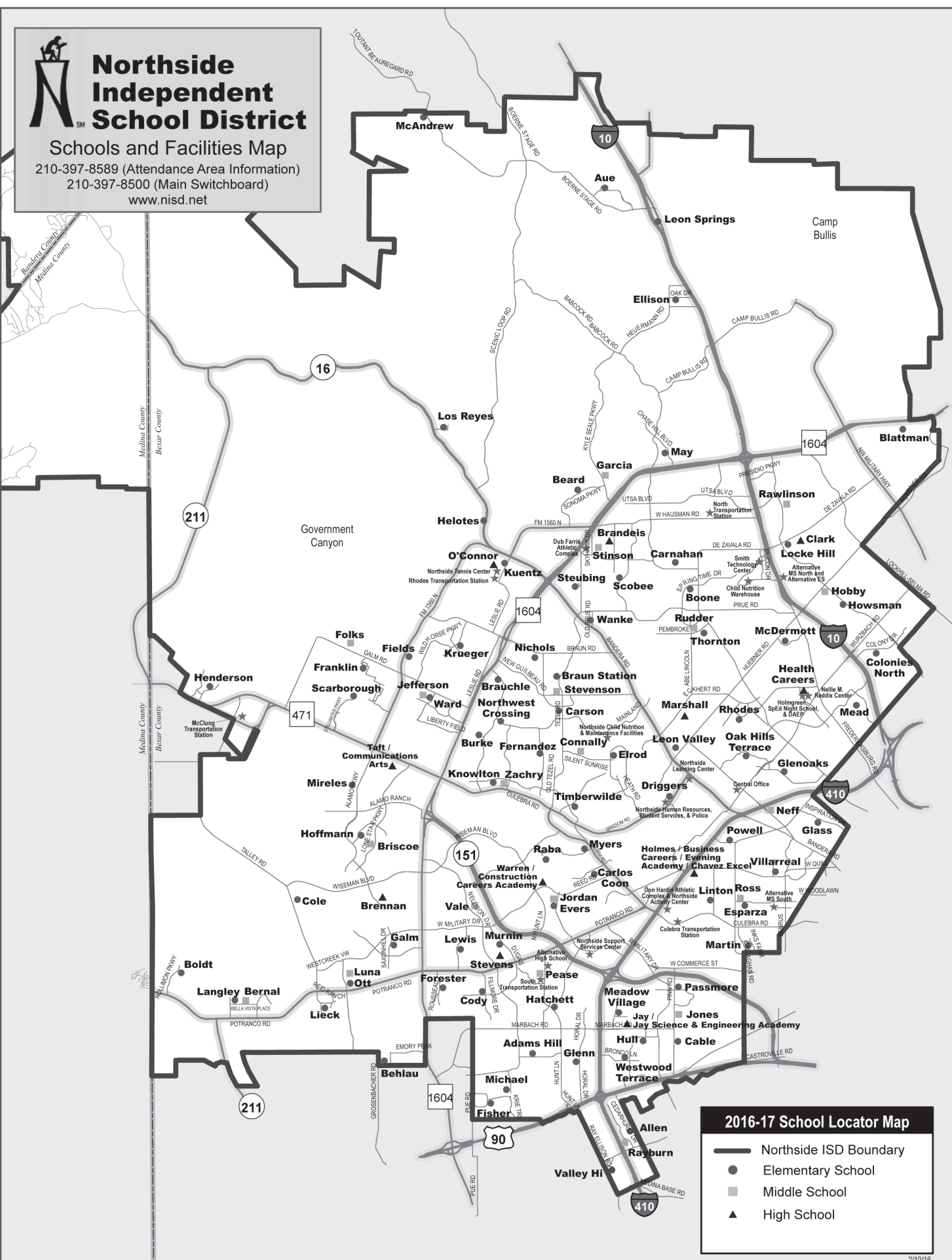
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# Northside Independent School District

Schools and Facilities Map  
 210-397-8589 (Attendance Area Information)  
 210-397-8500 (Main Switchboard)  
 www.nisd.net



**2016-17 School Locator Map**

- Northside ISD Boundary
- Elementary School
- Middle School
- ▲ High School



## **Department of Human Resources**

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