

*Barbers Hill Independent School
District*



Substitute Handbook

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BARBERS HILL INDEPENDENT SCHOOL DISTRICT

**9600 EAGLE DRIVE
P.O. BOX 1108
MONT BELVIEU, TX 77580
281-576-2221 (TELEPHONE)
281-576-3424 (FAX)
WWW.BHISD.NET**

Dear Substitutes:

Welcome to Barbers Hill Independent School District! You are a fundamental part of our district, and it is your involvement and availability that enables our programs to continue when the classroom teacher or aide is away from the campus.

This handbook has been prepared for you to provide the guidance necessary for coordination with the regular teacher's or aide's assignment.

If we can be assistance, please contact Heidi Dickens at 281-576-2221 extension 1302. You may also contact me at extension 1255. We appreciate your service to the faculty, staff, and students of Barbers Hill ISD.

With best of wishes,

Barbara Ponder
Assistant Superintendent of Personnel

REQUIREMENTS FOR SUBSTITUTE TEACHING

The following items are required to be completed, filed and processed by the Personnel Department, BHISD, POB 1108, Mont Belvieu, TX 77580, before any substitute will be able to accept assignments:

- ❖ Completed Online Application
- ❖ Criminal History Check
- ❖ University or College Transcript (highest level), showing hours of credit or degree awarded. If no degree, High School Diploma or GED
- ❖ Federal Withholding Allowance Certificate (Form W-4)
- ❖ Employment Eligibility Verification (Form I-9)
- ❖ Valid Driver's License and Social Security Card must be presented for copying by BHISD staff (Social Security Card must show current legal name)
- ❖ Substitute Training Session Attendance
- ❖ Fingerprinting (through a Texas Education Agency approved vendor)

The Application and Criminal History Check must be completed and processed by the Personnel Department prior to being approved to attend an orientation.

PROCEDURE FOR CALLING SUBSTITUTES

Daily and long-term substitute needs are met through a web-based placement system called Frontline (formerly Aesop). Frontline uses skill matching and preference lists to connect eligible substitutes to requests made by campuses. Substitutes can search for and accept assignments, plus receive automatic notification of open assignments, online or via telephone.

When employees are out, they will call Frontline to report their absence. From there, Frontline starts the substitute search. Frontline randomly searches its database by phone to find substitutes to fill the open position – Frontline is a random calling system. You may check Frontline for available jobs either by phone or online.

- ❖ To log in to Frontline, navigate to www.frontline12.com/aesop. Enter your ID number and PIN.
- ❖ You can also manage personal information over the phone; dial 1-800-942-3767. You will be prompted to enter your ID number, then your PIN.

Reporting Hours

CAMPUS	GRADES	SCHOOL HOURS	SUBSTITUTE HOURS
BH High School	9 th to 12 th	7:20 a.m. – 2:45 p.m.	6:55 a.m. – 2:55 p.m. (Approx. after last bus leaves.)
BH Middle School North	6 th to 8 th	7:20 a.m. – 2:45 p.m.	6:55 a.m. – 2:55 p.m. (Approx. after last bus leaves.)
BH Middle School South	6 th to 8 th	7:20 a.m. – 2:45 p.m.	6:55 a.m. – 2:55 p.m. (Approx. after last bus leaves.)
BH Elementary North	2 nd to 5 th	8:05 a.m. – 3:30 p.m.	7:45 a.m. – 4:00 p.m. (Approx. after last bus leaves.)
BH Elementary South	2 nd to 5 th	8:05 a.m. – 3:30 p.m.	7:45 a.m. – 4:00 p.m. (Approx. after last bus leaves.)
BH Early Childhood Center	KG-1st	8:15 a.m. – 3:40 p.m.	8:00 a.m. – 4:15 p.m. (Approx. after last bus leaves.)
BH Pre-K Center	PPCD to Pre-K	8:15 a.m. – 3:40 p.m.	8:00 a.m. – 4:15 p.m. (Approx. after last bus leaves.)
BH DAEP	All Grade Levels	7:30 a.m. – 2:55 p.m.	7:15 a.m. – 3:15 p.m. (Approx. after last bus leaves.)

NOTE: Any special duties that require a different time schedule will be shared with you, as soon as possible.

HOURS OF DUTY

Substitutes will be booked and compensated in ½ day or full day increments. If you work more than 4.5 hours you will be paid for a full day. A substitute who is called “in-error” means that the substitute arrives at school and finds out he/she is not needed for the request. Remain at school while the school office determines reassignment options. If you are not reassigned you will be paid for a ½ day.

If the campus has unfilled classes you will be pulled to work during your assigned conference period. You may be used for hall duty, lunch duty, and/or bus duty, and your responsibility is primarily to maintain order. Substitutes are subject to re-assignment during the day. Remember that substitutes must stay on campus until teacher dismissal (including early release days), unless dismissed by the school principal.

Please do not leave the campus before the scheduled ending time for teacher. Typically, **your workday is 8 hours.** You are allowed a 30 minute lunch break, but will need to clock out of

True-Time while you are at lunch. Substitutes are not allowed to leave for lunch unless they have permission from the principal.

REPORTING TO WORK

When you arrive at school, you must sign-in at the front office.

CAMPUS	REPORT TO
BH High School	Kristie Thompson
BH Middle School South	Tammy Monk
BH Middle School North	Casey Turbeville
BH Elementary South	Dana Garcia
BH Elementary North	Kathy Hanks
BH Early Childhood	Leta Chapman
BH Pre-K Center	Casey Ben

END OF DAY

You should return to the main office, sign out, and see the school secretary concerning the need for continuation in the assignment. If the school has not requested you for subsequent day(s), you will automatically be eligible for other assignments.

SUBSTITUTE DAILY RATE OF PAY

60+ College Hours	\$95 per day	Long-Term Rate \$115.00
Degree (Bachelor/Master)	\$100 per day	Long-Term Rate \$135.00
Degree and Texas Certified	\$110 per day	Long-Term Rate \$180.00
Clerical/Teacher Aide	\$75 per day	Long-Term Rate \$80.00

You will be paid on the 15th and last business day of each month. Direct Deposit is MANDATORY.

If there are discrepancies on your pay, please contact the Substitute Office at 281-576-2221 ext. 1302.

TERMINATING EMPLOYMENT

Substitutes are called on an “as-needed” basis; therefore, there is no guarantee that services will be needed on a regular basis. Substitutes can request to be removed from the district substitute list at any time by emailing Heidi Dickens at hdickens@bhisd.net.

In order to properly coordinate the number of substitutes on our substitute list with the number of projected absences, *we must have substitutes who are willing to work*. You must be available to work at least 2 days out of the week. If your status remains inactive for 3 consecutive weeks, without notification to the sub office, your position may be terminated. If you are going to be out for more than 2 weeks due to health reasons, you will be required to furnish a Dr's note. If you are a full time college student, please be available during all breaks from school.

A substitute showing no work history for a period of 30 days or longer may be removed from the system and terminated without notice.

The district may also remove a substitute due to poor conduct and not following district policies. If complaints are filed, you will be ineligible to substitute. Two negative assessments and/or one **major** violation will cause you to lose your employment.

In the month of May, a letter of Reasonable Assurance will be mailed out to each substitute on the district list. This letter must be signed and returned by the indicated date. If the substitute fails to do so, he/she will be removed from the substitute list for the upcoming school year.

DEFERRED COMPENSATION

- Substitute teachers and substitute aides have a mandatory salary reduction to the Barbers Hill ISD Deferred Compensation Plan (This plan is also called a FICA Alternative 457 Plan.) If there is ever a change in your name, address, phone number, beneficiary, or any other information change, please contact TCG at 512-795-8999, or 457@tcservices.com so they can keep your file up to date.
- If a participant becomes a full time employee the account can be withdrawn or rolled over provided a two year period of no contributions to the plan has occurred beginning from the initial date of full time employment.
- If participant is terminated from the district, funds become available to you at the time of termination.
- When separating from the district and attempting to withdraw your contribution, please take the following steps:

Send a letter of resignation to:

Substitute Office
Barbers Hill I.S.D.
P.O. Box 1108
Mont Belvieu, TX 77580
hdickens@bhisd.net

Contact TCG:

900 S Capital of Texas Hwy, Suite 350
Austin, TX 78746
Phone: 512-795-8999 Fax: 512-794-0414
Toll Free: 800-943-9179 Fax: 888-989-9247
Email: 457@tcservices.com

SUBSTITUTING AFTER RETIREMENT

Please check with your retirement plan for any restrictions and/or penalties. If you retired from TRS, there are some important guidelines to follow.

CONFIDENTIALITY

Remember that you may hear or see student or employee information that is strictly confidential. That information **MUST NOT** be discussed outside the school.

UNEMPLOYMENT COMPENSATION

Substitute teachers are NOT eligible for unemployment compensation for designated school holidays or during the summer months between school terms. A letter of reasonable assurance for continued substitute employment will be mailed to each substitute at the conclusion of each school year. The prospective substitute will be to indicate whether they wish to return as substitutes during the next school year.

CHANGE IN PERSONAL/EDUCATION STATUS

Please notify the Substitute Office immediately in writing of any change in name, address, or telephone number. An updated social security card with your new name is required for a change of name. *Education status: If there is a change in your education status, please submit original transcripts to the Substitute Office. Daily rate increases will NOT go into effect until original transcripts have been received. No retro pay will be issued. No exceptions.*

DRESS CODE

Professional: Dress the way you would to represent a positive & professional role model for students. Per our Employee Handbook

- ❖ Men are not required to wear a tie but must wear a collared shirt
- ❖ Ladies may wear capri pants as long as it covers the knees.
- ❖ Sweat suits or appropriate shorts are permitted for P.E. duties only.
- ❖ Jeans are allowed on Friday with a Barbers Hill spirit shirt.

Dress shirts and other collared shirts for professional male employees will be expected in all academic settings. Standards for hair length of male employees will mirror the student standards. Leggings can only be worn with a top that is fingertip length or longer. Skirts and dresses must be fingertip length or longer.

The following items are not permitted: Spaghetti-straps, see-through clothing, shorts, low-cut tops, croc shoes, showers shoes, and body piercings (other than ears). Earrings are not permitted for male employees. **Body tattoos must be covered and not visible to students or other staff during the school day or at any school event.**

Jeans, denim pants, and flip-flops (rubber soled, thong-type sandals) are not allowed except on spirit days with Barbers Hill attire or school colors. Spirit days will be each Friday. A minimal number of additional spirit days may be designated by the campus principal or superintendent to include events such as charity fund raisers, testing dates, and college days. Substitutes may participate in these dress events and dress in accordance with the campus.

SUBSTITUTE RESPONSIBILITIES

- ❖ If an emergency arises which calls for a change of plans, you **must** contact Frontline and cancel yourself out of that assignment. If you receive the message that it is too late. Call Substitute Coordinator immediately at 281-576-2221 extension 1302.
- ❖ You must be available to answer the phone during call out periods since Frontline does not have the capability to leave a message. Therefore, all recorded hang-ups, no answers and/or busy signals, will be considered as “UNAVAILABLE” for that particular absence.
- ❖ In the event of an emergency and/or last minute cancellation the morning of, you must notify the school. You **MUST** cancel your job on Frontline the night before your assignment so that it may become accessible to an available substitute. No school shopping – if you accept an assignment do not cancel it to accept a different assignment at another school.
- ❖ Arrive at the school at the time indicated in Frontline. If you are called late by Frontline the day of your assignment, it is your responsibility to give a courtesy call to the school to let them know that you will be arriving as soon as possible. There will be times when Frontline will call after the designated school start times, which means the absence is for a half day in the afternoon or a full day that hasn't been filled and is still available.
- ❖ Please report directly to the front office to sign-in.
- ❖ Obtain the teacher's schedule to find out if the teacher has any extra duties. You are to perform any duties assigned to you by the principal or designee. Please remember that substitutes are not guaranteed a conference period.
- ❖ DO NOT record grades in the teacher's grade book. Substitutes are not allowed to use the teacher's classroom computer during instructional time or while students are present.

- ❖ Please follow lesson plans provided by the teacher as closely as practical. Try to maintain the regular routine of the class. Ask neighboring teacher to watch the class or send a student if assistance is needed. At no time should the classroom be left unattended.
- ❖ Do not use profanity or inappropriate statements included but not limited to religion/personal life. Any conversation with students should not be controversial topics (i.e., religion or politics).
- ❖ If a discipline problems arises which you are unable to manage, the principal and/or designee should be contacted immediately for assistance. Do not touch/grab students at any time.
- ❖ Cell phones are **only** used as an emergency communication tool. Cell phones **must remain silent or on vibrate** during instructional time. You may use your cell phone during your lunch.
- ❖ Do not leave the campus before all students have been dismissed. The last minutes of any class period are used for putting books/supplies away and to pick up litter from the floor. The classroom and desks are to be left in good order. Ask the campus secretary if there are any tasks that need to be done.
- ❖ Students should not be given permission to leave your class unless they request a pass to the restroom. Send one student at a time with a pass.
- ❖ Check the teacher mailbox for the substitute folder with a list of duties and responsibilities.
- ❖ Keep all personal belongings with you at all times. Please do not bring any valuables with you.

Heidi Dickens Substitute Coordinator Extension 1302 hdickens@bhisd.net	Barbara Ponder Assistant Superintendent of Personnel Extension 1255 bponder@bhisd.net
BH Substitute Office Hours: 6:45 a.m. – 2:45 p.m. BH Administration Office Hours: 7:30 a.m. – 4:00 p.m.	

Campus Information

<p><u><i>BH Pre-K Center</i></u> 9600 Eagle Drive Mont Belvieu, TX 77523 (281) 576-2221 Ext. 2200 Campus Contact: Casey Ben</p>
<p><u><i>BH Early Childhood Center</i></u> 1440 Lakes of Champions Mont Belvieu, TX 77523 (281) 576-2221, Ext. 1242 Campus Contact: Leta Chapman</p>
<p><u><i>BH Elementary School North</i></u> 4400 Perry Avenue Mont Belvieu, TX 77523 (281) 576-2221, Ext. 2807 Campus Contact: Kathy Hanks</p>
<p><u><i>BH Elementary School South</i></u> 9600 Eagle Drive Mont Belvieu, TX 77523 (281) 576-2221, Ext. 1518 Campus Contact: Dana Garcia</p>
<p><u><i>BH Middle School North</i></u> 9600 Eagle Drive Mont Belvieu, TX 77523 (281) 576-2221, Ext. 1410 Campus Contact: Casey Turbeville</p>
<p><u><i>BH Middle School South</i></u> 9600 Eagle Drive Mont Belvieu, TX 77523 (281) 576-2221, Ext. 1230 Campus Contact: Tammy Monk</p>
<p><u><i>BH High School</i></u> 9696 Eagle Drive Mont Belvieu, TX 77523 (281) 576-2221, Ext. 1299 Campus Contact: Kristie Thompson</p>
<p><u><i>BH DAEP</i></u> 9600 Eagle Drive Mont Belvieu, TX 77523 (281) 576-2221, Ext. 1436 Campus Contact: Jessica Davis</p>