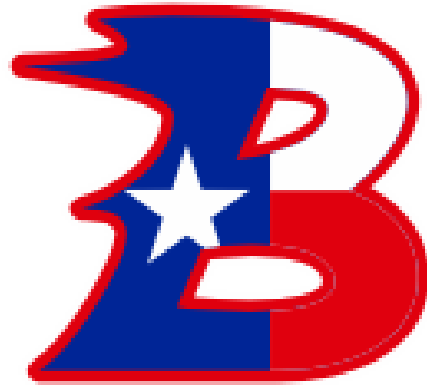


Bullard ISD

Substitute Handbook

2023-2024



“Where every student is uniquely prepared for their future.”

Welcome to Bullard ISD

Dear Substitute:

Bullard Independent School District would like to welcome you as you become an integral part of our educational team. You are now part of a team of educators, students, parents, and community members working toward one common goal-- To prepare all students to become citizens who are able to make informed choices for success in a changing world.

We are thrilled that you have chosen to substitute for Bullard ISD. We assure you that your time here will be fulfilling and enjoyable as you interact with our students. We have created this handbook to serve as a guide in order to assist you as a substitute.

We appreciate your willingness to serve our students. Know that when you are called upon, the district is entrusting you with our students. Thank you for your professionalism as you assume this important task of educating our students.

Please feel free to contact the district at any time should you have questions or concerns. We are happy you have joined our Bullard ISD family.

Sincerely,

Bullard ISD

Bullard Independent School District

The purpose of this handbook is to help Bullard ISD communicate requirements, policies, and procedures for substitute teachers. Bullard ISD Board of Trustees along with the Bullard ISD professional staff believe that substitute teachers play an integral role in the school district in providing quality instruction for all students.

District Administration

1426B South Houston
Bullard, Texas 75757
(903) 894- 6639

Superintendent

Dr. Jack Lee

Campus Administration and Staff

<p>Bullard High School 1426 South Houston Bullard, Texas 75757 (903) 894-3272</p>	<p>Chad Bentley, Principal Chris Pawlak, Associate Principal Kathryn Pratt, Assistant Principal Darren Vossler, Assistant Principal Emily Turner, Administrative Assistant Carmen Green, Receptionist Melissa Ricketts, Attendance Clerk Linda Sigman, PEIMS Secretary</p>
<p>Bullard DAEP/AEP Campus 318 School House Road Bullard, Texas 75757 (903) 894-2861</p>	<p>John Dixon, PRIDE/DAEP Coordinator Patrick Hendrix, Dir of School Safety</p>
<p>Bullard Middle School (Gr. 7-8) 909 West Main Street Bullard, Texas 75757 (903) 894-6533</p>	<p>Jodie Albritton, Principal Jake Goode, Assistant Principal Dori Eikner, Receptionist Lori Fountain, PEIMS Secretary</p>
<p>Bullard Intermediate School (Gr. 5-6) 218 Schoolhouse Road Bullard, Texas 75757 (903) 894-6793</p>	<p>Sean Flowers, Principal Nanci Dixon, Assistant Principal Marisa Rodgers, Receptionist Missy Hadjison, PEIMS Secretary</p>
<p>Bullard Elementary School (Gr. 3-4) 2008 Panther Crossing Bullard, Texas 75757 (903) 894- 2930</p>	<p>Jenny Kasson, Principal Kristen Haynes, Assistant Principal Amanda Hull, Receptionist Jenise Harris, PEIMS Secretary</p>
<p>Bullard Primary School (Gr. 1-2) 2016 Panther Crossing Bullard, Texas 75757 (903) 894-2890</p>	<p>Kenley Dover, Principal Laurissa Ridgley, Assistant Principal Caren McNeal, Receptionist Sharon Beall, PEIMS Secretary</p>
<p>Bullard Early Childhood (PreK- K) 318 School House Road Bullard, Texas 75757 (903) 894-6389</p>	<p>Amanda Goode, Principal Monica Ventress, Assistant Principal Gayla Sanchez, Receptionist Alex Richardson, PEIMS Secretary</p>

Substitute Teacher Payroll Information

Daily Rate

- Non-certified teacher \$75.00 per day High School diploma/college hours
- Certified teacher \$95.00 per day Valid Teacher Certification

Daily Rate for substituting more than 10 **consecutive** days for the same teacher (effective on day 11)

- Non-certified teacher \$85.00 per day High School diploma/college hours
- Certified teacher \$110.00 per day Valid Teacher Certification

2023-2024 Pay Schedule

Pay Period	Pay Date
08/12/23 – 09/08/23	09/25/23
09/09/23 – 10/13/23	10/25/23
10/14/23 – 11/10/23	11/17/23
11/11/23 – 12/08/23	12/20/23
12/09/23 – 01/12/24	01/25/24
01/13/24 – 02/09/24	02/23/24
02/10/23 – 03/08/24	03/25/24
03/09/24 – 04/12/24	04/25/24
04/13/24 – 05/10/24	05/24/24
05/11/24 – 06/14/24	06/25/24
06/15/24 – 07/12/24	07/25/24
07/13/24 – 08/09/24	08/23/24

All professional, salaried, and hourly employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

General Information

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

Substitutes with questions or concerns about any type of discrimination and/or sexual harassment should contact Kim Murphy, Bullard ISD's Title IX Coordinator.

(kim.murphy@bullardisd.net; 903-894-6639)

Employment

Individuals seeking employment as a substitute for Bullard ISD are required to complete a substitute application. Applicants selected for possible employment will be notified and scheduled for an entrance interview. At this time, additional forms will be completed.

Substitutes may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, Christmas, Spring Break, and summer break in accordance with the Letter of Reasonable Assurance, which will be signed prior to final employment as a substitute.

Fingerprinting

Per state law, all substitutes are required to be fingerprinted prior to beginning employment. HR will provide instructions and/or a fingerprinting pass for each applicant who needs to complete fingerprinting. The cost of fingerprinting is not covered by Bullard ISD.

General Instructions

Please read the information below. The purpose of the information is to ensure your success as a substitute teacher for Bullard ISD. You will receive additional information about specific substitute jobs when you report to the campus.

- Arrival on campus
 - Report to the front office on each campus at the designated time and sign in on the substitute teacher log. **Use your legal name on your social security card to sign in.**
 - Ask campus administration or the campus secretary if there are any special instructions for the day.
 - Check the instructor's mailbox to see if there are any notes or instructions.
 - Find the instructor's classroom . Locate the substitute folder which contains plans for the day, attendance materials, special instructions for specific students, etc, and familiarize yourself with the lesson plan for the day. If lesson plans are not available, notify the campus principal.
 - Locate and familiarize yourself with the safety drill procedures for fire, inclement weather, and lockdown. Locate the exits you will use in an emergency.
 - Introduce yourself to the other instructors in your area. They will assist you with any questions you may have.
- During the day
 - You are expected to be responsible for maintaining classroom order. Your first priority is to keep students safe at all times. You are the teacher in that classroom. Be professional in your communication with students, other teachers, and administration.
 - Greet students as they enter the classroom. Introduce yourself.
 - Make sure you take attendance at the designated times as well as other routine matters.
 - Follow all instructions left for you in the instructional plan. Leave a detailed note of what you and the students accomplished as well as any issues you may have encountered during the day.
 - You must perform all duties assigned to you that day. Be attentive and on duty the entire day.
 - Use of personal items such as a book, cell phone, or other electronic devices while supervising students is prohibited. Students need constant supervision.
 - Do not change the seating or layout of the classroom except as directed in the substitute plans left by the teacher.
 - Monitor the hallways during passing periods.
 - During the school day, you may be asked to work a different assignment as deemed necessary by the campus administrator.
- Before departing campus
 - Leave a detailed note for the teacher explaining how your day went, any discipline issues, and how much work was covered by each class.
 - Leave collected papers on the teacher's desk.
 - Leave the room neat with all materials and equipment stored in the correct locations.
 - Report to the office, turn in your key, and sign out for the day.
 - Check with the secretary to see if you will be needed on another day.

Emergency Drills

The substitute teacher should be familiar with emergency drill procedures (see fire drill and other emergency routes posted in the classroom).

Student Illness/Accident

If a student becomes ill or has an accident, send the student to the nurse. In case of a serious illness or accident/injury, do not move the student. Send for the school nurse or campus administrator immediately. Do not administer medications of any kind to any student at any time.

Student Discipline

See Student Handbook for information. This handbook can be found at www.bullardisd.net.

Dress Code:

Bullard ISD's objective in establishing a district dress code is to ensure a professional and comfortable work environment that is appropriate for the educational setting. The employee is expected to model professional dress for the student body and contribute to the educational atmosphere of the campus. Bullard ISD has established a dress code based on community expectations while adhering to Board Policy DH(LOCAL) which states, "An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent."

Under this policy, BISD has established the following guidelines for all employees:

- Shirts should be professional, modest and appropriate for the school setting. Tank tops, midriffs, low neckline tops, and shirts with potentially offensive words, logos, pictures, or slogans, halter tops, strapless tops, muscle shirts, and t-shirts are not acceptable.
- T-shirts that are designed as professional clothing are allowed. T-shirts with school logos supporting school organizations are appropriate on designated days.
- Pants should be professional and appropriate for the school setting. Jeans are appropriate throughout the school year. Pants may not have holes. Leggings that are covered by a dress no more than 3 inches above the knee are permissible.

Dress code exceptions are permissible for physical education teachers, coaches, and teachers in special education classrooms at the supervisor/administrator's discretion.

- Shorts are not to be worn in the school building. Shorts are allowed for physical education classes and field trips as appropriate and approved by the campus principals. Shorts should be modest and appropriate for the school setting.
- Dresses should be at a moderate length (3 inches above the knee) and long enough to maintain modesty while sitting.

- Excessively short, low-cut, or see-through clothing is inappropriate.
- Personal adornment should be in good taste. Body piercing must not be exposed. Visible body piercings are limited to the ears and nose. Small stud nose piercings on the side of the nostril are acceptable. No septum piercings are allowed. Hair color should be of a natural color. No mohawks, partially shaved heads, or hair etching designs are allowed.

No dress code can cover all possible scenarios, therefore employees should visit with their immediate supervisor/administrator to answer questions that are not addressed specifically in this dress code. Areas not listed are at the discretion of the employee's supervisor/administrator. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

Electronic Communications

A substitute teacher may NOT have any contact with students at any time through any form of media, including but not limited to cell phones (texting or voice calls), social media, and email.

Senate Bill 7: Educator Misconduct

- Texas Legislature response to a rise in reports of educator misconduct.
- Takes effect September 1, 2017
- Increased notifications
 - SB7 requires notification if the employee was terminated or resigned and "there is" evidence that the employee committed certain acts of misconduct, such as an unlawful act with a minor or criminal offense on school property.
 - Principals must notify superintendents, no later than seven business days after the employee's termination or resignation following an alleged incident of misconduct or after obtaining information about an employee's criminal record.
 - Superintendents must report to SBEC/TEA no later than seven business days after receipt of a report from the principal.
 - Requires the district to notify the parent or guardian of a student with whom an employee allegedly engaged in abuse or an inappropriate relationship as soon as feasible after the district becomes aware the alleged misconduct may have occurred
 - Former or current members of TRS will now lose their annuity if convicted of an improper relationship between educator and students, sexual assault or abuse if the victim is a student, or a similar federal offense.

Substitute Disciplinary Action

Failure to comply with district and substitute policies and procedures may result in adverse employment action including but not limited to, temporary or permanent removal from a campus or campuses or removal from the District Substitute List.

Other action that could result in removal from the District Substitute List:

- Unsatisfactory performance as noted by a campus administrator
- Any single incident determined by the district to be inappropriate in carrying out a substitute's responsibilities
- Adverse notification from the DPS FACT clearinghouse
- Multiple cancellations by the substitute
- Cancellation of accepted jobs on the day of the assignment
- Failure to complete the duty hours of the job

Substitute Removal Request by Administrator

A campus administrator has the right to request any substitute be excluded from work on their campus.

Substitute Resignation Form

Substitutes who wish to resign from the DISTRICT should contact the HR office, Kim Murphy, or Laura Luscombe at Central Office at (903) 894-6639.

Conduct and Professionalism

- A substitute must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act). Additionally, a substitute must maintain the confidentiality of co-workers.
- A substitute must comply with district policy and procedures. Bullard ISD policies can be viewed online at <http://pol.tasb.org/Home/Index/1078>.
- A substitute is responsible for reporting to assigned campus at the designated time and performing all duties of the regular classroom teacher.
- A substitute must refrain from sharing personal information with students or allowing students to share personal information with them. This includes email, phone numbers, addresses, websites, photos, videos, etc.
- A substitute must express concerns, complaints, and criticism through the appropriate channels.

Texas Educators' Code of Ethics

Purpose and Scope

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 and good moral character. 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. This chapter shall apply to educators and candidates for certification. [19 TAC 247.1(b)]

Code of Ethics: Enforceable Standards

(1) Professional Ethical Conduct, Practices and Performance.

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

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

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

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

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

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

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

(2) Ethical Conduct Toward Professional Colleagues.

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

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

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

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

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

(3) Ethical Conduct Toward Students.

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

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

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

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

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

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

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

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

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

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

General Information about Campuses Bullard High School

Beginning of Day Procedures:

Report to the front office by 7:30 a.m. Report to class by 7:40 a.m. Sign in and pick up the schedule, class rosters for attendance and any other paperwork needed.

End of Day Procedures:

Report to the front office. Sign out and report any concerns or problems to the campus administrators.

Start/Dismissal Times:

Start @ 7:55 a.m.

Dismiss @ 3:35 p.m.

Attendance Procedures:

A copy of each class roster will be provided when you sign in. Call roll at the beginning of each class and send attendance sheet to the front office.

Emergency Procedures:

Please refer to the emergency procedures located in the sub folder.

Tardiness:

Students who are tardy to class must visit Tardy Station to get a pass for admittance to class. Count the student tardy on the class attendance sheet.

Duties:

Any duties to be covered will be outlined in the sub folder.

Discipline:

In the event of any classroom disruption or discipline issue, contact the office immediately by using the classroom phone and dialing #2104 or #21015. Substitutes will not be able to write a discipline referral without prior permission from campus administration. Leave a note for the classroom teacher detailing what occurred and who was involved.

General Information about Campuses Bullard Middle School

Beginning of Day Procedures:

Report to the front office by 7:30 a.m. Report to class by 7:35 a.m. Sign in and pick up the schedule, class rosters for attendance and any other paperwork needed.

End of Day Procedures:

Report to the front office. Sign out and report any concerns or problems to the campus administrators.

Start/Dismissal Times:

Start @ 7:46 a.m.

Dismiss @ 3:26 p.m.

Attendance Procedures:

A copy of each class roster will be provided when you sign in. Call roll at the beginning of each class and send attendance sheet to the front office.

Emergency Procedures:

Please refer to the emergency procedures located beside each classroom door and/or in the teachers' notes.

Tardiness:

Students who are tardy to class will be counted tardy on the class attendance sheet.

Duties:

Any duties to be covered will be outlined in the sub folder.

Discipline:

In the event of any classroom disruption or discipline issue, contact the office immediately by using the classroom phone and dialing 2200#. Substitutes will not be able to write a discipline referral without prior permission from campus administration. Leave a note for the classroom teacher detailing what occurred and who was involved.

General Information about Campuses Bullard Intermediate School

Beginning of Day Procedures:

Report to the front office by 7:20 a.m. Report to class by 7:30 a.m. Sign in and pick up the schedule, substitute key entry card, class rosters for attendance and any other paperwork needed.

End of Day Procedures:

Report to the front office. Sign out, return the substitute key entry card, and report any concerns or problems to the campus administrators.

Start/Dismissal Times:

Start @ 7:50 a.m.

Dismiss @ 3:25 p.m.

Attendance Procedures:

A copy of each class roster will be provided when you sign in. Call roll at the beginning of each class. Attendance is taken at 9:30 a.m. each day. Send your attendance sheet to the office at this time.

Emergency Procedures:

Please refer to the emergency procedures posted near the classroom door.

Tardiness:

Send students to the office to get a tardy slip.

Duties:

Any duties to be covered will be outlined in the sub folder.

Discipline:

In the event of any classroom disruption or discipline issue, contact the office immediately by using the classroom phone and dialing 2300#. Substitutes will not be able to write a discipline referral without prior permission from campus administration. Leave a note for the classroom teacher detailing what occurred and who was involved.

General Information about Campuses Bullard Elementary School

Beginning of Day Procedures:

Report to the front office by 7:20 a.m. Sign in and pick up the class roster for attendance and any other paperwork needed. Report to class by 7:30 a.m. (at the latest). Students are dismissed from the gym to their classrooms beginning at 7:35 a.m.

End of Day Procedures:

Report to the front office. Sign out and report any concerns or problems to the campus administrators or front office staff.

Start/Dismissal Times:

Tardy bell rings at 7:50 a.m.

At 3:15 p.m. we begin transitioning students to their dismissal location. The dismissal bell rings at 3:20 p.m.

Attendance Procedures:

A copy of your class roster will be provided when you sign in. Attendance is taken at 9:00 a.m. each day. Send your attendance sheet to the office at this time. Complete in blue or black ink only.

Emergency Procedures:

Please refer to the emergency procedures located in the sub binder.

Tardies:

If a student arrives late they should have already gone through the office and signed in. The office will mark them tardy. Please DO NOT do it on the attendance sheet.

Duties:

Any duties to be covered will be outlined in the sub folder or left by the teacher.

Discipline:

In the event of any classroom disruption or discipline issue, contact the office immediately by using the classroom phone and dialing #2500. Substitutes will not be able to write a discipline referral without prior permission from campus administration. Leave a note for the classroom teacher detailing what occurred and who was involved.

General Information about Campuses Bullard Primary School

Beginning of Day Procedures:

Report to the front office by 7:20 a.m. Report to class by 7:30 a.m. Sign in and pick up the schedule, class rosters for attendance and any other paperwork needed.

End of Day Procedures:

Report to the front office. Sign out and report any concerns or problems to the campus administrators.

Start/Dismissal Times:

Start @ 7:50 a.m.

Dismiss @ 3:20 p.m.

Attendance Procedures:

A copy of each class roster will be provided when you sign in. Attendance is taken at 9:00 a.m. each day. Send your attendance sheet to the office at this time.

Emergency Procedures:

Please refer to the emergency procedures located in the sub folder.

Tardiness:

Count the student tardy on the class attendance sheet.

Duties:

Any duties to be covered will be outlined in the sub folder.

Please do not leave the students unattended at any time. If you do not have duty, make sure another adult is present before leaving students.

Discipline:

In the event of any classroom disruption or discipline issue, contact the office immediately by using the classroom phone and dialing 2600#. Substitutes will not be able to write a discipline referral without prior permission from campus administration. Leave a note for the classroom teacher detailing what occurred and who was involved.

General Information about Campuses Bullard Early Childhood

Beginning of Day Procedures:

Report to the front office by 7:20 a.m. Report to class by 7:30 a.m. Sign in and pick up the schedule, class rosters for attendance and any other paperwork needed.

End of Day Procedures:

After completing your assigned dismissal duty, report to the front office. Sign out and report any concerns or problems to the campus administrators.

Start/Dismissal Times:

Start @ 7:45 a.m.

Dismiss @ 3:15 p.m.

Attendance Procedures:

A copy of each class roster will be provided when you sign in. Attendance is taken at 9:00 a.m. each day. Send your completed attendance sheet to the office at this time.

Emergency Procedures:

Please refer to the emergency procedures located on the wall near the door of the classroom.

Tardiness:

Count the student tardy on the class attendance sheet.

Duties:

Any duties to be covered will be outlined in the sub folder or notes from the teacher.

Discipline:

In the event of any classroom disruption or discipline issue, contact the office immediately by using the classroom phone and dialing 2400#. Substitutes will not be able to write a discipline referral. Leave a note for the classroom teacher detailing what occurred and who was involved.

General Information about Campuses Bullard DAEP

Beginning of Day Procedures:

Report to the PRIDE/DAEP building by 7:30 a.m. Sign in and locate plans for the day.

End of Day Procedures:

Sign out and leave a note reporting any concerns or problems to the campus administrators.

Start/Dismissal Times: DAEP and the Alternative program will have two different start times.

Start @ 8:00 a.m. - 2:30 p.m. (PRIDE)

Start @ 8:00 a.m. - 3:00 p.m. (DAEP)

Attendance Procedures:

An attendance sheet will be provided when you sign in. Call roll at 8:00.

Emergency Procedures:

Please refer to the emergency procedures located in the sub folder.

Tardiness:

Mark student/students tardy on the attendance sheet.

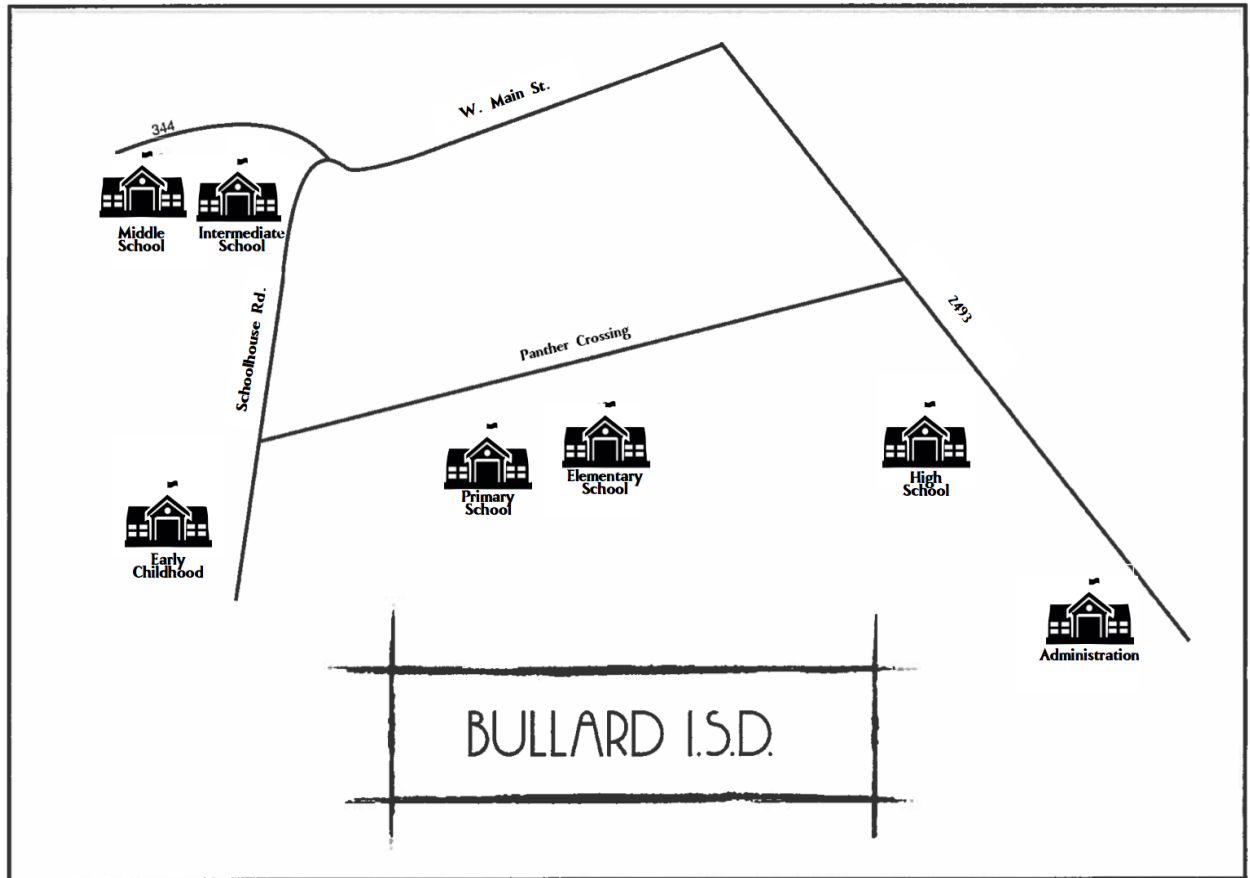
Duties:

Monitor and assist students with assignments. Do not ask or discuss why students are in DAEP.

Discipline:

Refer to another DAEP staff member or call ext. 2446

Map of Bullard ISD Campuses



Bullard ISD Academic Calendar
www.Bullardisd.net

CONFIDENTIALITY

FERPA - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Confidentiality means to give to the care or protection of another: entrust - private - secret.

Students should only be discussed with those who have a legitimate educational interest in the child.

Who does that include? Parents, regular ed teachers, special ed teachers, paraprofessionals, nurse personnel and administrators, therapists/diagnosticians, transportation personnel, food service - staff - who are working directly with the student **(This includes all substitute teachers).**

This does not include - past teachers, future teachers, teachers or paraprofessionals who do not instruct the child.

A common misconception is that everyone in a school district has the right to know.

You will be asked many times in many places such as the baseball fields, grocery stores, even other teachers at school, and it can be uncomfortable. When approached, respond with, "I am sorry I can't talk about that" or "I would love to talk to you but that information is confidential". It should only take once and they should get the message.

Bottom line-- Breaching confidentiality is grounds for disciplinary action and/or termination!

**Bullard ISD Substitute Handbook
2023-2024**

I hereby acknowledge receipt of a copy of the Bullard ISD Substitute 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 render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

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 Bullard ISD Administration if I have questions or concerns or need further explanation.

Printed Name _____

Signature _____

Date _____