



# **2023-2024 SUBSTITUTE HANDBOOK**

**Pearland Independent  
School District**

# Welcome to Pearland ISD!

Dear Pearland ISD Substitutes:

The Pearland Independent School District seeks to maintain a positive and engaging learning environment. Academic excellence and professionalism are priorities in serving the individual needs of all students. The District is fortunate to have reliable personnel who are dedicated to these goals to meet student's needs.

The District is grateful for our trained staff of substitutes. Your service allows daily instruction and learning to continue without interruption. Success depends on responsible and professional decision-making, which is governed by good judgment. It is important to remember the safety of all students is our top priority.

The substitute handbook will explain our procedures, assist you in becoming a successful substitute, and answer questions you may have about substituting in Pearland ISD. We want your time with us to be successful and rewarding for you.

Should you have any questions, please feel free to contact us.

Nancy Atilano  
HR Support Services Specialist/Frontline Administrator  
[atilanon@pearlandisd.org](mailto:atilanon@pearlandisd.org)

Pearland ISD  
281-485-3203  
1928 N. Main Street  
Pearland, Texas 77581  
[www.pearlandisd.org](http://www.pearlandisd.org)

## **Board of Trustees 2023-2024**

Sean Murphy, President  
Crystal Carbone, Vice-President  
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### **Educational Philosophy**

The faculty and staff are devoted to excellence, the cultivation of individual differences, and the highest levels of self-esteem. The involvement of parents and the community enhance the District's many successes.

### **Mission Statement**

In partnership with the community, Pearland Independent School District shall prepare students to perform at their highest potential and produce global citizens of tomorrow.

### **Vision Statement**

We will graduate students who are 1) responsible and resilient, 2) passionate life-long learners, 3) complex thinkers and problem solvers, 4) effective communicators, and 5) respectful of global interdependence and civic accountability.

## **Administration**

Larry Berger – Superintendent  
Jorgannie Garza Carter – Chief Financial Officer  
Jon-Paul Estes-Chief Technology Officer  
Dr. Lisa Nixon-Assistant Superintendent for Educational Services  
Dr. Charles Allen - Executive Director of Curriculum and Instruction  
Dr. Sundie Dahlkamp – Executive Director of Human Resource Services & Communications  
Marlo Keller – Executive Director of Elementary Education  
Dr. La’Keshia Henson-Vaughn- Executive Director of Intermediate Schools  
Kelly Holt- Executive Director of High Schools  
Tanya Dawson- General Counsel

## **Equal Employment Opportunity Employer**

In its efforts to promote nondiscrimination and as required by law, Pearland ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex and its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

**Sundie Dahlkamp, Ed. D., Executive Director of Human Resource Services and Communications**  
**1928 North Main Street, Pearland, TX. 77584**  
[dahlkamps@pearlandisd.org](mailto:dahlkamps@pearlandisd.org)  
**281.485.3203**

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination based on a disability:

**Lisa Nixon, Ed. D., Assistant Superintendent of Educational Services**  
**1928 North Main Street, Pearland, TX. 77584**  
[nixonl@pearlandisd.org](mailto:nixonl@pearlandisd.org)  
**281.485.3203**

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## SCHOOL HOURS

The established teacher workday is eight (8) hours.

### **Regular School hours for the 2023-2024 school year.**

#### **Elementary Schools**

7:55 a.m. – 3:15 p.m.

*7:55 a.m. – 12:55 p.m. (Early Release)*

#### **Middle Schools**

8:35 a.m. – 3:55 p.m.

*8:35 a.m. - 1:45 p.m. (Early Release)*

#### **Junior High Schools**

8:35 a.m. – 3:55 p.m.

*8:35 a.m. - 1:45 p.m. (Early Release)*

#### **High Schools**

7:15 a.m. – 2:35 p.m.

*7:15 a.m. - 11:25 a.m. (Early Release)*

## PAYROLL CALENDAR 2023-2024

This document is a reference for **payment** of Substitute, Extra Duty, and Maintenance & Operations Pay **ONLY\***

Also use this document to identify what paycheck absences will be deducted from leave balances.

Pay Date	Begin Date	End Date	# of Work Days
7/14/2023	6/11/2023	6/30/2023	15.00
7/28/2023	7/1/2023	7/15/2023	10.00
8/15/2023	7/16/2023	7/29/2023	10.00
8/30/2023	7/30/2023	8/12/2023	10.00
9/15/2023	8/13/2023	8/26/2023	10.00
9/29/2023	8/27/2023	9/9/2023	10.00
10/13/2023	9/10/2023	9/23/2023	10.00
10/30/2023	9/24/2023	10/7/2023	10.00
11/15/2023	10/8/2023	10/21/2023	10.00
11/30/2023	10/22/2023	11/4/2023	10.00
12/15/2023	11/5/2023	11/18/2023	10.00
12/29/2023	11/19/2023	12/2/2023	10.00
1/12/2024	12/3/2023	12/16/2023	10.00
1/30/2024	12/17/2023	1/6/2024	15.00
2/15/2024	1/7/2024	1/20/2024	10.00
2/29/2024	1/21/2024	2/3/2024	10.00
3/15/2024	2/4/2024	2/17/2024	10.00
3/29/2024	2/18/2024	3/2/2024	10.00
4/15/2024	3/3/2024	3/23/2024	15.00
4/30/2024	3/24/2024	4/6/2024	10.00
5/15/2024	4/7/2024	4/27/2024	15.00
5/30/2024	4/28/2024	5/11/2024	10.00
6/14/2024	5/12/2024	5/25/2024	10.00
6/28/2024	5/26/2024	6/15/2024	15.00
7/15/2024	6/16/2024	6/30/2024	10.00
7/30/2024	7/1/2024	7/13/2024	10.00
8/15/2024	7/14/2024	7/27/2024	10.00
8/30/2024	7/28/2024	8/10/2024	10.00

\*This document cannot be used to determine when a final paycheck can be expected upon termination since final payments are based upon amount earned for days/hours worked minus amount paid.

Twelve month employees who terminate after Dec. 30 are especially subjected to a minimal payoff due to observance of district designated holiday breaks which can cause some employees to be overpaid at certain times of the year.

Employees whose base pay is the same each pay period (annualized pay) should only reference this payroll calendar to determine when they should expect pay for extra duties they perform within the designated pay periods. ie. tutoring, extra bus routes driven, athletic duties performed, crossing guard duties, overtime, etc.

4/27/2023

## SUBSTITUTE EMPLOYEES

A substitute teacher is required to follow the instructions of a teacher and ensure that the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the staff and substitute teachers.

Substitute assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. Substitutes are not guaranteed a conference period and may be asked by the principal/campus administrative assistant to substitute for another class during that time. When the substitute arrives for an assignment, the school's needs may have changed (i.e., the substitute accepted a math job, but the school needs them in an English class). Substitutes may not leave campus during the workday. Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

## HIRING REQUIREMENTS

### Substitute Teacher (Certified):

- have a valid Texas Teaching Certificate;

### Substitute Teacher (Degreed/Non-Degreed):

- have a college degree from an accredited college or university or
- have completed a minimum of sixty (60) semester hours from an accredited college or university

### Substitute Paraprofessional:

- High school diploma or GED and
- have completed a minimum of forty-eight (48) semester hours from an accredited college/university or possess an associate (or higher) degree or take a Paraprofessional Exam offered by the district

### Substitute RN Nurse:

- Valid RN license
- Valid CPR Certification

Pursuant to Senate Bill 9 (SB-9) passed by the 80th Legislature, substitutes must be fingerprinted before they can begin employment with Pearland ISD.

## PERSONNEL FILE

All substitutes must have the following information on file:

- completed online application
- copy of college or university transcript (unofficial or official)
- copy of Texas Teaching Certificate (if certified)
- required federal, state and District forms (I-9, W-4)

## SELECTION PROCESS

The position of substitute teacher is a non-contract, as needed position. The District has no obligation to guarantee assignments. Substitute teachers may be removed from assignments if they fail to meet the expectations required of the position. Substitute teacher may be dismissed for job misconduct.

- After successfully attending the required substitute orientation session and the receipt of all required documents, the applicant's name will be added to the active substitute list.
- Only applicants approved by the Human Resource Services Department are eligible to substitute teach in the Pearland Independent School District.

## REQUIREMENTS TO REMAIN ON THE ACTIVE SUB LIST

To remain active as a substitute in Pearland ISD, the substitute must work an average of at least **5 days per month** during the school year.

Audits will be conducted periodically throughout the school year to ensure substitutes are accepting assignments on a regular basis. If the audits reveal there has not been any activity and/or an excessive number of aborted or rejected calls in the substitute's record, the substitute will be sent an email notifying them of the decision to inactivate their status with Pearland ISD and the substitute will be removed from the active substitute list.

## LETTER OF REASONABLE ASSURANCE

Every May, substitutes will receive email communication indicating it is time to sign your Letter of Reasonable Assurance for the following school year. The substitute is expected to accept this form if you wish to return for the following school year as a Substitute. The district will assume substitutes who fail return the form by the deadline provided no longer wish to continue their employment as a substitute; therefore, the status of these substitutes will be changed to "inactive." Once a substitute's status has been changed to inactive, it becomes necessary for the substitute to complete a substitute application and substitute orientation.

## CHANGE IN PERSONNEL INFORMATION

Any change of name, telephone number, or educational status must be reported to the human resource services department before any changes will be effective and/or approved. All address and telephone changes must be completed using the Employee Self Service [ESS] feature found at [www.pearlandisd.org](http://www.pearlandisd.org).

When the substitute teacher's educational/certification status has changed, it is the responsibility of the substitute to provide proof of the change. The pay rate change will be effective on the first day of the following pay period after the proof has been received. For example, if a non-degreed substitute teacher obtains his/her degree and/or certification, an official transcript and/or copy of certification from the SBEC website will need to be submitted to the Human Resource Services office as soon as possible. It is the substitute teacher's responsibility to update their certificate before it expires.



## CANCELLATIONS

One assignment cannot be canceled to take another assignment. This includes a substitute teacher canceling one job for another job within the District as well as canceling an assignment with Pearland ISD to take an assignment in another District. If an audit reveals that substitutes are cancelling assignments to take other assignments, the substitute will be notified by email that this practice must stop immediately. If a second offense occurs, the substitute will be removed from the active substitute list for Pearland ISD.

If you cancel a job within 8 hours of the start time, Frontline will create an automatic Non-Work day for you and you will not be able to search or accept jobs for the rest of that day.

Given the environment we are in, there may be unforeseen circumstances where the campus may have to cancel an assignment last minute. Substitutes will not be compensated for any assignments resulting in last minute cancellations.

## BAD WEATHER CLOSING

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or release students early, information will be provided on the Pearland ISD Web Site.

Substitutes are not compensated for any missed days resulting from unscheduled district/school closure.

## ACCEPTING LATE ASSIGNMENTS

**Full Day Assignments:** The job needs to be picked up within the first hour of the school day. Substitutes **MUST** contact the campus to see if a sub is still needed for the full day. The campus has the right to change the position to a half day, if you pick up a late assignment after the start of the school day. Substitutes are expected to report to the campus within 30 minutes.

**Half-Day Assignments:** Substitutes **MUST** contact the campus prior to picking up any late half-day assignment to confirm if a substitute is still needed at the campus. The campus has the right to cancel the assignment. Substitutes are expected to report to the campus within 30 minutes.

## HOURS OF DUTY

**The substitute teacher is expected to remain at school until the end of the school day, which may include the teacher's end-of-the-day duties.**

The substitute is expected to arrive at least **15-20 minutes** prior to the start of the school time. In most instances, duty hours extend from 6:30 a.m. to 4:30 p.m. Extra duty may begin before or extend beyond these hours. (Upon arrival at a campus, it is a good practice to ask the campus administrative assistant for the ending time of the assignment.)

Individual campus circumstances may require assignment of a substitute for only a portion of the school day. In such cases, hours of duty shall be specified when the substitute is contacted.

## SIGNING IN

**It is the responsibility of the substitute to ensure they check in /check out at the front office.**

Failure to sign in could delay payment until the following pay period. Please sign in and out at your actual time of arrival and departure.

## JURY DUTY AND STAFF DEVELOPMENT DAYS

If the teacher returns to the campus before or up to 4.5 hours of the assignment the substitute can be released and paid for a half day.

If the teacher returns to the campus after 4.5 hours of the assignment, the substitute will be paid for a full day and can be assigned wherever the campus needs the substitute for the remainder of the time.

**Substitutes must receive prior approval from the principal to work on staff development days.**

## RETIRED SUBSTITUTES

TRS changes its regulations from time to time. To that end, you must rely on your own investigation and understanding of the TRS rules and regulations regarding your employment after retirement. Please contact the Teacher Retirement System for information regarding your TRS account at 1-800-223-8778 or click the following link [https://www.trs.texas.gov/TRS%20Documents/employment\\_after\\_retirement.pdf](https://www.trs.texas.gov/TRS%20Documents/employment_after_retirement.pdf)

Retirees should carefully monitor the type of position for which they are working.

## WHAT TO DO.....

- ❖ When a substitute teacher arrives on campus for a job assignment that has been cancelled: an explanation regarding the situation should be provided. The substitute will be dismissed without pay. The substitute can be directed to call HRS to see if they may be needed on another campus.
- ❖ When a substitute teacher arrives to take an assignment that has been scheduled incorrectly: (i.e., the wrong date and/or time were entered into Frontline): an explanation should be provided and the substitute will be dismissed without pay. If available, the substitute teacher should be offered the assignment for the correct date and/or time. The substitute can be directed to call HRS to see if they may be needed on another campus.
- ❖ When the substitute discovers an error with his/her paycheck: the substitute should check with the campus administrative assistant to ensure that their time was submitted to payroll correctly. If the time was entered correctly, the substitute should contact the payroll department at 281/485-3203 to ensure that they received the correct number of days worked.

## INTERNET/ACCEPTABLE USE POLICY

Internet and Network access are privileges that are available to employees and other designated individuals of Pearland Independent School District. The goal in providing this service is to promote educational excellence at Pearland Independent School District by facilitating communications for resource sharing, collaborative work, and innovations. The District has taken precautions to restrict access to controversial material. However, on a global network it is impossible to control all material. The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines.

Only those substitutes who have received prior approval from the campus administrator, designee, or Frontline Administrator will have access to use the internet or network, otherwise, the substitute is in direct violation of the District's internet/acceptable use policy and will be disciplined according to the dismissal procedures for substitutes, up to and including termination.

## LONG-TERM ASSIGNMENTS

Long-term substitute teacher assignment refers to a person substituting in the same job assignment for more than ten (10) consecutive days. Long-term substitute teachers are involved in planning instruction and evaluating student performance. Long-term substitutes are expected to attend faculty meetings, in-services, and staff development opportunities, plus other responsibilities as assigned.

Substitutes used in long-term assignments are selected by the principal/director. Non-degreed substitutes, unless in a paraprofessional assignment are not usually used in teaching assignments. Any long-term substitute may be removed from the position by the principal/director at any time.

*Substitutes who occupy a vacant teaching position can receive minimum teacher daily rate of pay at Principal's request to Human Resource Services. These individuals may participate in new teacher orientation and are expected to maintain regular teacher duties until official date of hire.*

*In addition, should a long-term substitute incur three (3) consecutive absences while working in the long-term assignment and return on the fourth day her/his daily rate of pay will remain the same long-term rate. If the substitute does not return on the fourth day her/his daily rate of pay will be adjusted to the beginning daily rate.*

**[NOTE: Long-term substitutes do not accumulate state or local leave days]**

## CLASSROOM TEACHER SUBSTITUTE PAY

### Certified to teach in Texas

Sub for Classroom teacher.....	\$100/day
On 11th consecutive workday.....	\$125/day
On 21st consecutive workday.....	\$150/day

### Degreed but not certified to teach in Texas

Sub for Classroom teacher.....	\$90/day
On 11th consecutive workday.....	\$110/day
On 21st consecutive workday.....	\$120/day

### Non-degreed with a minimum of 60 college hours

Sub for classroom teacher.....	\$80/day
On 11th consecutive workday.....	\$90/day

### Certified, Degreed or Non-degreed sub for BSI, PEARS or PPCD Teacher

Sub for Classroom Teacher.....	\$100/day
On 11th consecutive workday.....	\$125/day
On 21st consecutive workday.....	\$150/day

\*Rate on the eleventh (11<sup>th</sup>) consecutive workday and each consecutive day thereafter for the same assignment.

\*\*Rate on the twenty-first (21<sup>st</sup>) consecutive workday and each consecutive day thereafter for the same assignment.

Substitute pay is subject to the length of time the employee is absent. Substitute teachers who are required to be on duty for more than 4.50 hours within the scheduled school day will be paid for the full day. Those who are required to be on duty up to or less than 4.50 hours will be paid for one-half (½) day.

Substitutes serving in a long-term assignment in a Middle School-In School Suspension (ISS) class will be compensated at their respective pay grade.

## ADMINISTRATIVE AND INSTRUCTIONAL SUPPORT SUBSTITUTE PAY

Administrative and Instructional Support substitutes* .....	\$10.00/hour
BSI, Life Skills or PPCD Aide substitute .....	\$100.00/day

\*An administrative or instructional support substitute that works in the same position for 11 consecutive days will be paid the minimum hourly/daily rate of the pay grade for the position employed.

## AUXILIARY SUBSTITUTE

Custodial/Food Service substitutes^ .....	\$8.00/hour
Office Administration/Student Trainees* .....	\$8.00/hour
Bus driver substitutes .....	\$20.00/hour
Bus monitor substitutes .....	\$12.75/hour

^A Custodial/Food Service substitute that works in the same position for 11 consecutive days will be paid \$10.00/hr.

\*Pearland ISD students only.

**CLINIC SUBSTITUTE**

Registered Nurse (RN) .....\$122 per day  
Health Care Assistant (HCA)..... \$75 per day

**ADMINISTRATIVE/PROFESSIONAL SUBSTITUTE**

Administrative/professional positions necessitating a substitute will be paid the minimum daily rate for the respective pay grade or as approved by the Superintendent. At the direction of the Superintendent or designee, an administrative/professional substitute may receive the corresponding supplements, travel, and other benefits associated with the respective position.

**SPECIAL PROGRAMS OR HOMEBOUND SUBSTITUTE**

Compensated according to the 2023-2024 teacher salary range minimum daily rate prorated 1/6 for each student served. For each hour of homebound instruction, the teacher/substitute will be paid \$64.42/hr. (1.2 x \$53.69) to compensate for planning time, conferencing, and grading.

IN HOME PARENT TRAINING (SPECIAL PROGRAMS DEPARTMENT) Compensated at an hourly rate of \$30.00 per hour for after school student instruction and parent training. This compensation is for those professionals working with students recommended by their ARD committee to have the related service of In Home/Parent Training.

**TUTORS**

Campuses who use substitutes for State Assessment tutoring/preparation during the school day will be paid accordingly. Tutors can only work a maximum of 15 hours per week.

SBEC certified or degreed tutor pulling students out<sup>1</sup>..... \$30/hour  
Non-degreed tutor pulling students out<sup>2</sup> ..... \$17/hour  
Substitute teacher used for teacher pull out<sup>3</sup>  
    SBEC certified substitute teacher ..... \$100/day  
    Degreed substitute teacher ..... \$90/day  
    Non-degreed substitute teacher ..... \$80/day

- 1. If the substitute/tutor pulls the students out of the classroom and provides tutoring (pull-out model) and that person has a college degree or is SBEC certified, the tutor is paid \$30.00 per hour and their time is submitted on a supplemental pay form
- 2. If the substitute/tutor pulls the students out of the classroom and provides tutoring (pull-out model) and that person has at least 60 college hours, the tutor is paid \$17.00 per hour.
- 3. If a substitute/tutor is used in the classroom while a teacher is pulling the students out for tutoring (push-in model), the substitute/tutor is paid the lowest substitute pay per day based on the individual’s credentials and their time is tracked in Frontline.

**TEMPORARY EMPLOYEES**

Temporary employees (TE) are hired to provide additional assistance as defined by the supervisor on an as needed basis regardless of the existence of a Board approved vacancy. All use of temporary employees must be approved

by the Superintendent or designee. Approval of a Temporary Employee is subject to the following guidelines:

- 1) TE terms of employment should have a definite start and end date not to exceed four (4) months in a school year.
- 2) Requesting Supervisor defines the hourly rate of pay and funding source except for tutors paid at \$30/hour. If the TE is a TRS retiree, any surcharge and TRS Care state contribution fees will be charged to the campus/department requesting the position.
- 3) TE may not exceed 40 work hours in a District designated workweek during the four months of temporary employment.
- 4) TE will clock in and out using TCP for actual hours worked. The TE must clock in and out for breaks and lunch.
- 5) Temporary employees cannot substitute during their temporary assignment.

## **PAYROLL**

Paychecks are issued on the 15th and 30th day of each month (refer to Payroll Calendar).

Substitutes must have their paychecks electronically deposited into a designated account and will have the ability to sign up for direct deposit via the New Hire Forms.

Specific questions concerning a substitute teacher's paycheck should be addressed directly to the District's payroll department at 281-485-3203.

Questions concerning rate of pay or status should be addressed to the human resource services office 281-485-3203.

## **LENGTH OF SUBSTITUTE TEACHER EMPLOYMENT**

Substitute teachers are used during the 178 instructional-day school year. Substitute teachers are not eligible for unemployment compensation benefits drawn on school District wages during any scheduled school breaks including, but not limited to, the summer, Thanksgiving, winter break, Easter, and spring break. The District understands that a substitute teacher is ineligible for unemployment compensation benefits in the period between the last day of instruction in the current school year and the first day of instruction in the following school year.

This is an at-will position. Employees who work in at-will positions do not have a contract. The substitute may resign at any time without the consent of the District, by telephone, email, and/or a letter.

Each May a letter of reasonable assurance (LRA) for the next school year is emailed to each substitute for completion. If the letter is returned to the Human Resource Services office by the date indicated on the form, the substitute's name will be added to the list of active substitute teachers for the next school year. If the letter is not returned, it is assumed the substitute teacher is unavailable for the next school year and has resigned their substitute position with Pearland ISD. Returning the letter of reasonable assurance by the indicated deadline is the responsibility of the substitute teacher. Letters received after the deadline will require the substitute to possibly attend another substitute orientation class prior to being reactivated in the Frontline system.

## **HEALTHCARE BENEFITS**

The Patient Protection and Affordable Care Act, also known as ACA, was signed into law on March 23, 2010. The Health Care Education and Reconciliation Act was signed into law on March 30, 2010. Upon initial hire and each annual open enrollment period, all part time employees working at least 10 hours per week, are offered medical coverage, and are expected to decline or elect the offer of coverage.

## WHAT HAPPENS IF YOU ARE HURT ON THE JOB

All substitutes are required to report any injury on the job to the campus administrator or designee immediately. The campus administrator or designee must complete and submit a "First Report of Injury" form to the Employee Benefits Coordinator on the day of the injury.

A "Return to Work Notice" is required before a substitute can return to the active substitute list. The substitute must provide a medical release stating that the substitute can perform the essential functions of their substitute assignment with or without reasonable accommodations. The substitute must come to the Human Resource Services office before returning to the campus to obtain the "Return to Work Notice" and other additional documents, if applicable.

## DISMISSAL OF SUBSTITUTES

A substitute may be dismissed immediately for any of the following reasons:

1. Failure to comply with District policies, guidelines, and practices including directives from a supervisor, whether written or oral. Failure to comply with the District's drug and alcohol testing policy. Failure to follow the District's dress code. Failure to report an arrest within the required three (3) calendar days of the offense.
2. Neglect of duties. Examples may include leaving an assignment without approval from the campus administration, falling asleep while on duty, or not following the lesson plan(s).
3. Inability to perform instructional responsibilities or other assigned duties.
4. Ineffective classroom management.
5. Improper conduct with a student or employee. Examples may include striking a student, using improper language, making inappropriate statements and/or gestures, or touching the student in any manner. Inappropriate statements include but not limited to telling students to shut up, etc.
6. Conviction of a felony or other crime involving moral turpitude. Examples may include theft, swindling, forgery, indecency with a minor.
7. Falsification of records or other documents related to the District's activities.
8. Misrepresentation of facts to the superintendent or other District officials in the conduct of District business.
9. Violating the District's internet/acceptable use policy. Including using the internet without prior approval from the campus principal, designated campus administrator, or Frontline Administrator.
10. Communicating with students such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn, Instagram, Snapchat, etc).

## DISMISSAL PROCEDURES FOR SUBSTITUTES

A principal not satisfied with the performance of a substitute may request the substitute be blocked from picking up future assignment for his/her campus. The principal sends human resource services written documentation to support his/her decision to remove the substitute teacher. [NOTE: All written documentation is subject to release to the Texas Unemployment Commission to refute any unemployment compensation claim.] Human Resource Services is responsible for removing a substitute from the active substitute list in Frontline. At the Frontline Administrator's discretion, the substitute will be notified that his/her job performance has been questioned by the principal. The Frontline Administrator may arrange a meeting with the substitute to discuss his/her job performance.

After three removal requests or as deemed necessary depending on the offense, a substitute will be removed completely from substituting in Pearland ISD.

Should the action or job performance of a substitute during the school day cause concern for the safety of students or severely inhibit their education, the principal may dismiss the substitute prior to the end of the job assignment or school day. (The principal is required to notify human resource services on the same day a substitute is dismissed.)

The substitute will be paid half the daily rate for services that are greater than one hour and will be paid for the full day pay if worked more than four and one-half hours.

If the substitute is involved in one of the reasons listed under the “Dismissal of Substitutes” section above or any circumstance that places students in danger, the substitute may be removed from the Frontline system and will no longer be able to substitute for Pearland ISD. The determination will be made by the Frontline Administrator or Executive Director of HRS and Communications in the Human Resource Services office and the substitute will be notified of the decision.

All substitute concerns must be directed to the Frontline Administrator, not the campus principal or campus designee.

## **STUDENT TEACHER SERVING AS A SUBSTITUTE**

In the absence of the supervising teacher(s), a student teacher may serve as the substitute teacher by meeting all criteria listed below:

- The student teacher agrees to serve as a substitute teacher.
- The University or Alternative Certification Program (ACP) allows their student teachers to participate in substituting for their mentor teacher on campus when they are absent.
- The student teacher has prior approval of their mentor teacher and University/ACP field supervisor agree that the student teacher is capable of handling the teaching responsibilities. Final approval is dependent upon the campus principal’s agreement with their recommendation.
- The student teacher attends the mandatory substitute teacher orientation and meets all requirements of a regular substitute teacher including abiding by all District guidelines. Student teachers must attend the orientation prior to the day of substituting to be paid. (Student teachers will be compensated at the rate of pay for a non-degreed with a minimum of 60 college hours.) It is the responsibility of the student teacher to notify the University or ACP field supervisor prior to serving as a substitute teacher for pay.
- A student teacher may substitute without pay so that his/her supervising teacher(s) may take a personal leave day [gift day] and/or when the supervising teacher(s) attends a professional development meeting related to mentoring student teachers at the respective University or ACP. Mentor gift days are allowed one day per semester.

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

While on the campus and working under the direct supervision of the principal, substitute teachers are expected to comply with the school laws of Texas, the regulations of the State Board for Educator Certification (SBEC), the directives of the Texas Education Agency (TEA), the policies of the Board of Trustees, and the administrative regulations of the school District.



## Performance Responsibilities and Duties

1. Arrive promptly at the assigned time and location, go to the front office to receive necessary information needed for the day. The substitute teacher should report at the same time the regular classroom teachers report for duty. Arrive 30 minutes early ahead of the students. If you anticipate that you will be late, you must call the school office so they can plan accordingly. You are expected to remain at school until the end of the school day which may include the teacher's end-of-the-day duties.
2. Sign the time sheet and record the confirmation number to ensure proper reporting of the days employed. Before leaving school, report to the office to sign out and to inquire whether to return the following day.
3. Assume all responsibilities and duties assigned to the classroom teacher.
4. Follow, as closely as practical, the lesson plans provided by the teacher and maintain the regular routine of the class. If time permits, the substitute teacher's sponge activities may be used if students finish early.
5. Student attendance at the elementary schools must be recorded by 10:00 a.m. each day. Attendance at the middle school, junior high schools and high school will be taken during each class period.
6. **UNDER NO CIRCUMSTANCES IS CORPORAL PUNISHMENT TO BE ADMINISTERED.**
7. If assistance is needed, notify the front office by phone or sending a responsible student to the office.
  - **AT NO TIME SHOULD A CLASS BE LEFT UNATTENDED**
  - **SUBSTITUTES ARE EXPECTED NOT TO EAT IN THE CLASSROOMS**
8. Inform the school nurse if a student needs medication. Only authorized District employees may administer medication.
9. All accidents, injuries, or other serious problems shall be reported at the earliest possible time to the principal or campus designee.
10. Leave a summary of work covered in each class and other pertinent information for the regular teacher including discipline problems. Also, attach any notes or communication from parents.
11. Any money turned in to the substitute teacher should be recorded for the regular teacher and taken to the front office before leaving for the day.
12. Report all suspected abuse to the principal, counselor, or nurse.
13. Maintain confidentiality regarding students and staff.
14. Substitutes may not use personal laptops, or any other electronic devices, when students are in the classroom. Pearland ISD is not responsible for any personal items belonging to the substitute teacher.

## RELEASE OF STUDENTS

Anyone who comes to the classroom for information about a student or who comes to the classroom asking that a student be released from school must be directed to the principal's office. In any event, students are not to be released from the classroom without official notice from the office.

## STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Anyone with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §26.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must report to CPS.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

*Reporting your suspicion to a school counselor, a principal, or to another school staff member does not fulfill a person's responsibilities under the law. Furthermore, the District cannot require a person to report his suspicion first to a school administrator.*

By failing to report a suspicion of child abuse or neglect, a person

- may be placing a child at risk of continued abuse or neglect;
- is violating the law and may be subject to legal penalties, including criminal sanctions;
- is violating Board policy and may be subject to disciplinary action, including possible termination of employment; and
- Certification issued by State Board for Educator Certification (SBEC) may be suspended, revoked, or canceled.

## **POSSESSION OF FIREARMS AND WEAPONS**

Employees, substitutes, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view.

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 supervisor or call the Assistant Superintendent for Support Services immediately.

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

Substitutes shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, substitutes shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents.

A substantiated charge of harassment may result in the substitute being removed from the active substitute list.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

## **DRUG FREE WORKPLACE, TOBACCO PRODUCTS AND E-CIGARETTE USE**

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

### Tobacco Policy

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. (Refer to Pearland ISD policies DH Legal and DH Local, Employee Standards of Conduct.

## **SEARCHES, ALCOHOL, AND DRUG TESTING**

### Policy DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

### **Basis for Testing Employees/Substitutes for Drugs and Alcohol**

#### **All Employees/Substitutes May Be Tested**

##### *Reasonable Suspicion*

Reasonable suspicion exists when a designated District employee who has received the District's training on drug and alcohol signs and symptoms observes behavior in an employee provides reasonable cause to believe the employee is under the influence of alcohol or drugs in violation of DHE (LOCAL). The District's decision to require testing must be based on current and specific observations as outlined in DHE (LOCAL).

Reasonable suspicion also exists if an employee is involved in an accident while operating a District motor-driven vehicle or motor-driven equipment in the course and scope of his or her job.

##### *Post-Accident*

An employee in a designated safety-sensitive position is subject to alcohol/drug testing following an incident involving a District motor-driven vehicle or motor-driven equipment. Employees involved in or contributing to an accident in which the use of alcohol or drugs is reasonably suspected, or employees involved in a pattern of repetitive accidents is subject to testing.

##### *Random*

Only a position designated as a safety-sensitive position is subject to random drug and/or alcohol testing. Human resource services will develop a plan including test dates reasonably spread throughout the school year. The employee must report to a designated collection site for testing immediately after being notified by their

supervisor. Employees may return to work upon completion of the testing process and only notified if the test is positive for drugs or alcohol. Failure to report immediately is considered positive.

The District is committed to providing a safe and productive learning environment for students and staff. It is the responsibility of all employees to report concerns of reasonable suspicion of the use of drugs and/or alcohol to their supervisor.

Employees are prohibited from reporting for work or remaining on duty while under the influence of alcohol or illegal drugs.

#### *Reasonable Suspicion Searches*

The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

**Note:** The following provisions apply to all District employees.

### **District Program for Drug and Alcohol Testing**

#### **Purpose**

The purpose of these provisions is to ensure that District employees are not abusing drugs, prescription drugs, alcohol, or any other substances that may impair their ability to perform the functions of their jobs safely and effectively; or that may increase the potential for accidents, or substandard performance; or that may tend to undermine the safety and efficiency of District schools, offices, or departments. The District shall foster and maintain a program to achieve a drug-free workplace and to provide a consistent model of substance-free behavior for students.

#### **Scope**

These provisions shall apply to every District employee. Additional drug- and alcohol-testing requirements shall be imposed on commercial drivers, as required by state or federal statutes, rules, or regulations. [See DHE (LEGAL) and DEPARTMENT OF TRANSPORTATION TESTING PROGRAM, below]

#### **Reasonable Suspicion Testing**

An employee shall be subject to testing if there is reasonable suspicion to believe that, while in the course and scope of employment, the employee is under the influence of a substance prohibited under this policy.

#### **Notice**

This policy shall be available on the District's Web site at <http://www.pearlandisd.org>, and copies may be obtained from the human resource services department. Each employee shall acknowledge in writing that he or she has received and read the policy.

#### **Definitions**

The following definitions shall apply to these terms as used in the section of this policy describing the District's drug- and alcohol-testing program:

##### *Alcohol*

Alcohol ethyl alcohol (ethanol) and includes all beverages, mixtures, or preparations that contain ethyl alcohol.

##### *Alcohol Concentration*

The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an EBT.

### *DOT*

The United States Department of Transportation.

### *EBT*

An alcohol breath testing device approved by the National Highway Traffic Safety Administration that measures alcohol concentration to determine whether an individual is under the influence of alcohol.

This testing device is selected from among those listed on the Conforming Products List of Evidential Breath Measurement Devices published in the Federal Register from time to time by the National Highway Traffic Safety Administration, Department of Transportation.

### *Illegal Drug*

Any drug that cannot be obtained legally, or any prescription drug that has not been legally obtained or that has been legally obtained and is not being used in accordance with the prescribed dosage.

Illegal drugs shall include controlled substances and dangerous drugs as defined in the Texas Health and Safety Code. Examples of illegal drugs shall include, but not be limited to cocaine, heroin, phencyclidine (PCP), inhalants, and cannabis substances such as marijuana and hashish.

### *Legal Drug*

Any prescribed drug or over-the-counter drug the individual has legally obtained and is using in accordance with the prescribed or recommended dosage.

### *Medical Review Officer (MRO)*

A licensed physician who is retained by the District to receive laboratory results generated by this policy and is responsible for interpreting and evaluating a confirmed positive drug test result.

The medical review officer may be an employee of the laboratory conducting the testing if the laboratory establishes a clear separation of functions to prevent any appearance of a conflict of interest, including ensuring that the medical review officer has no responsibility for, and is not supervised by or the supervisor of, anyone who has responsibility for the testing or quality control operations of the laboratory.

### *Reasonable Suspicion*

An articulable belief, based upon specific facts or incidents and reasonable conclusions drawn from those facts or incidents.

Facts or incidents that constitute reasonable suspicion may include, but shall not be limited to:

- Observation of alcohol or illegal drug use;
- Observation of alcohol, illegal drugs, or drug paraphernalia on the person, or within an area under the person's immediate control;
- A pattern of abnormal or erratic behavior, including the observation of physical symptoms of alcohol or illegal drug use such as slurred speech, blood-shot eyes, odors, and the like, not attributable to other factors; and
- Employee involvement or contribution to an accident in which the use of alcohol or drugs is reasonably suspected, or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.

### *Possession*

To have on one's person, in one's personal effects, in one's vehicle, or under one's control.

### *Safety-Sensitive Position*

A position involving job duties requiring the operation of dangerous equipment or use of hazardous materials in areas where and at times when there are significant numbers of students.

These are duties which, if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure, may result in mistakes that could present a real or imminent threat to the personal health and safety of students and other employees. An employee who operates a vehicle as part of his or her regularly assigned, routinely performed job duties shall be considered to be in a safety-sensitive position. Each department

shall recommend which of its positions should be considered safety sensitive. The recommendation shall be provided to the executive director for human resource services or designee, who shall review, approve, and maintain a master list of safety-sensitive positions subject to random testing. Employees shall be notified if they hold safety-sensitive positions and are subject to random drug and alcohol testing.

### *Prohibitions*

The use, possession, distribution, or sale, of alcohol or illegal drugs by any employee during work hours, while on District property, or while operating or riding in or upon vehicles while in the course and scope of employment is prohibited. [See DH]

An employee shall also be prohibited from trading and/or offering for sale alcohol or illegal drugs, and such actions shall be considered violations of this policy.

An employee shall also be prohibited from reporting for work or remaining on duty while under the influence of alcohol or illegal drugs. An employee in a safety-sensitive position shall be prohibited from performing safety-sensitive functions within four hours after drinking an alcoholic beverage.

The District shall take appropriate disciplinary action if an employee violates this policy, up to and including termination of employment. [See DF series]

### *Prescription Medication*

The District is committed to providing quality education and protecting the safety, health, and well-being of all employees and students within the District. The District recognizes that the abuse of prescription drugs poses a significant threat to these goals. Prescription and over-the-counter drugs shall not be prohibited when taken in standard dosage and/or according to a physician's prescription; however, the illegal or unauthorized use of prescription drugs shall be strictly prohibited. It is a violation of the District's policy to report to work or to remain at work while under the influence of a prescription drug that the employee has misused or abused. [See DH]

It is not a violation of this policy for any employee with a current, valid prescription for a drug to use, possess, or be under the influence of such drug in the manner, amount, and for the purposes prescribed, if such use does not affect the employee's performance or create a risk to the safety of the employee or to others.

Employees shall be responsible for learning the possible effects of prescription and non-prescription drugs they use while working.

Nothing in this policy shall require an employee to reveal the name or type of medication he or she is taking or the reason for taking it. An employee who is required to take a drug test based on reasonable suspicion and whose test detects certain levels of prescription drugs may, however, be given the opportunity to disclose the name of the medication prescribed in order to determine if the employee has violated this policy.

The District may, at its discretion, require an employee in a safety-sensitive position to refrain from working while under the influence of any drug or medication, or require such an employee to obtain from his or her physician written authorization regarding his or her ability to perform essential job duties safely while taking the medication.

### **Consent to Drug and Alcohol Screening**

Any employee tested pursuant to these provisions shall sign a consent form authorizing the drug and alcohol screening and permitting limited disclosure of the results. The results may be disclosed to the executive director for human resource services or designees with a need to know such confidential information. The consent form shall contain the following information:

An acknowledgement that the applicant or employee has been notified of the drug and alcohol screening policy;  
The consequences of a refusal to have the drug and alcohol screening;  
The procedure for confirming a positive test result; and  
The consequences of a confirmed positive test result from the drug and alcohol screening.

### **Reasonable Suspicion Testing**

An employee shall be subject to testing if, while in the course and scope of employment, there is reasonable suspicion to believe that the employee is impaired or under the influence of a substance prohibited by this policy. A supervisor who suspects that an employee is under the influence of a prohibited substance shall immediately provide the department head or designee or the department of human resource services with a written request for testing the employee.

Upon receipt of the request, the executive director of human resource services or designee shall make a final decision whether reasonable suspicion exists.

In addition, reasonable suspicion shall be deemed to exist whenever an employee is involved in an accident while operating a motor-driven vehicle or motor-driven equipment in the course and scope of his or her employment. An employee involved in such an accident shall immediately notify the employee's supervisor and the human resource services department.

If a test is authorized, the executive director of human resource services or designee shall contact the employee and contact the drug-testing facility. Authorized District personnel shall transport the employee for immediate drug and/or alcohol testing. The drug and/or alcohol test shall be conducted in accordance with the procedures established by a certified drug-testing company with which the District has contracted.

Failure to submit to a drug or alcohol test that is based on reasonable suspicion shall be considered failure to follow a directive and/or insubordination and may result in disciplinary action up to and including termination of employment. [See DF series]

Upon completion of a drug and/or alcohol test based upon reasonable suspicion, an employee shall not return to work until the executive director of human resource services or designee has received the results of the test. The employee may be placed on administrative leave pending receipt of the test results. An employee tested based upon reasonable suspicion shall not drive any vehicle while in the course and scope of employment until the results from the drug and/or alcohol tests have been received. The employee shall be responsible for verifying with the department head when he or she may return to regular work duties.

### **Confidentiality**

All information relating to drug and/or alcohol screening shall be confidential unless disclosure is otherwise required by law, court order, or the employee's consent. Disclosure of the results of the drug and/or alcohol screening to any unauthorized person without permission of the person tested shall be strictly prohibited. All records of test results shall be maintained in accordance with all applicable laws and regulations. Records of test results and medical information, if any, shall be maintained in secure files separate from the employee's personnel file.

## **ARRESTS AND CONVICTIONS**

All substitutes must notify the Substitute Office or the Executive Director of Human Resources and Communications within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- ❖ Crimes involving school property or funds.
- ❖ Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator.
- ❖ Crimes that occur wholly or in part on school property or at a school-sponsored activity.
- ❖ Crimes involving moral turpitude.

Moral turpitude includes the following:

- ❖ Dishonesty
- ❖ Fraud

- ❖ Deceit
- ❖ Theft
- ❖ Misrepresentation
- ❖ Deliberate violence
- ❖ Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- ❖ Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- ❖ Felonies involving driving while intoxicated (DWI)
- ❖ Acts constituting abuse or neglect under the Texas Family Code.

Notifications can be made in person, via email, or by telephone.

An arrest is defined as being detained and fingerprinted by any law enforcement agency, regardless if the offense will be or has been dismissed.

## Dress Code Guidelines

The personal appearance of district employees affects the respect those outside the school district have for the organization, as well as respect employees have for themselves and one another. As a representative of the district, employees are expected to dress in a manner that is professional and tasteful; not offensive, suggestive, revealing or insulting to others.

All employees should follow a minimum daily dress code best described as “business casual.” For campus and office assignments, please project a professional image.

1. Employee ID badges must be worn while on duty.
2. Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf.
3. Blue jeans may be worn only on Fridays with a school spirit shirt or a professional style shirt. Jeans should not be unduly faded or contain holes. Colored jeans may be worn if they meet the professional dress code. Additional jeans days may be communicated by the principal or supervisor.
4. Staff should not wear shorts or gym attire (sweatpants, leggings, jeggings, or tights) while serving in a classroom or office. Hats, caps, or other head apparel are not permitted. Exceptions are themed spirit days, CTE teachers, or coaching assignments. Appropriate gear may be worn when performing assigned activities.
5. Spirit t-shirts may be worn on Fridays if professional in appearance. Excessively worn T-shirts, halter tops, exposed midriffs, strapless tops, low-cut tops, exposed backs, spaghetti straps, see-through clothing, and tanks with oversized armholes are not permitted.
6. Skirts and dresses should be of a respectable, modest length (at minimum, fingertips). Leggings may be worn under a dress if the length requirement is met.
7. Undergarments shall not be visible or exposed but are required.
8. No shower type flip-flops, or rubber clogs (Crocs) may be worn.
9. Visible tattoos and similar body paintings that promote violence, drugs, alcohol or reflect gang activity are prohibited. Visible tattoos and similar paintings considered offensive, inflammatory, or disruptive are prohibited.



10. In keeping with professional decorum, hair must be a natural color, clean and neatly groomed.
11. Ears and small nose stud piercing are the only exposed areas of the body on which pierced jewelry may be worn. With a limit of two pieces per ear.

Supervisors may authorize slight variations in the dress code for days such as themes, perfect attendance incentive, workday, etc. Professional dress is expected for in and out of district workshops and staff development. All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

## **DEFINITIONS OF PEARLAND ISD ASSIGNMENTS**

### **PACE Center**

These students may be reluctant learners, at-risk of dropping out or have committed serious violations of the student code of conduct. The PACE Center provides instruction for grades 7-12.

### **ISS—In School Suspension**

This is for 5-12 grade students who have committed a violation of the student code of conduct and are assigned to ISS through the campus administration.

### **SPECIAL EDUCATION CLASSES:**

#### **INCLUSION Teacher**

This is a Special Education teacher that services students with a handicap in a general education class. There are many different models of this program. The teacher may be co-teaching or may assist students in small groups in a general education setting.

#### **INCLUSION Classes**

Inclusion support is offered in designated academic areas. Inclusion support consists of a special education teacher and/or paraprofessional consulting with the general education teacher to assist in the implementation of individual educational plans and/or modifications within the general education classroom. Based on the needs of the student, this support may be indirect, through consultation with the general education teacher, and/or direct, with the teacher or paraprofessional working directly with the student in the classroom.

#### **PEARS Classes**

Life Skills are for students who are two or more levels below grade level and have multiple handicap conditions. Life Skill classes are at all campus levels.

#### **BSI Classes- [Behavior Support Intervention]**

This Special Education behavior class supports students of all ages and students may receive instruction on a full-day or part-day basis. Students in this class are in a more restrictive learning environment and have serious emotional or behavior disorders.

#### **PPCD Classes— [Preschool Program for Children with Disabilities]**

This Special Education program is for students aged 3-5 years old that are mildly to severely developmentally delayed. This program is located only at elementary campuses.

#### **RESOURCE Classes**

This Special Education class is for students who are working on specific individualized educational goals and objectives developed by the admission, review, and dismissal (ARD) committee. They are taught the core subjects

they qualify for in Resource and are in a general education home room for all other subjects. Resource classes are at all campus levels. Resource classes allow students to progress through the curriculum at their own level and pace.

## **STANDARDS OF CONDUCT**

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify immediate supervisor in advance or as early as possible if an employee must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action including termination.
- Know and comply with District and campus or department procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.
- Refrain from any participation in an organized work stoppage against the District.

All employees are expected to perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident.

All employees, as public servants, must follow the Code of Ethics and Standard Practices for Texas Educators, which is reprinted below:

### **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. 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.

#### **Enforceable Standards**

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

**Standard 1.1** The educator shall not knowingly engage in deceptive practices regarding official policies of the school District or educational institution.

**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, 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 applicable 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.

## **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, sex, disability, or family status.

**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 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

**Standard 3.3** The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

**Standard 3.5** The educator shall not engage in physical mistreatment of a student.

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

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.