



**Substitute Handbook  
2024-2025**

# Welcome to Brownwood ISD

The purpose of this handbook is to provide you with information that will clarify policies and procedures while enabling you to be more comfortable and effective in the classroom. All substitutes are expected to read the BISD Substitute Handbook and the BISD Employee Handbook. The employee handbook can be found on the BISD website under Human Resources. If you have any questions regarding handbook content, please contact Adrienne Horton in Human Resources.

We believe you represent a dedicated core of substitute teachers/aides who desire to provide students with a quality educational experience. As a substitute teacher, you make an essential contribution to the education of our children. Please do not hesitate to contact either the building administration or Human Resources if you have any concerns regarding your role as a substitute in our district.

## DISCLAIMER STATEMENT

If any of the following policy statements summarized in this handbook should conflict with District policy, the official BISD policy manual, adopted by the Board of Trustees, remains the authoritative reference. Any policy change(s) adopted during the life of this handbook will take precedence over any conflicting statement(s) in this handbook.

## EQUAL EMPLOYMENT OPPORTUNITY

Brownwood ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Employment decisions will be made based on each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact the Superintendent or Adrienne Horton, the district's Title IX coordinator. Employees with questions or concerns about discrimination on the basis of disability should contact Adrienne Horton, Director of Human Resources, the District ADA/Section 504 Coordinator. Questions or concerns relating to discrimination based on any other reason, including race, color, religion, national origin, age, or military status, should be directed to the Superintendent.

Policy Reference: DAA, DIA

## CRIMINAL HISTORY BACKGROUND CHECKS

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on individual employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and State Board of Educator Certification (SBEC) with access to an employee's current national criminal history and updates to the employee's subsequent criminal history. The district does not release computerized criminal history records to applicants or employees. Policy Reference: DBAA

Michael Cloy, President  
Amary Doremus, Member  
Eric Evans, Member  
Diane Thompson, Secretary

Roderick Jones, Vice President  
Codie Smith, Member  
Justin Posey, Member

#### DISTRICT ADMINISTRATION

Dr. Joe Young  
Liesa Land  
Mitch Moore  
Rebecca Faulkner  
Heidi Gardner  
Jenny Swanzey  
Adrienne Horton  
Ginger Alford  
Sammy Burnett

Superintendent  
Deputy Superintendent  
Assistant Superintendent  
Director of Special Populations  
Director of Special Programs  
Director of Elementary Curriculum  
Director of Human Resources  
Director of Student Services/Safety Coordinator  
Director of Athletics/Head Football Coach

#### SCHOOL DIRECTORY

Brownwood High School  
2100 Slayden  
325-646-9549  
Principal- Lindsay Smith

Brownwood Middle School  
1600 Calvert Rd.  
325-646-3672  
Principal- Mykia Anderson

Coggin Elementary School  
800 Rogan St.  
325-646-0462 / 325-646-8919  
Principal- Kali McLaughlin  
6<sup>th</sup> Principal- Veronica Ballenger

Alternative/Accelerated High School  
2707 Southside Dr.  
325-643-3672  
Special Programs Coord.- Dr. Stacy Loftin

East Elementary  
2700 Vincent  
325-646-2937  
Principal- Christi Burks

Northwest Elementary  
311 Bluffview  
325-646-2937  
Principal- Amy Morris

Woodland Heights Elementary  
3900 4<sup>th</sup> St.  
325-646-8633  
Principal- Jeanette Lancaster

## GENERAL INFORMATION

### **SUBSTITUTE ORIENTATION**

All substitutes will be required to complete substitute training/orientation before they begin substituting. *Substitutes must attend a yearly orientation including safety and security protocols.*

### **QUALIFICATIONS**

The district prefers substitute teachers who hold Texas Teaching Certificates. Brownwood ISD is in compliance with the provisions of Title IX of Public Law 92-318, Education Amendments of 1972, and is an equal-opportunity employer.

Non-certified substitute teachers should have one of the following:

- High School Diploma.
- Thirty (30) college hours preferred.
- One year of successful substitute teaching experience in another district.
- Three years' successful experience as an instructional aide.

### **SUBSTITUTE LIST**

- Persons wishing to serve as substitute teachers in Brownwood ISD are required to apply online.
- Fingerprints through Senate Bill 9 are required by law before one can substitute.
- Substitutes must complete the paperwork required by the Texas Education Agency and Brownwood I. S. D.
- Substitutes must provide documentation showing minimum qualifications. This may include transcripts, teaching certificates, service records, or other appropriate documentation.
- Substitutes should notify Esperanza Flores or Michelle White if you wish to be removed from the Absence Management System either temporarily or permanently.
- Any change of address or telephone number should be reported to Esperanza Flores and Michelle White.

### **FULL AND HALF DAY ASSIGNMENTS**

- Assignment for ½ day afternoon (11:40 – 3:45), you are to eat lunch before arriving on campus. Please do not take any food to the campus. If a teacher conference period falls during those hours, you are still required to arrive on campus at that time (11:40).

### **EXPIRATION OF SUBSTITUTE EMPLOYMENT**

This offer of employment as a substitute shall expire unless the substitute signs and returns a Letter of Reasonable Assurance to Human Resources, each year, by the designated deadline. If the substitute fails to return the Letter of Reasonable Assurance by the designated deadline, the substitute shall be deemed to have resigned from their part-time, at-will employment with the district.

All substitutes should notify the Human Resource office of any change in name, address, or telephone number, obtaining teacher certification, obtaining a college degree (or additional hours), change in days available to work, or request for removal as a substitute (permanently or temporarily)

### **SAFETY AND SECURITY**

The safety and security of all employees and students is a significant concern in day-to-day school operations. The district has a comprehensive Emergency Operations Plan at each campus. The purpose of this multi-hazard emergency operations plan (EOP) is to educate and inform the district on what to do before, during, and after an incident by outlining the responsibilities and duties of administrators, faculty, staff, substitute teachers, students, response agencies, and the community. All district substitutes are expected to understand and enact appropriate responses to situations.

## STANDARD RESPONSE PROTOCOL

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained by the school and district administration and staff.

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers, and first responders.



## FIRE AND EMERGENCY DRILLS

The substitute teacher should be familiar with emergency drill procedures. Evacuation maps are posted in each room.

**SCHOOL HOURS** – The substitute must arrive on campus by the allotted time. Failure to do so may be cause for removal from the sub list.

SUBSTITUTE HOURS:	Arrive on Campus	School Hours
<b>High School</b>	<b>7:45 a.m.</b>	<b>8:05 a.m. - 3:35 p.m.</b>
<b>DAEP</b>	<b>7:30 a.m.</b>	<b>8:00 a.m. - 3:00 p.m.</b>
<b>Middle School</b>	<b>7:35 a.m.</b>	<b>7:55 a.m. - 3:30 p.m.</b>
<b>Elementary</b>	<b>7:15 a.m.</b>	<b>7:20 a.m. - 3:20 p.m.</b>

If a teacher has a first-period conference, you are still required to be on campus at the time noted above. If you are running late, please call the campus and ask for the secretary as soon as possible so they can arrange coverage until you can arrive on campus.

## SUBSTITUTE PAY (Classroom Teacher)

Daily Rate	\$100
Half-day (up to 4 hours)	\$50
Long-term (over 15 days for a teacher)	\$110
Certified Teacher (Texas Certification)	\$140
Retired Teacher (Texas Certification)	\$140
Extended term (over 50% of semester)	\$150

#### Long-term

A substitute teacher employed for over fifteen consecutive days in the same classroom assignment will be paid \$10 more per day. Pay is retroactive to the first day of the assignment. If a day is missed, the cycle reverts to regular pay until more than fifteen (15) consecutive days in the same assignment is reached. Substitutes in instructional aide or other paraprofessional positions are not eligible for long-term pay.

#### Extended term

Substitute teachers who begin or end a semester and work at least 50% of the semester days will receive \$150 per day. A salary notice will be given to the substitute with the Assistant Superintendent's signature before this goes into effect.

#### RELEASE FROM ASSIGNMENT

When a substitute is on duty, he/she should continue in the assignment until officially released by the principal or designated representative. Before leaving school, the substitute teacher should report to the principal's office for further instruction or see if he/she is needed the next day.

#### CHANGE OF ASSIGNMENT

Please be aware that the campus and district administration have the right to change your assignment from the one you selected or accepted.

#### EXTRA DUTIES

The substitute teacher may be expected to fulfill all extra duties assigned to the regular classroom teacher. These duties may include bus duty, lunch, and hall duty or other special duties assigned by the principal.

#### **EXERCISING PROFESSIONAL JUDGMENT**

The original substitute teaching assignment sometimes changes after the substitute teacher has arrived at the school. Field trips, student activities, and other unanticipated educational activities may also occur. Substitute teachers should carry tennis shoes, casual clothing, and clothing suitable for physical, educational activities in their cars in preparation for these unanticipated events.

If you cannot fulfill an assignment, you have already accepted, you must cancel the assignment as soon as possible. You are also responsible for the professional courtesy of contacting the campus by phone and by e-mail.

In every capacity, be punctual arriving for assignments, returning from lunch or conference period if applicable, checking attendance, etc. Substitutes should arrange their early morning schedules to leave home on short notice. A substitute may receive a phone call at any time during the day as the need occurs.

Confidentiality is of the utmost importance. DO NOT share information about any students, teachers, staff members, or other school issues with anyone outside of BISD.

The ability to work successfully with others is essential. Substitute teachers should treat students, parents, secretaries, classified staff, teachers, administrators, and all others with whom they come into contact, in a friendly, courteous, and respectful manner. Negativity, absence of a sense of humor, or an unwillingness to be flexible, cooperative, or helpful, may result in not being invited back as a substitute teacher.

Substitute teachers should avoid speaking negatively about students, other teachers, or about the class and school. Negativity is almost never appreciated. The result is often damaging and frequently results in the substitute teacher developing a negative reputation and not being invited back.

**Look and Act Like a Teacher.** Substitute teachers are expected to dress appropriately and to serve as role models. **Substitute dress and grooming shall be clean, neat, in a manner appropriate for the assignment.**

Assignment Preparation: In most instances, substitute teachers will find that the classroom teacher left detailed lesson plans. Substitute teachers should plan on arriving early and checking into the school office immediately upon arrival.

The office staff will provide access to the classroom, class schedules, lunch procedures, playgrounds, and school rules, etc. Substitute teachers should become familiar with this information as soon as possible.

\*\*Principals have the authority to block a substitute from subbing on their specific campus.

## **CLASSROOM MANAGEMENT**

### **REMEMBER:**

It is essential for substitute teachers to establish their classroom expectations and consequences at the beginning of the day. It is vital for substitute teachers to be perceived by students as confident, as being in charge, and as being fair. Substitute teachers should read and understand the district's "Student Code of Conduct," which is available on the BISD website.

**Respecting Students:** Remember that each student deserves to be treated with respect regardless of their intellectual abilities, primary language, social training, cultural background, or personal circumstance. *Students respect adults who respect them.*

**Staying in Control:** It is imperative for the teacher not to lose their temper or control of their emotions. Teachers should model appropriate behavior even in highly stressful situations. When teachers lose self-control, it becomes more difficult to make proper decisions and to retain the respect of students. When teachers lose self-control, their behavior often becomes the focus of attention rather than the students' behavior.

**Avoid Raising Your Voice:** Using different voice inflections in the classroom is appropriate only if it has a legitimate educational purpose, does not result in yelling (which is ineffective and abusive), and does not demean students.

**Establishing Standards of Conduct:** Letting the entire class know what your expectations are is key to having a successful educational day. "Establishing standards" should be done as early in the day as possible. Teachers need to be firm, fair, and consistent. Setting reasonable standards and consequences and consistent enforcement of these standards is essential in maintaining a safe and orderly learning environment.

**Logical Consequences for Student Behavior:** Students need to understand that if they chose not to follow or violate classroom expectations, a correlation exists between their choice and the consequence. Negative student consequences should be logical and in proportion to the seriousness of the violation.

**Praise and Correction Guides:** It is more powerful and appropriate to correct students one-on-one at every grade level. Students who are corrected in front of their peers often respond by acting out even more. Often, the publicly disciplined student will have their peer group rush to support at the teacher's expense.

- A general guideline at the elementary level is "*to correct privately and to praise publicly.*" At the elementary level, it is acceptable to praise a particular student in front of other students.
- At the middle school and high school levels, individual praise usually needs to be done privately, while group praise should be done publicly.
- Praise should always be genuine and never contrived. Normally, individual student praise should not be more than eight (8) to ten (10) words or last more than three (3) to five (5) seconds.

**Proximity and Classroom Management:** There is a direct correlation of distance of the teacher from the student and student behavior. The closer a teacher is to a student, usually, the better the student's behavior. Teachers who walk around the classroom and monitor student conduct regularly maintain much better classroom control.

**Off-Task Student Time:** Unoccupied and non-directed student time often results in classroom management difficulties. Teachers should provide learning activities for students to begin working on immediately upon entering the classroom and upon concluding their regular classroom assignments.

**Parent/Guardian Teacher Contact:** Substitute teachers **should not** contact the student's parents/guardians. If the substitute teacher needs to contact a parent/guardian, contact a school administrator, and ask them to contact the parent/guardian.

## **PROFESSIONAL ETHICS AND EXPECTATIONS**

Any substitute who cannot fulfill an accepted assignment must sign in to Absence Management and remove yourself immediately. If you need assistance, please call Esperanza Flores or Michelle White.

While supervised by school personnel, staff members serve in loco parents (in place of parents).

The substitute teacher has a professional obligation, even though he/she is not a regular classroom teacher. The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms of the various schools. Confidentiality regarding student records, behavior, etc. is required.

The substitute should dignify the profession by maintaining an attitude of cooperation with associates, respecting the authority of those in administrative positions, and by maintaining high standards of loyalty.

Complaints, comments, and/or questions should be directed to the campus principal.

Do not bring books or other items to pass the time away. Come prepared to teach and work with the students. Walk around and assist the students as much as possible.

Discriminations by gender, race or religion, sexual harassment, and mental, verbal, or physical abuse are not permitted. Violations in these areas will be reported to the proper school personnel, law enforcement authorities, and/or governmental agencies.

Be punctual in every capacity (arriving at and from lunch, conference periods, checking roll, etc.)

Report any unusual happenings to the principal immediately.

Accompany students to the cafeteria. Supervise students in the cafeteria (elementary) when required. Become familiar with the teacher's daily schedule, which includes the amount of time for each subject, time to arrive in the cafeteria, P. E. time, and dismissal time (elementary).

Lesson plans should be followed unless the principal or designee (assistant principal, department chairperson, and team leader) approves alternate plans. You are required to follow the teacher's lesson plans as written.

When individual students cause disruptive behavior problems that cannot be handled by the substitute, they should be sent to the office with a note explaining the circumstances. If necessary, the substitute should request that the principal come to the room. Do not leave the classroom unattended.

Under no circumstances should the substitute teacher administer corporal punishment to students.

If a child becomes ill while at school or has an accident, the child should be sent to the office. In a severe accident or injury, the school nurse or administrator should be summoned immediately.

Under no circumstances should a substitute teacher administer internal medicine to a student.

Attendance procedures will be communicated to you by the campus administration.

Upon arrival at school, report to the principal's office, sign in, receive the schedule for the day, and other special instructions.

Remain on duty until released by the principal and sign out in the office before leaving.



The classroom teacher should provide lesson plans, the daily schedule, and instructions on lunchroom procedures, clinic, and telephone policies.

### **EMPLOYEE HARASSMENT/PROHIBITED CONDUCT: Policy DIA (LOCAL)**

Employees shall not engage in conduct constituting sexual harassment or prohibited conduct. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment.

An employee who believes he or she has been or is being subjected to any form of sexual harassment, as defined above, shall bring the matter to the attention of the principal or immediate supervisor.

### **Technology Resources**

#### ***Policy CQ***

The district's technology resources, including its networks, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's computer or network resources.
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees must abide by the acceptable use agreement and administrative procedures. Failure to do so can result in the suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Jimmy Fisher at 325-643-5644 ext. 1110.

### **Personal Use of Electronic Media**

#### **Policy DH**

Electronic media includes all forms of social media, 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). Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications. As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

#### Use of Electronic Media with Students

##### ***Policy DH***

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, 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). *Electronic media* also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.
- *Communicate means to convey information and includes one-way communication and a dialogue between two or more people.* Public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.
- An employee who uses electronic media to communicate with students shall observe the following:
  - The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or another employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
  - The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to classwork, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
  - The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") to communicate with students. The employee must enable the administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy regarding communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act -(FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

For Specific Questions, Please Contact:

Esperanza Flores

[esperanza.flores@brownwoodisd.org](mailto:esperanza.flores@brownwoodisd.org)

325-643-5644 ext 1111

Or

Adrienne Horton

[Adrienne.horton@brownwoodisd.org](mailto:Adrienne.horton@brownwoodisd.org)

325-643-5644 ext 1106