

**TERRELL COUNTY INDEPENDENT SCHOOL DISTRICT**

**2024-2025**

# **Substitute Handbook**



**Interim Superintendent / Principal: Tanna Lowrance**

**Chief Financial Officer: Blain Chriesman**

**Campus Behavior Coordinator: Jerry Garza**

**Counselor: Virginia Garza**

**Athletic Director: Justin Hilliard**

Adopted by the TCISD Board of Trustees 8-8-24

**Welcome to Terrell County Independent School District**

**Eagle Pride**

# TERRELL COUNTY INDEPENDENT SCHOOL DISTRICT

The purpose of this handbook is to help substitutes and TCISD establish mutual understanding or requirements, policies, and procedures.

It is important that you read this entire handbook before accepting your first assignment. If you are a returning substitute, please read this entire handbook as this process and information may be new to you. You are responsible for the material found within the handbook.

Terrell County ISD, the Terrell County Board of Trustees and professional staff believe substitutes serve an important role in our total school program. Substitute teachers play a very important role in upholding the high standard of education in our school system. The presence of the substitute teacher must ensure a continuous program of quality instruction for all children. The substitute experience involves new and different situations several times a day, and the work is never easy. Substitute teachers are expected to meet this challenge with personal dedication and in a sincere, conscientious effort.

Sincerely,

Tanna Lowrance  
Superintendent / Principal  
Terrell County Independent School District

**GENERAL EMPLOYMENT**

Eagle Pride

# **TERRELL COUNTY INDEPENDENT SCHOOL DISTRICT**

Terrell County ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law.

## **CONDITIONS OF EMPLOYMENT**

All substitutes are employed on an at-will basis and are not considered contractual employees. They are not employed for any specified length of time and have no property rights in the employment. Substitutes are also not guaranteed work at any specific campus, grade level, or other location. Employment hours and assignments may be altered at the discretion of campus administration at any time. The district reserves the right to deny access to specific grade levels and teachers.

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# TERRELL COUNTY INDEPENDENT SCHOOL DISTRICT

## Hiring Process

- Pick-up substitute application at the school office
- Complete all the required forms
- Following the background check, you will be asked to complete the fingerprinting process
- After all forms have been submitted and the background/fingerprinting returns cleared, the school office will notify you that you are a TCISD substitute.

## Hours of Employment

<b>DAYS</b>	<b>MORNING SESSION</b>	<b>AFTERNOON SESSION</b>
Monday - Friday	7:40 - 12:15	1:00 - 3:40

Times are subject to change due to position that you are substituting in.

## Substitute Pay

<b>CLASSROOM TEACHER</b>	<b>PAY</b>
Non-certified Substitute Full Day	\$75.00
Non-certified Substitute Half Day	\$37.50
Certified Substitute Full Day	\$100.00
Certified Substitute Half Day	\$50.00
Long-Term, 10 or more consecutive days in the same position	\$125.00
Long-Term, Certified Teacher, 10 or more consecutive days in the same position	Daily rate of a teacher at a step 0 salary
Teacher Assistant Substitute	\$60.00

(Board approved 7.19.23)

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## Conference Periods

There is no expectation for a conference period. This time is set aside for teachers to create lesson plans, return parent phone calls or complete other activities related to their professional duties. On a day to day basis a substitute would not be doing these things. You may be asked to substitute in other classrooms during that time if there is a shortage of substitutes for that day.

## Fingerprinting

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment.

### **Obligation to Report:**

All substitutes of the District have an ongoing duty to report to the Superintendent when, and if, the substitute is convicted of any crime other than a minor traffic offense.

### **Consequence of Failure to Report:**

Any substitute, who fails to report the conviction of a crime, as required, will be subject to disciplinary action up to and including termination.

### **Consideration by District:**

Conviction of a crime is not an automatic basis for termination. The District will consider the following factors in determining what action, if any should be taken against the substitute who is convicted of a crime during employment with the District: (1) the nature of the offense, (2) the date of the offense, (3) the relationship between the offense and the position to which the substitute is assigned.

# TERRELL COUNTY INDEPENDENT SCHOOL DISTRICT

## Dress Code

- The dress and grooming of District Employees shall be clean, neat, in a manner appropriate for the assignment, and in accordance with any additional standard required by the superintendent. All faculty and staff shall maintain a neat and professional appearance.
- No shorts, walking shorts, or skorts (skort is defined as shorts in the back and skirt in the front). Pants are considered below the knee.
- No jeans (except on designated days) or coveralls are to be worn.
- Skirt length for women shall be no shorter than five inches above the knee.
- Halter tops, sleeveless tops with large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted.
- No leggings without a top/dress that meets the 5 inch rule for skirts.
- No sweats or wind suits.
- Men shall wear collared or banded shirts.
- The administration has the authority to determine any inappropriate dress of faculty and staff.
- Shoes must be worn at all times. No house shoes.
- Hair color must be of regular hues and tones and should not create a distraction.
- Clothing and accessories should be of a professional nature so as not to create a distraction.

# TERRELL COUNTY INDEPENDENT SCHOOL DISTRICT

## Professional Ethics

### Work Hours:

- Substitutes are responsible for checking the start and end times with the school. Be aware that half-day session times vary as well.
- The substitute must report to the school office to sign in at least 20 minutes prior to the start of class. The substitute will receive instructions and assignments for the day.
- The substitute may sign out NO earlier than 15 minutes after the school's end time. If the substitute is working with elementary students, they must perform carpool duty prior to signing out. Failure to sign out appropriately may result in loss of pay.
- If a substitute becomes ill and needs to leave an assignment, they must inform the school office immediately so that another teacher may be assigned to cover the class.
- Substitute positions requiring more than four (4) hours of duty will be compensated for a full day. Any position requiring four (4) hours or less will be compensated at the half-day rate. The campus reserves the right to alter the current assignment or schedule at the discretion of the superintendent or superintendent's designee.
- Substitutes are guaranteed a 30 minute duty free lunch. This lunch period is assigned by the campus.
- If you have a health condition that requires food/drink at certain times, please inform the campus nurse and the school office to make arrangements for you.
- The absent teacher's planning/conference period may or may not be available to the substitute teacher because campus administration/designees may need assistance with teacher-related duties such as covering another teacher's class.
- Substitutes are not guaranteed a conference period unless serving in a long-term position. Long-term substitutes do receive a conference period; however, the campus administration/designee may request that they cover other classes during this time. Refusal to cover classes as requested will result in termination.

### Substitute Arrives/Is Late:

- If you are running late, make every effort to call the school office to inform.
- Should a substitute run late, but still be able to arrive prior to the school's start time, the school office may elect to allow the substitute to take the job if the substitute has called to alert the campus at least 20 minutes prior to the school's start time.
- Should a substitute be unable to arrive by the school's start time, the school office may elect to cancel or reassign the job.



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## **Canceling Job Assignments:**

- If you must cancel an assignment on the day of the assignment, please cancel the job at least 1 ½ hours prior to your scheduled arrival. When canceling an assignment, you must contact the Superintendent via text, email or phone call. You must also notify the school secretary.

## **Videotapes, Camera, Recordings, Cell Phones:**

- Substitutes may NOT use cell phones to text or call in the presence of students.
- Substitutes may NOT videotape, record, or take photos using a camera or cell phone, of any student at any time.
- Substitutes may NOT show personal videotapes or photos, or play personal recordings at any time.
- Substitutes may NOT show Internet videos/recordings without explicit instructions from the teacher or administration.
- ALL VIDEOS AND RECORDED MATERIALS SHOWN IN CLASSROOMS MUST RECEIVE PRIOR APPROVAL FROM THE ADMINISTRATION.

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## Classroom Instruction

### Lesson Plans:

- The substitute should endeavor to preserve the regular routine of the classroom. Lesson plans are meant to provide an organized system to be used by the teacher as well as by the school administration, substitute or monitoring team, indicating how teaching and learning will occur. The plans demonstrate that the instructional strategies needed to deliver curriculum effectively and ensure student achievement have been prepared and documented. Always follow the lesson plans provided by the teacher. Seek help if more activities are needed. Do not bring any materials into the classrooms that have not been authorized by the teacher or administration. Lesson plans should address five basic areas:
  1. What is to be taught?  
Brief description of the objectives/skills/concepts and TEKS
  2. How is the lesson to be taught?  
Description of the teaching and learning activities
  3. What variety of materials and resources are used?  
List of textbooks, kits, visual aids, technology, and other instructional materials to be used
  4. What are the allocated times?  
Estimates of time allocated to various components of the lesson
  5. What informal or formal assessments are to be used?  
Tests, assignments, projects, competitions, portfolio projects, games, skits, etc.

Should you not have lesson plans in your substitute folder, please contact the school office and administration.

Leave professional, detailed notes for the returning teacher. Avoid criticizing the nature of the lesson plans, drawing conclusions about the actions or activities of the students, or any other comments that may be perceived as judgmental.

### Other Expectations:

- When recording grades, use a temporary roll sheet
- When reporting absences, use PEN not pencil
- Under no circumstances should students be allowed to leave the classroom without permission from the office (this includes leaving with a parent or guardian), or without a pass (restroom, library, nurse, office).
- The substitute teacher is to be an active part of the classroom instruction; reading personal materials, sleeping, working on personal work, playing on cell phones, etc. is unacceptable and cause for loss of future substitute jobs and/or possible termination.
- NEVER leave the class/classroom unattended
- The substitute teacher has the same responsibility as the regular teacher for the students, equipment, and materials assigned to his/her care. All materials should be

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returned to their proper place and the classroom left neat and clean before the substitute leaves for the day.

- When a student becomes a disruption to the learning environment, the student should be sent to the office with a discipline referral or note stating the nature of the visit. NEVER administer corporal punishment or physical contact of ANY kind.
- All cases of accidents or illness must be reported to the school office immediately.
- Because of safety precautions, students are not to be kept after school.
- The substitute should leave the regular teacher with the summary of the day to include lessons that were completed (or not), discipline problems, etc.
- For long term assignments, the campus administrator should be able to put a substitute teacher in contact with the regular classroom teacher or a point of contact on the campus for any concerns regarding the assignment.
- Caution should be used in expressing personal opinions about what is seen or heard in the classroom or on the campus.
- Under no circumstances should a substitute criticize the curriculum, classroom procedures, campus teachers or administration in front of the students.
- A substitute's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- The substitute teacher is expected to perform all of the duties of the regular teacher unless the administration releases the substitute from a particular duty.
- The substitute is not expected to perform the extra-curricular or co-curricular duties of the regular teacher (football practice, band practice, after school club meeting, etc.)
- The substitute should NEVER leave a class/classroom unattended or leave the campus during regular school hours without checking out with the office.

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## Confidentiality

When working with a student under your care it is imperative that you, as a substitute, stay mindful of the role of confidentiality in your job. All students deserve and are guaranteed that their academic, physical, and mental attributes remain absolutely confidential. As a substitute, you will be privy to information as you work with different groups of students in and different areas of substituting. Failure to maintain confidentiality about ALL aspects of a student's performance will result in your removal from the campus and could result in your permanent removal as a substitute from Terrell County Independent School District.

- Share information only to one who has the authorization to hear it.
- Share NO INFORMATION about students at any social gathering.
- Do not ask questions about a student's physical condition. You will be told what you need to know.
- If asked about student's personal information, simply reply, "I'm sorry. I do not have that information."
- Direct any questions about a student to the regular classroom teacher or the special services teacher who works with the student.
- Never joke about a student's condition.

### **Tips to Keep Confidentiality from Becoming a Problem**

- Be careful with whom you share information. Is that person directly involved with the student's education?
- Avoid using names if you are asked about your job.
- Suggest that questions about a student are best directed to the regular classroom teacher or special services teacher.
- Be careful not to distort, exaggerate, or confuse information.
- Never use information about a student as gossip or as a joke.
- Focus comments on student strengths and be positive.
- No matter who asks you a question about a student, if you don't want to answer nor are unsure whether you should answer, don't. You can do this gently and politely. Be direct and honest: "I'm sorry - I can't say."
- Develop a workable response to questions about student information. Write it down, practice it and use it.

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## **Classroom Management**

- Learn the names of the students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Start the day promptly, firmly and concisely.
- Be fair, friendly, and consistent.
- Be sure students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful and so do you.
- Reprimand in private.
- Use praise generously and respect students.
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reason for dismissal.
- Refrain from using profanity in students' presence.
- Do not shout above the noise. Pause and wait for students' attention.
- Remain calm, cool and collected.
- Listen to students.

## **Substitute Teachers and Physical Contact**

- Maintain a professional distance when assisting students. It is not appropriate to assume that a touch, a pat, a hand on a student's shoulder is acceptable for a substitute. Additionally, pushing, shoving or physically moving a student from one location to another is unacceptable.
- Inappropriate or overly aggressive physical contact is grounds for immediate dismissal. Understand that special needs students and very young students will initiate a hug. Thank the student, quickly disengage the physical contact, and redirect their behavior. All other forms of physical contact may be grounds for termination. Corporal punishment is prohibited. Students shall not be spanked, paddled, or otherwise physically disciplined for violations in the Code of Student Conduct.
- Avoid being in a room alone with a student. Keep doors open and be visible at all times if working in an area alone with a student.
- Please do not attempt to break up a fight between students. Immediately seek assistance from campus staff.

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## Writing Discipline Reports:

- Ask about discipline procedures (in case of emergencies).
- All classrooms have phones for emergencies.
- Should it become necessary to involve an administrator, be prepared to provide details regarding your attempt to handle the situation.
- Be specific when writing discipline reports. Do not use vague or general language.
- If you send a student to an administrator, follow up with that administrator.
- Students may be sent back to class for certain infractions. If this happens, please do not assume you are not being supported. Serious infractions will be handled by the administration in an appropriate manner and you may not be directly involved in the end results.

## Substitute Discipline Management Plan and Evaluation of Performance

The district administration works collaboratively to resolve concerns regarding substitute performance. Consequences resulting from subsequent actions will be administered by the Superintendent as follows:

- Substitutes and teachers may leave feedback with the Superintendent. This should be provided in writing.
- Based on the feedback given by teachers, the administrators may meet with the substitute to discuss the conduct in question.

## Why the Superintendent or Director of School Operations may want to meet with you:

- Not following the teachers' lesson plans/instructions
- Inappropriate use of technology
- Poor classroom management skills
- Frequently canceling or being late to assignments
- Making inappropriate verbal comments (to students and staff)
- Embarrassing students
- Intimidating students
- Yelling or screaming
- Making comments of personal nature regarding sensitive subject matters (ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values)
- Inappropriate physical contact such as horseplay, disciplinary measures, or sexual contact
- Sporadic work history
- Inappropriate dress
- Falsification of information on documents used for consideration of employment

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- Failure to comply with board policy, campus policy or administrative directives
- Committing acts which constitute lewdness, indecency or pornography
- Committing acts which constitute a felony or misdemeanor involving moral turpitude
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misappropriation of funds, fraud, or organized crime
- Continued campus concerns and request for blocks

**After meeting with the Superintendent or Director of School Operations the following courses of action will take place:**

- The concern can simply be noted in the substitute file
- The substitute will be given a warning
- The substitute will be blocked from the classroom/grade level
- The substitute will be inactivated from substituting and resigned from Terrell County ISD

## **BEST INTEREST LETTER**

- Substitutes that are permanently deactivated from inappropriate behavior will receive a “Best Interest” Letter in the mail. This letter contains the following non-negotiable statement: “After review, it has been determined, in the best interest of the district, that your name be removed from the substitute list and you not continue to substitute for the Terrell County Independent School District.” This letter will be sent if, after meeting with the Superintendent and/or Director of School Operations, conditions of continued employment are not met.

## **Unavailability and Resignation**

### **UNAVAILABILITY:**

It is required that the school office be notified if a substitute makes themselves unavailable for a period of time that lasts longer than a month. This can be done via e-mail or by calling the school office.

### **RESIGNATIONS:**

Please SUBMIT IN WRITING YOUR LETTER OF RESIGNATION to the Superintendent via email or U.S. mail, or fax, if you wish to resign from the substitute list. Your name will be removed from the list and you will not be contacted for any substitute position.

## **Sexual Harassment**

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Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of a substitute or group of substitutes that would not occur but for the sex of the substitute or substitutes, when:

- the advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
- submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
- submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions.

Substitutes shall not engage in conduct constituting sexual harassment. Sexual harassment is against district policy and is a violation of law. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against substitutes found to engage in such harassment, up to and including termination.

The district forbids retaliation against complainants and will take disciplinary action against anyone who retaliates against complaints, up to and including termination.

A substitute 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 Superintendent or Director of School Operations, in accordance with the district's sexual harassment complaint procedure. However, no procedure or step in that policy shall have the effect of requiring the substitute alleging such harassment to present the matter to a person who is the subject of the complaint.

## REPORTING CASES OF CHILD ABUSE/NEGLECT

- All substitutes are reminded that under the Texas Family Code 261.101, a certified substitute, including a teacher, counselor, nurse or administrator, is required to report suspected child abuse or neglect to Child Protective Service. If, during the course of your substituting, you identify any student that you suspect has been abused or neglected, you should immediately notify the Superintendent's office. Do not confront the student. This is the law of the State of Texas.

## Technology Resources



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## *Policy CQ*

Access to the District's technology resources, including its network access to the Internet, 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 technology resources
- Has no adverse effect on job performance or on a student's academic performance

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

### **NETWORK ACCEPTABLE USE POLICY:**

Terrell County ISD is providing students, staff, volunteers, and board members access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. E-mail service is currently provided to TCISD staff. Below are the rules and procedures for acceptable use of the TCISD electronic network.

- The TCISD electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The TCISD electronic network has not been established as a public access service or a public forum. TCISD has the right to place reasonable restrictions on material that is accessed or posted throughout the network. Parent/guardian permission is required for all students under the age of 18.
- Access is a privilege – not a right. Students, parents, and teachers sign a form every school year (part of the registration packet) indicating familiarity with the acceptable use policy.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the TCISD electronic network.

### **GENERAL UNACCEPTABLE BEHAVIOR:**

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While utilizing any portion of the TCISD electronic network, unacceptable behaviors include, but are not limited to the following:

Network users will not post information that causes damage or danger of disruption.

- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Harassing another person. Harassment is persistently acting in a manner that distresses, or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Knowing or recklessly posting false or defamatory information about a person or organization.
- Unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Using criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Using speech that is inappropriate in an educational setting or violates district rules.
- Abusing network resources such as sending chain letters or "spamming."
- Displaying, accessing or sending offensive messages or pictures.
- Using the TCISD electronic network for commercial purposes, or offering, providing, or purchasing products or services through the network.
- The TCISD electronic network will not be used for political lobbying.
- Network Users will not attempt to access non-instructional district systems, such as student information systems or business systems, without authorization.
- Students and staff will not connect any networkable devices (either wired or wireless) to the TCISD network without authorization. Example: The use of a computer brought from home on the network or accessing the internet from any device not owned by the district.
- Students and staff will not attempt to circumvent web filtering through proxies or other means.
- Students and staff will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students and staff will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

## **E-MAIL AND ELECTRONIC POSTING:**

- Web-based e-mail accounts may be restricted or blocked at the discretion of the network administrator, to protect the network from viruses, spam or bandwidth abuse.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

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## PERSONAL SAFETY:

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address or work address.
- Elementary and middle school students will not disclose their full name or other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Student will not agree to meet with someone they have met online
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.
- Students will be provided access to information, through their instructors, regarding appropriate safety guidelines for online behavior, pertaining to social networking sites, chat rooms, and “cyber bullying.”

## SYSTEM SECURITY:

- Computer users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Computer users should not provide their password to another person.
- Students and staff must immediately notify a teacher or the system administrator if they have identified a possible security problem. Computer users should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students and staff will not attempt to gain unauthorized access to any portion of the TCISD electronic network. This includes attempting to log in through another person’s account or access another person’s folders, work, or files. These actions are illegal, even if only for the purposes of “browsing.”
- Students and staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Computer users will not attempt to access Websites blocked by district policy, including the use of proxy services, software, or Web sites.
- Computer users will not use sniffing or remote access technology to monitor the network or other user’s activity.

## Personal Use Of Electronic Media

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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 websites, editorial comments posted on the Internet, and social network sites. 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 social network sites 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 pages(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 information, including photos. [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]
  - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA and CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH]

## **Use Of Electronic Media With Students**

Policy DH

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In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail, Web logs, electronic forums, video-sharing Websites (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 a one-way communication as well as a dialogue between two or more people. A 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 a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use 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 administrators.
- 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 other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over

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which the employee has responsibility. Such communications must be limited to necessary information concerning the extracurricular activity.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with 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") for the purpose of communicating with students and must have written permission from the administration. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m., except when necessary to notify students about urgent scheduling or transportation issues. 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 with respect to 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.
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- 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.
- An employee may request an exception from one or more of the limitations above by submitting a written request to the Superintendent.

## **Emergency Operations for Substitutes**

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## THINGS TO DO: BEFORE AN EMERGENCY

- Introduce yourself to the nearby staff
- Familiarize yourself with campus and the classroom
- Determine whether you will be able to lock the classroom door
- Review the evacuation map posted in the classroom
- Review the Crisis Procedures and emergency information contained in sub folder
- Seek any needed clarification from regular staff or office staff

## THINGS TO DO: DURING EMERGENCY

- Stay calm
- Keep students calm and quiet
- Supervise students at all times
- Follow the SRP that is in every room.
- Refer all questions to campus administration

## PLEASE DO NOT:

- Use a cell phone, unless specifically instructed that it is permissible
- Use a regular phone, unless specifically instructed that it is permissible
- Use the email system, unless specifically instructed to do so
- Release a student to anyone. Student release procedures will be coordinated by the administration

## GENERAL DEFINITIONS/INFORMATION

- Building Evacuation: The rapid exiting of the building upon hearing the fire alarm or receiving the evacuation command.
- Site Evacuation: The rapid exiting of the SITE upon hearing instruction to do so.
- Lockdown: The immediate locking of doors. Students are in classrooms only. Instruction continues.
- Shelter-in-Place: The students and staff members “shelter-in-place” within the classroom. Lights are turned off and shades are drawn in the classroom. Students and staff remain quiet and still until told to do otherwise. The staff member should place the red or green card under the door to notify the authorities of any problems within the room.

Below you will find the Student Response Protocol (SRP). Please be aware that instructions may be modified based on the needs of the campus. Please be sure that you are familiar with the SRP.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## Guidelines for NurseVisits

### WHEN SENDING A STUDENT TO THE CLINIC:



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Teachers need to send each student with a Nurse Referral Slip, indicating the **primary complaint** and the **time** the student left the classroom to go to the clinic. In emergencies, in which case, the nurse may be requested to the site and make an assessment.

## VALID REASONS FOR SENDING A STUDENT TO THE CLINIC:

- Vomiting (not just spitting up phlegm)
- Bleeding
- Animal bite
- “Not feeling well” persists beyond 45-60 minutes or is extremely sudden and severe
- Obviously ill in an appearance or behavior; compare to other days
- Symptoms of infection in any area: redness, heat, pain, swelling, pus
- Earache (never put cotton, tissue or anything in the ear)
- Undiagnosed rash
- Exhibits problems related to chronic illness (asthma, diabetes, migraines, allergic reactions)
- Sore throat
- Injury to head, eyes, faces, ears
- Bone/joint; student should not bear weight, bend or move extremity until assessed
- Signs of allergic reaction: hives itching, swelling of mouth/lips hoarseness, abdominal pain nausea, vomiting, dizziness or wheezing
- Nosebleed: student should pinch own nose closed, breath through mouth, be accompanied to Nurse

## REASON TO CALL NURSE TO SITE:

- Loss of consciousness
- Seizure
- Serious falls or accidents that involve head

Bloodborne Pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people.

## BLOODBORNE PATHOGENS MAY INCLUDE:

- Hepatitis C
- Hepatitis B
- Human Immunodeficiency Virus

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Bloodborne Pathogens can be transmitted through contact with infected human blood and other potentially infectious body fluids.

Infected body fluids can be transmitting the pathogen(s) through:

- Broken or damaged skin (open sores, cuts, abrasions, acne blisters)
- Mucous membranes of the mouth, eyes and nose

**ALWAYS WEAR GLOVES IN ALL EMERGENCY SITUATIONS INVOLVING BLOOD OR POTENTIALLY INFECTIOUS MATERIALS TO TRY AND MINIMIZE YOUR EXPOSURE, REMOVE GLOVES INSIDE OUT AND DISPOSE OF THEM. WASH HANDS THOROUGHLY WITH SOAP AND RUNNING WATER FOR AT LEAST 15 SECONDS.**

If exposed:

- Was the exposed area thoroughly washed with non-abrasive, antibacterial soap and running water
- If blood has splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes
- Report the exposure to the school nurse and Director of School Operations as soon as possible. Fill out the exposure report form.

**If you are latex sensitive or have a student with latex allergy, please notify the school nurse. Vinyl gloves are available.**

## **Special Programs**

Substitutes are encouraged to accept assignments for both General and Special Education. We ask, however, that you review the list of Special Education Acronyms and course

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description for the related class before accepting the SPED assignments, so that you are familiar with and aware of the expectations for the class.

## AP

Adaptive PE – A diversified program of developmental activities, games, sports, and rhythmical movements suited to the interests, capabilities, and limitations of students with general disabilities.

## CM/RESOURCE

Content Mastery – An instructional support service for identified special education students who receive their primary instruction in the general education setting.

Resources Classes – For students who need more intensive, individualized instruction, resource services are available. The emphasis is on core academic areas with the focus directed toward skill acquisition, acceleration, and or remediation.

## PPCD

Preschool Programs for Children with Disabilities – A school-based early intervention service for children age three through five.

## Employment After Retirement

A **SUBSTITUTE for TRS** purposes is a person who serves on a temporary basis in the place of a current employee. The position filled by the retiree cannot be vacant and be considered a substitute position. The reason the position is vacant or the length of time the position is expected to be vacant does not change the outcome: **a retiree cannot be considered as a substitute when serving in a vacant position.** As a retiree, you may serve in a vacant position, but you will be considered by TRS under another employment type such as a full time or half time rather than as a substitute. Also, working any part of a day as a substitute counts as working a full day. If you combine substitute work and one-half time work in the same calendar month, you cannot substitute an unlimited number of days in that month. This is important to know if you combine substitute work with one-half time employment as described.

Below is the website for Employment After Retirement Handbook:

[http://www.trs.state.tx.us/benefits/documents/employment\\_after\\_retirement.pdf](http://www.trs.state.tx.us/benefits/documents/employment_after_retirement.pdf)

## Tips For A Successful Day

AT HOME

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- Leave early enough to arrive at school at least 20 minutes prior to the beginning of school

## **PRIOR TO ENTERING THE CLASSROOM**

- Report to the office
- Ask if there will be any extra duties associated with the regular teacher's assignment (including where to report during teacher conference time)
- Find out what the lunch procedure is
- Find out how to take attendance
- Obtain keys, lesson plans, etc.

## **UPON ENTERING THE CLASSROOM**

- Write your name on the board
- Locate the sub folder
- Review the expectations
- Locate the school evacuation map and procedures
- Read through lesson plans
- Locate books, papers, and materials that will be needed throughout the day
- Study seating chart
- When the bell rings, stand at the door & greet students as they enter the classroom

## **THROUGHOUT THE DAY**

- Supervision of students is the primary responsibility
- Engage students in an activity immediately
- Carry out the lesson plan to the best of your ability
- Be prepared to fill extra time with learning activities
- Do NOT provide students with food, drinks, cough drops, etc.

## **AT THE END OF EACH CLASS PERIOD/DAY**

- Challenge students to recall projects and topics they have studied that day
- Remind students of homework
- Have students straighten and clean the area around their desk
- Take time to write the teacher a brief summary of the day
- Neatly organize papers turned in by the student
- Be sure to turn off lights and equipment before you lock the door
- Return keys to office
- Note to yourself how your day went, what you can improve upon
- PAT YOURSELF ON THE BACK FOR A JOB WELL DONE!