



Ganado ISD

Every Student Counts... Every Moment Matters

Substitute Teacher Handbook

2024-2025

Ganado Independent School District
PO Box 1200
210 S. 6th Street
Ganado, TX 77962

GANADO INDEPENDENT SCHOOL DISTRICT

ABOUT US:

Our students:

- Demonstrate integrity in citizenship by having high moral standards and being responsible , productive members of society.
- Demonstrate a life-long commitment to excellence in learning.
- Are self-motivated to achieve their highest individual potential.
- Demonstrate pride in self, school, community and nation... and become committed servant leaders.

Our district and community:

- Work as a team to instill passion, pride, and purpose in our students.
- Share an active commitment for excellence in learning .

Our campuses, classrooms, and homes:

- Achieve continuous parent involvement through communication with all families and staff.
- Provide the best possible care and security for all students, staff, and parents.
- Maintain and support a positive learning environment with highly qualified staff members.
- Provide for excellence in learning by utilizing high quality educational facilities and technology.

MISSION STATEMENT:

We will successfully maximize every learning opportunity, in an engaging and equitable learning environment, by following planned protocols and procedures while creating a positive, supportive, and accountable atmosphere.

WELCOME

It gives me a great deal of pleasure to welcome you as a substitute teacher in the Ganado Independent School District. Your services will be needed when a member of the regular teaching staff or paraprofessional staff is absent.

As a substitute teacher or aide, you will be expected to provide for the safety and well-being of the students in your charge, to maintain the continuity of the instructional program, and to contribute to the various schools to which you may be assigned.

This handbook has been prepared to assist you. Information is provided about district policies and procedures, our school organization, and your responsibilities as a guest teacher.

Principals or their designees will assist you when you report to the individual schools. Specific information pertinent to the operation of each school will be provided. The assistance from principals and the information in this handbook should help you render optimum educational benefits to our students.

It is a pleasure to have you serve our students as a Ganado ISD substitute teacher.

Sabrina Taylor

Director of Federal Programs

Table of Contents

I.	APPLICATION	4
II.	SALARIES	4
III.	DISTRICT POLICIES	5
IV.	REPORTING TO YOUR ASSIGNMENT/ CLOCKING IN/OUT	5
V.	DRESS AND GROOMING	6
VI.	STARTING THE SCHOOL DAY	6
VII.	CONFIDENTIALITY	6
VIII.	CODE OF ETHICS	7
IX.	REPORTING CHILD ABUSE	7
X.	TOBACCO and DRUG USE	8
XI.	INTERNET and SOCIAL MEDIA	8
XII.	INSTRUCTIONAL PLANS	8
XI II.	STAFF ASSISTANCE	9
XIV.	MEDICAL PROCEDURES	9
XV.	EMERGENCY SCHOOL CLOSING	9
XVI.	GUIDELINES FOR GOOD DISCIPLINE	9
XVII.	EMERGENCY AND FIRE DRILL PROCEDURE	10
XVIII.	KEYS	10
XIX.	CARE OF MATERIALS	11
XX.	LEAVING THE BUILDING	11
XXI.	END OF SCHOOL DAY PROCEDURES	11
XXII.	SCHOOL DUTY START/END TIME	11
XXIII.	SCHOOL DIRECTORY	12
XXIV.	SUBSTITUTE TEACHER WORK RECORD	13
XXV.	SBEC TEXAS EDUCATORS' CODE OF ETHICS	15-21

Application and Continued Service

Individuals interested in serving as a substitute teacher or paraprofessional in the Ganado Independent School District should contact the Administration office. Please note any working preferences on your application. For example, if you only wish to work on a particular campus or classroom setting, note that on the application. A criminal history check is done on everyone that works for the school district, including guest teachers. Normally the criminal history checks are completed within 1-2 working days.

Circumstances may change and you may find that you are no longer available to work on a daily basis. Please indicate any changes in your availability to the Administration office at the contact listed below.

CONTACT PERSONS: Kimberly Girndt or Belinda Diaz (361-771-4200)

Salaries

Day-to-day guest teachers receive \$80 per day for non-degreed teachers. Degreed teachers receive \$85 per day, and certified substitutes receive \$95 per day. For long-term assignments, the following pay scale goes into effect on the 6th day, after 5 consecutive days for the same teacher: Non-degreed receive \$85 daily; Degreed receive \$90 daily; and certified receive \$100 daily.

Checks are direct deposited on the 15th of the month. Please be sure to complete the direct deposit form with your application. We pay a month behind on all subs. Example: If you substitute in August, you will be paid in September.

In order to be paid correctly, the guest teacher must clock in and out on the campus system. They must designate for which teacher they are teaching on that day. Failure to properly designate the teacher for whom they are subbing and/or failure to check in and out appropriately may result in a disruption of their payment. The principal will ensure that correct payroll records will be turned in to the business office.

Guest teachers should remain on campus during the time they are working--even during conference periods or "off" periods where they do not have a class. If an emergency arises where the guest teacher needs to leave for a brief few moments during the conference period or "off" period, they should clear it with the principal for that

particular emergency and should clock out and back in as well. Guest teachers may leave during their designated lunch break after clocking out and back in, as long as they return in time to retrieve or greet students at the end of their lunch period.

District Policies

It is advisable to read through the Parent/Student handbooks for the campus on which you'll be working and familiarize yourself with campus/district policies and procedures. Follow the stated policies and procedures as printed. If a specific question arises, contact the campus principal for guidance. In regards to COVID-19, you are also required to follow the guidelines listed and explained in the Ganado ISD Return to School Guide. This guide is posted on the district website and may be updated throughout the year as the COVID-19 situation evolves. Please check the district handbooks and guides regularly for updates.

ALWAYS SUPPORT ADMINISTRATORS AND TEACHERS IN YOUR ACTIONS AND CONVERSATIONS. Help the teachers, administrators and staff members maintain a positive working environment and team-minded culture.

Reporting to Your Assignment/Clocking in and Out

When your services are needed, you will receive a telephone call from either a member of the school staff or from the Frontline/Aesop Management System. You will be informed about the assignment and which campus to report to. You should report to the school office for your teaching assignment 30 minutes prior to the opening of school for students. Every effort is made to give you ample time to report as required. In the event you are notified at a time later than normal, you are expected to report as soon after receiving the call as possible.

When you arrive at the campus office, check in with the secretary to receive your assignment details, keys, and to clock in for the day. At the elementary campus, the room may already be open for you. If you must leave the campus for any reason during the day, even during the conference period, lunch, or a "free" period, you must clock out and back in. Furthermore, administrative permission must be obtained prior to leaving at any time other than during your designated lunch period. At the end of the school day, please report back to the principal/secretary's office to clock out for the day, return any keys, and to determine if there is a further need for your services.

Dress and Grooming

The dress and grooming of substitutes should be clean, neat, in a manner appropriate for the assignment, and in accordance with any additional standards established by the campus principal. Substitutes should not wear rubber thong footwear, yoga pants, or tight-fitting/revealing clothing. Shorts, blue jeans, and wind suits should not be worn except on principal approved designated occasions. Tattoos should be covered during the school day. Please refer to the employee handbook for specific guidelines on employee dress.

Starting the School Day

Upon your arrival at the assigned school, you will receive a packet from the campus principal/secretary which will contain pertinent information relating to lesson plans, seating charts, attendance and lunch procedures, schedules and special duties which you will be expected to assume.

Make an effort to arrive for your assignment early enough to allow sufficient time to familiarize yourself with school procedures and instructional information. You will be able to direct your attention to the students if you have a good understanding of the routine procedures and the instructional format for the day.

Being prepared will expedite the completion of routine procedures and the beginning of the instructional activities. Students will immediately recognize that you are in control of the situation and respect your intent to help them accomplish the day's assignment resulting in improved student behavior. *Be flexible.* Your daily schedule may change as the needs change on the campus for that particular day.

* We ask that you be discreet with your cell phone and not use it during the instructional period. Please put your phone on silent or vibrate and take or place calls or text during passing periods or your lunch period only.

Confidentiality

Student records, as well as all information concerning students and their education, are to be considered private and confidential and should not be shared with others. Paperwork and student records are to be secured at all times. Please keep attendance records, grade books, testing information, and other official records secure and out of sight from others. ***Take care that no information regarding students and/or their***

educational plan is discussed outside of school or even with educators who have no legitimate need to know the information. School districts and their employees must abide by very strict legal guidelines related to the privacy afforded to students.

Code of Ethics

All District employees must adhere to the Texas Educators Code of Ethics, as adopted by the State Board for Educator Certification. Please see the Appendix for a copy of the Code of Ethics by which you are obligated to adhere.

Also, as a District employee, you must notify the District Human Resources Department (Tina Walch), in writing, of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any FELONY, any offense involving moral turpitude and for charges such as fraud and theft.

Reporting Child Abuse

As a Texas school district employee, you are required by Texas law to report any suspected child abuse, including sexual abuse or neglect, to a law enforcement agency, Child Protective Services (TDFPS) or appropriate state agency WITHIN 48 HOURS of the event that led to your suspicion.

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Under the law, your reporting or assisting in the investigation of reported abuse or neglect is immune for liability unless your report is made in bad faith or with malicious intent.

Child abuse can be reported to the Texas Department of Family and Protective Services (TDFPS) by phone at 1-800-252-5400 or online at <https://www.txabusehotline.org>. The Abuse Hotline is available toll-free 24 hours a day, 7 days a week, nationwide, or the secure website is available, and you should receive a response within 24 hours.

It is recommended that you inform the campus administrators of any abuse reports you make.

Tobacco and Drug Use

Texas State law prohibits smoking or use of any tobacco products by any employee on all district-owned property and at all school-related or school-sanctioned activities on or off campus.

Texas laws also prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in school districts or at school related activities, on or off school property.

Any employee who uses or is under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substance Act during working hours may be dismissed.

Internet and Social Media

As an employee in a public school system, you should model decency in any material you post on personal websites, on social networking, and on other internet sites. Any posting that diminishes your capability to perform your job could result in disciplinary action or termination.

Also, please remember to abide by laws related to confidentiality in regards to email, internet, and social media posts. For example, employees may not post pictures of students, school events or activities, or even discuss students as that is a violation of confidentiality.

Instructional Plans

Follow the lesson plan left by the regular classroom teacher as closely as possible. If you need assistance or clarification, please do not hesitate to contact the office.

PLEASE- DO NOT SHOW MOVIES UNLESS THEY HAVE BEEN LEFT BY THE TEACHER AS A PART OF THE INSTRUCTIONAL PLAN AND ARE RELATED TO THE CONTENT FOR THE DAY.

Staff Assistance

Ganado ISD faculty and staff want your time on campus to be productive for students and successful for you. If you have a need, feel free to ask for assistance from any teacher or administrator on staff.

Medical Procedures

Ensuring the mental and physical safety of students is a priority at Ganado ISD.

Any student who becomes ill or suffers a minor injury under your supervision is to be sent to the *school nurse* with a corridor pass. You may send another student to accompany them depending on the situation. The nurses office is located in the library/media center building.

If an emergency medical situation occurs such as serious illness or injury, remain with the student and send for the nurse and the principal.

Be sensitive and aware of how students treat one another. Intervene if you witness a student bullying another student, and report the incident to the teacher for whom you are substituting.

Emergency School Closing

The district may close schools 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 to release students early, the announcement would be posted to the Ganado ISD website and app.

Guidelines for Good Discipline

A firm, consistently positive manner combined with a well-planned instructional program will help to create a good classroom environment and establish rapport with the students.

Some basic rules to establish a good relationship with the student and to minimize disciplinary problems are:

- GUARD AGAINST MAKING REMARKS WHICH WOULD DISCREDIT STUDENTS IN FRONT OF THEIR PEERS.
- NEVER LEAVE A CLASS UNSUPERVISED. IF YOU MUST LEAVE THE ROOM, NOTIFY THE OFFICE AND ARRANGEMENTS WILL BE MADE TO SUPERVISE YOUR CLASS.
- THE GUEST TEACHER NEVER ADMINISTERS CORPORAL PUNISHMENT. REFER SERIOUS AND DISRUPTIVE SITUATIONS TO THE PRINCIPAL.
- DISCIPLINE SHOULD BE FOR THE MISBEHAVING STUDENT, NOT THE ENTIRE CLASS. IN CASES OF MISCONDUCT AND INSUBORDINATION, WHEN ORDINARY DISCIPLINARY METHODS PROVE TO BE INEFFECTUAL, SEEK ADMINISTRATIVE ASSISTANCE.
- USE INTELLIGENCE, PATIENCE AND UNDERSTANDING WHEN DEALING WITH THE STUDENTS.
- ASSERT YOUR AUTHORITY WITH DIGNITY AND DELIBERATE JUDGEMENT WITHOUT CREATING A SITUATION WHICH MIGHT LEAD TO A CHALLENGE OF YOUR AUTHORITY.
- RESPECT THE LINE BETWEEN BEING THE STUDENTS' "FRIEND" AND BEING THEIR TEACHER. YOU CAN BE FRIENDLY WHILE MAINTAINING PROFESSIONAL BOUNDARIES.
- MAINTAIN A SENSE OF HUMOR.
- MAINTAIN A POSITIVE ATTITUDE. KEEP ORDER IN THE CLASSROOM WHILE SUPPORTING A POSITIVE LEARNING ENVIRONMENT.

Emergency and Fire Drill Procedures

Please refer to the maroon-colored Campus Emergency Checklist flipchart found in the classroom for specific emergency responses. In the case you are required to vacate your classroom in an emergency, you will need to take the Campus Emergency Checklist flipchart with you.

Instructions and emergency route charts should be posted in each room in close proximity to the exit door. Notice the closest fire extinguisher to your classroom.

Keys

Normally, the secondary school office will give you a key for your classroom upon your arrival if needed. The elementary campus may have the door already unlocked for you.

If keys or badges are assigned to you, please return them at the end of the school day.

Care of Materials

Guest teachers are requested to take responsibility in the care of instructional materials and equipment . Also, please respect the teacher's privacy by refraining from going through their desk, personal belongings, etc.

Leaving the Building

You are requested to obtain permission from the principal if it is necessary for you to leave the campus during the day other than the scheduled lunch period. Remember to clock out and back in every time you leave your assigned campus/duty station.

End of the Day Procedures

Please check with the leadership of the campus regarding any specific procedures you should follow at the end of the school day. Replace all materials that have been used during the day and tidy up the room. For security, please ensure that all computers in your classroom are turned off and that all windows are locked. If possible, lock the classroom door behind you as you leave.

School Start/End Time

Ganado High School	7:50 am - 3:40 pm
Ganado Jr. High	7:50 am - 3:40 pm
Ganado Elementary	7:50 am - 3:40 pm

School Directory

Ganado Secondary (grades 6-12)

Bryan Martin, High School Principal

Kendra Guerrero, Junior High Principal

Angela Petrash, Secondary Secretary

Cindy Bacak, Secondary Secretary

Phone: 361-771-4300

Ganado Elementary (grades Pre K - 5)

Amanda Beldin, Principal

Maria Hernandez, Elementary Secretary

Phone: 361-771-4250

Central Administration Office

Jonathon Szymanski, Superintendent

Wendy Nixon, Chief Financial Officer

Sabrina Taylor, Director of Federal Programs

Belinda Diaz, Superintendent's Secretary

Kimberly Girndt, Payroll

Phone : 361-771-4200

Notes

Texas Administrative Code

Title 19 Education

Part 7 State Board for Educator Certification

Chapter 247 Educator's Code of Ethics

Rule §247.1 Purpose and Scope; Definitions

(a) In compliance with the Texas Education Code, §21.041(b)(8), the State Board for Educator Certification (SBEC) adopts an Educators' Code of Ethics as set forth in §247.2 of this title (relating to Code of Ethics and Standard Practices for Texas Educators). The SBEC may amend the ethics code in the same manner as any other formal rule.

(b) The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

(c) The SBEC is solely responsible for enforcing the Educators' Code of Ethics for purposes related to certification disciplinary proceedings. The Educators' Code of Ethics is enforced through the disciplinary procedure set forth in Chapter 249 of this title (relating to Disciplinary Proceedings, Sanctions, and Contested Cases) pursuant to the purposes stated therein.

(d) As provided in §249.5 of this title (relating to Purpose; Policy Governing Disciplinary Proceedings), the primary goals the SBEC seeks to achieve in educator disciplinary matters are:

- (1) to protect the safety and welfare of Texas schoolchildren and school personnel;
 - (2) to ensure educators and applicants are morally fit and worthy to instruct or to supervise the youth of the state;
- and
- (3) to fairly and efficiently resolve educator disciplinary proceedings at the least expense possible to the parties and the state.

(e) The following words, terms, and phrases, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Abuse--Includes the following acts or omissions:

(A) mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;

(B) causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;

(C) physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or

(D) sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

(2) Applicant--A party seeking issuance, renewal, or reinstatement of a certificate from the Texas Education Agency staff or the State Board for Educator Certification.

(3) Code of Ethics--The Educators' Code of Ethics codified in this chapter.

(4) Complaint--A written statement submitted to the Texas Education Agency staff that contains essential facts alleging improper conduct by an educator, applicant, or examinee, the complainant's verifiable contact information, including full name, complete address, and phone number, which provides grounds for sanctions.

(5) Contested case--A proceeding under this chapter in which the legal rights, duties, and privileges related to a party's educator certificate are to be determined by the State Board for Educator Certification and/or the State Office of Administrative Hearings commencing when a petition is properly served under this chapter.

(6) Disciplinary proceedings--Any matter arising under this chapter or Chapter 249 of this title (relating to Disciplinary Proceedings, Sanctions, and Contested Cases) that results in a final order or finding issued by the Texas Education Agency staff, the State Office of Administrative Hearings, or the State Board for Educator Certification relating to the legal rights, duties, privileges, and status of a party's educator certificate.

(7) Educator--A person who is required to hold a certificate issued under the Texas Education Code, Chapter 21, Subchapter B.

(8) Endanger--Exposure of a student or minor to unjustified risk of injury or to injury that jeopardizes the physical health or safety of the student or minor without regard to whether there has been an actual injury to the student or minor.

(9) Good moral character--The virtues of a person as evidenced by patterns of personal, academic, and occupational behaviors that, in the judgment of the State Board for Educator Certification, indicate honesty, accountability,

trustworthiness, reliability, and integrity. Lack of good moral character may be evidenced by the commission of crimes relating directly to the duties and responsibilities of the education profession as described in §249.16(b) of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21), or by the commission of acts involving moral turpitude, but conduct that evidences a lack of good moral character is not necessarily limited to such crimes or acts.

(10) Intentionally--An educator acts intentionally, or with intent, with respect to the nature of his or her conduct or to a result of his or her conduct when it is his or her conscious objective or desire to engage in the conduct or cause the result.

(11) Knowingly--An educator acts knowingly, or with knowledge, with respect to the nature of his or her conduct or to circumstances surrounding his or her conduct when he or she is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of his or her conduct when he or she is aware that the conduct is reasonably certain to cause the result.

(12) Minor--A person under 18 years of age.

(13) Moral turpitude--Improper conduct, including, but not limited to, the following: dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; base, vile, or depraved acts that are intended to arouse or to gratify the sexual desire of the actor; drug or alcohol related offenses as described in §249.16(b) of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21); or acts constituting abuse or neglect under the Texas Family Code, §261.001.

(14) Neglect--The placing or leaving of a student or minor in a situation where the student or minor would be exposed to a substantial risk of physical or mental harm.

(15) Recklessly--An educator acts recklessly, or is reckless, with respect to circumstances surrounding his or her conduct or the results of his or her conduct when he or she is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or that the result will occur.

(16) Sanction--A disciplinary action by the State Board for Educator Certification, including a restriction, reprimand, suspension, revocation of a certificate, or a surrender in lieu of disciplinary action.

(17) Sexual harassment--Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

(18) State Board for Educator Certification--The State Board for Educator Certification acting through its voting members in a decision-making capacity.

(19) State Board for Educator Certification member(s)--One or more of the members of the State Board for Educator Certification, appointed and qualified under the Texas Education Code, §21.033.

(20) Student--A person enrolled in a primary or secondary school, whether public, private, or charter, regardless of

the person's age, or a person 18 years of age or younger who is eligible to be enrolled in a primary or secondary school, whether public, private, or charter.

(21) Texas Education Agency staff--Staff of the Texas Education Agency assigned by the commissioner of education to perform the State Board for Educator Certification's administrative functions and services.

(22) Under the influence of alcohol--A blood alcohol content of .04% or greater and/or lacking the normal use of mental or physical faculties by reason of the introduction of alcohol.

(23) Worthy to instruct or to supervise the youth of this state--Presence of those moral, mental, and psychological qualities that are required to enable an educator to render the service essential to the accomplishment of the goals and mission of the State Board for Educator Certification policy and this chapter.

RULE §247.2 Code of Ethics and Standard Practices for Educators

Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) Ethical Conduct Toward Professional Colleagues.

(A) 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.

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

(C) 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.

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

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

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

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

(H) Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

(3) Ethical Conduct Toward Students.

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

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

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

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

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

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

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

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

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

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

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective December 27, 2016, 41 TexReg 10329; amended to be effective October 21, 2018, 43 TexReg 6839

Please read, sign, detach this form, and submit it to the district after your training is completed.

GANADO ISD

I have received and read the Substitute Teacher Handbook for Ganado Independent School District which outlines the responsibilities of a substitute teacher and the expectations that Ganado ISD holds for those employed in that position.

Printed Name of Substitute Teacher

Signature of Substitute Teacher

Date