



Substitute Handbook 2024-2025

Vision

**All students enjoy successful education experiences,
empowering them to make decisions while enriching their
lives in the future they create.**

Revised 6/6/24

Employee Handbook Receipt

Print Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the South San Antonio ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your immediate supervisor.



Thank you for serving as a substitute teacher with the South San Antonio Independent School District (SSAISD). This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting in SSAISD. We want your time with SSAISD to be beneficial for the students and rewarding for you.

As a substitute teacher, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. You play a major role in carrying out the activities planned by our teachers when they are absent. Principals and teachers value effective substitute teachers and recognize that your efforts to provide continuity, in the regular teacher's absence, are extremely important and appreciated

All substitutes are required to familiarize themselves with this handbook. This handbook is neither a contract nor a substitute for official District Policy nor the District Employee Handbook. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of District Policies and Procedures related to employment as a substitute teacher. References made to District Policies in this Substitute Handbook consist of summaries or partial excerpts from the complete policy text. The official policy adopted by the Board of Trustees remains the authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook. The Human Resources Department has sole authority to modify the contents of this handbook.

We trust your substituting experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted when the regular teacher is absent.

Thank you for your time, creativity, and enthusiasm to work in a stimulating environment where excellence is an expectation and where we believe in Student Success Always.

Sincerely,

SSAISD Human Resources Department

The purpose of this Substitute Handbook is to provide you with the information needed to ensure continuity in the instructional program when our teachers are absent from their classrooms. This handbook aims to answer questions you may have and help you with the information you need to have a successful experience as a substitute.

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

Substitute assignments may change based on the needs of the individual school a substitute teacher may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. When the substitute arrives for an assignment, the school needs may have changed (Ex- the substitute accepted a math job but the school needs them in an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

Please note that substituting is an on-call employment relationship. South San Antonio Independent School District is under no obligation to provide employment nor is it obligated to provide continued employment. The Human Resources Department and campus principals have the right to exclude substitutes from future jobs or remove substitutes from long-term assignments in the best interest of the staff and students.

CONTACT INFORMATION FOR HUMAN RESOURCES DEPARTMENT

Phone:

210-977-7040

hrdepartment@southsanisd.net

Fax:

210-989-6123

Address:

1450 Gillette Blvd.

San Antonio, Texas 78224

Table of Contents

Substitute Job Responsibilities.....	9
Salary Information, Long Term	
Assignments.....	10-11
Reporting to the Assigned Campus.....	12
Fingerprinting & Criminal Information	.14
Computer Use Policy	.15-16
Workplace Conduct	.17-19
Reporting Suspected Child Abuse	20
Special Education Program Descriptions, Nurse Substitutes	21
Procedures for Licensed Registered Nurse – Substitutes	.22-23
Frequently Asked Questions	.24-27
Campus Contact Information	28
Aesop System (Web/Phone)	.29-46
Academic Calendar & Pay Schedule	47

SUBSTITUTE JOB RESPONSIBILITIES

As a substitute I understand my responsibilities include, but are not limited to those listed below:

- I will agree with the terms and conditions for Substitute use of internet and the computer systems.
- I will be punctual and adhere to the classroom schedule.
- I will maintain order in the classroom
- I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- I will supervise the students assigned to the regular classroom teacher at all times (Ex- home room, hallways, dismissal, cafeteria, etc.).
- I understand I cannot leave the campus during work hours.
- I understand I am not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.
- I understand the campus may change my assignment once I arrive.
- I understand I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- I understand I must never sexually harass a student or employee, whether verbally or physically.
- I understand I must wear my Substitute ID Sticker at all times on the campus. If I am issued a district ID badge and I lose my badge, I understand I cannot work until I obtain a replacement badge.
- I understand that if I fail to work for three consecutive months, I may be removed from the substitute roster unless I make myself unavailable in Aesop, notify the Aesop Administrator, and the HR Auxiliary Specialist.
- I understand that I must follow all SSAISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook and with all District Policies and Procedures, which can be accessed from the SSAISD Homepage at <http://www.southsanisd.net/>.
- I understand substituting is part-time and I am called as needed. I also understand I am not eligible for unemployment compensation benefits during any scheduled school breaks including summer, fall, holiday, and spring breaks.
- I understand I have no employment contract with SSAISD, and I may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.

Substitute Signature / Printed Name

Date

Salary for Substitute Teachers

Texas Certified Teacher (Registered Nurse) \$120.00/Day
(Must hold a current, valid Texas teaching certificate - TX Probationary, Standard, Provisional, One-Year) \$60.00/Half Day

Bachelor's or Master's Degree \$110.00/Day
\$55.00/Half Day

Non-Degreed (Teacher) \$100.00/Day
\$50.00/Half Day

Long Term (After 10 consecutive days in the same position) \$150.00/Day

Instructional Aide \$65.00/Day

Long Term Assignments

Assignments 30 days or more for the same teacher require that the substitute be certified in the same subject area as required for the assignment.

A Certified Long-Term substitute teacher who substitutes for a teacher on leave for at least 30 consecutive days will work on a temporary basis for the duration of the leave as follows:

1. The substitute must be Texas certified in the same subject area as the assignment requires by the state of Texas and hold a current valid teaching certificate - Probationary, Standard, Provisional and/or Lifetime. An exception can be granted to utilize a certified substitute with certification in a different subject area, for high needs areas, but requires prior approval from the HR Executive Director.
2. Certified Long-Term substitute teachers shall not be eligible for employee benefits, such as hospitalization and life insurance.
3. The principal is responsible for submitting a Long-Term Substitute Request Form to Human Resources. If a principal asks you to take a long-term assignment and you agree, the Human Resources Office will send you an email indicating the paperwork has been submitted and completed. If you are in a long-term assignment and have not received email confirmation from the Human Resources office by the 10th day, please contact the HR Office immediately so accurate and timely payment can be assured. **Substitutes must have a valid, working e-mail address listed in their online application.**

The Certified Long-Term substitute teacher may choose to terminate the assignment before working at least 30 consecutive days, the assignment may also end if the teacher unexpectedly returns to work before 30 days have passed, or the principal deems the substitute is not meeting campus expectations. A long-term assignment is not a contract and a principal may choose to terminate the assignment at any time.

If a substitute is not certified, the campus must request an exception to be approved by the HR Executive Director in order to place a non-certified sub in a long-term assignment. Exceptions will be considered on a case by case basis.

The HR office will send the long-term substitute an email indicating the paperwork has been submitted and processed.

Substitutes that are in any long-term assignment and must be absent due to illness, family emergency, jury duty, etc., must provide the reason for the absence in writing to the Executive Director of Human Resources for review and approval.

The HR office's expectation for substitute absences is that a substitute may not have more than two (2) absences during a long-term assignment. However, if there are extenuating circumstances, the substitute must consult with the substitute representative on the campus who will then contact the HR Executive Director. Failure to notify the campus and the HR Executive Director in advance or exceeding the allowed two (2) absences could result in the long-term assignment being cancelled and the substitute not receiving full compensation. Any decision regarding the number of absences approved will be made by the HR Executive Director, in conjunction with the campus administrator.

The principal generally contacts individuals on their campus' preferred list of substitutes to request a long-term assignment. Once the substitute agrees to take the assignment and commits to working every day of the assignment (unless they have an emergency, illness, etc.), the principal submits a Substitute Recommendation Form to the Human Resources Department. The principal will make every reasonable effort to utilize substitutes certified in the State of Texas to fill a teaching position. If a substitute with a valid Texas teaching certificate cannot be assigned, the principal may contact a substitute with a bachelor's degree or higher or a substitute currently enrolled in an ACP program, after obtaining approval from the HR Executive Director. Long-term substitutes can attend professional development sessions at the request of the campus administrator and the long term sub will be paid for those days.

NOTICE TO SUBSTITUTES REGARDING PAYCHECKS

PLEASE NOTE - It is the substitute's responsibility to monitor their jobs in Aesop to ensure all jobs worked during a pay period have been entered. It is the substitute's responsibility to communicate with the campus administrator and the payroll department to ensure all jobs worked during a pay period have been reported. The substitute must notify the payroll department before the next pay period if he/she notices a mistake in days worked so the following paycheck can reflect the adjustment. This is why it is imperative all substitutes sign in and out on the Campus' Absence Report, include arrival/departure times, and monitor their absences weekly in Aesop.

SUMMER and SUBSTITUTES

Substitutes do not work in the summer or in SSAISD's summer school program. The District's expectation is that you will be ready to substitute in the following school year. Please take the time in the summer to update your online application with a current email address and other contact information. If you will not be substituting the following school year, please notify the Human Resource office by email.

You will be notified by email of August dates to pick up a new badge (if applicable), new Substitute Handbook, sign a new Letter of Assurance, and sign a new Job Responsibilities page. It is your responsibility to do this. Failure to do this may result in being removed from the substitute list for the upcoming school year.

Reporting to the Assigned Campus

Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. Knowing the location of the school will help avoid confusion on your first day at a campus. School start and end times may vary by campuses. It is your responsibility to check with each campus, especially regarding ½ day assignments. Typical start and end times are as follows:

High School 8:25 a.m. - 4:25 p.m.

Middle School 7:50 a.m. - 3:50 p.m.

Elementary 7:15 a.m. - 3:15 p.m.

ID Badge – Badge will be provided once your first assignment is picked up. Please come to Human Resources at the end of your first day of picking up an assignment to have your picture taken, at that time, your badge will be provided to you.

Be prompt in arriving and beginning your duties. If you are going to be late, call the school office so that they can plan accordingly. You are expected to remain at school until the end time on Aesop and provided by campus administrator even if the teacher has the last period off. Be sure to check with the school site administrator for instructions regarding classroom access and additional instructions, if applicable.

Make sure your SSAISD substitute ID badge (if applicable) is clearly visible. When you arrive at the school, you will need to **sign in at the front office and write down your arrival time**. The staff will:

- Give you a sticker badge (if you do not have a district ID badge), the teacher's substitute folder, direct you to the classroom, and provide necessary instructions, map of the school, schedules, procedures and/or keys
- Explain any unusual procedures for the day (fire drills, assembly, field trip, etc.)

Entering the Classroom

- Put your personal belongings in a secure place when you arrive. (Do not leave your belongings sitting out; it is your responsibility to keep them secure. The District is not responsible for lost or stolen items.)
- Write your name on the board.
- Let a neighboring teacher know you are assigned to the classroom for the day. Review the lesson plans, books, materials, and special procedures. Only use instructional materials provided by the teacher or other school personnel. Locate and review emergency plans and specific behavior intervention plans for students. If there are missing materials or supplies that you need, immediately contact the team leader, department head, or campus administrators.

Confidentiality

- All information about students is confidential. Divulging information to unauthorized persons can result in termination from employment
- Check with the campus principal if you wish to substitute on your child's campus or in their classroom. You need to do this before you accept a job on the campus

During the School Day

- Follow the teacher's lesson plans to the best of your ability.
- Use positive reinforcement for good behavior.
- Be fair, firm and consistent as you follow the teacher's classroom rules and consequences.
- Be positive and find different ways to pull students into the lesson. Your passion is contagious.
- Act at once if an accident occurs that is serious enough to need immediate attention and also report the accident to the principal. If possible, refer first aid concerns to the school nurse.
- Allow a student to see the nurse even if you are not convinced that they are not feeling well, since you do not know their medical history.

At the End of the Assignment

- Complete a Substitute's Report to the Classroom Teacher Form or detailed notes and leave your phone number should the teacher have any questions. Consider the questions below when completing your report:
 - What were you able to complete in the lesson plan?
 - What were you unable to complete and why?
 - What did you add to the lesson plan and why?
 - Which students were helpful and which were problems? (be specific and give details)
- Leave completed student work well organized for the teacher. If the teacher left an answer sheet and you have the time, you can correct the students' work.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner. Ask students to help clean around their area before dismissal.
- Re-lock any cabinets that were locked when you arrived
- Make sure the students made it safely to the bus or designated areas for pick up, if applicable.
- Leave the teacher's desk and room as you found them.
- Sign out at the front office and include departure time. Turn in any money, keys, folders, etc.
- Check to see if you are needed for the next day.

WE CANNOT PAY YOU IF YOU DO NOT HAVE A CONFIRMATION NUMBER AND IF YOU DON'T SIGN IN AND OUT AT THE FRONT OFFICE.

Fingerprinting Information

Senate Bill 9 requires all certified employees and substitute teachers, both certified and non-certified to be fingerprinted. Substitutes must go to an off-site location to be fingerprinted. All applicants will be required to pay \$45.75 - \$57.40. Scheduling information and fingerprinting locations are given to substitutes by the Human Resources department.

Criminal History Information

Criminal History Background Checks

Policy DBAA

Employees, including substitutes and student teachers, will 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 certain 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.

Employee Arrests and Convictions

A District employee shall report in writing to General Counsel within three calendar days any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
1. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
2. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
3. Acts constituting abuse or neglect under the Texas Family Code;
4. Acts constituting public intoxication, operating a motor vehicle under the influence of alcohol, or disorderly conduct; or
5. Crimes involving moral turpitude, which include but is not limited to:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; or
 - Felony driving while intoxicated (DWI).

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses.

Being convicted of or receiving adjudication for a crime shall not be an automatic basis for termination. The

District shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication for or 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 employee is assigned.

South San Antonio Independent School District

TERMS AND CONDITIONS FOR EMPLOYEE USE OF INTERNET AND COMPUTER SYSTEMS

The use of computers by South San ISD substitutes is strictly prohibited. The only time access may be granted is by the campus principal during a long-term subbing assignment. The substitute must submit the request form for a Novell and Email Account to the technology department. If a substitute is granted access to a District computer, they must follow the SSAISD Acceptable User Policy. All substitutes sign a SSAISD Acceptable User Policy to be placed in their files. Failure to follow the District's guidelines may be cause for dismissal.

Internet - Terms and Conditions

1. **Acceptable Use** - The purpose of the SSAISD network, which is the backbone network to the Internet, is to support research and education in and among academic instructions in the U.S. by providing access to unique resources and the opportunity for collaborative work.

- Access to the District's electronic communications system, including the Internet, shall be made available to employees exclusively for the instructional and administrative purposes and in accordance with administrative regulations.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but it not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret
- Use for commercial activities or political lobbying is prohibited.

2. **Privileges** - Access to the District's electronic communications system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges or other disciplinary action consistent with District policies.

3. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

4. **Disclaimer of Liability** - The District shall not be liable for users' inappropriate use of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for insuring the accuracy or usability of any

information found on the Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or that the system will be uninterrupted or error-free.

5. Security - Use of the SSAISD electronic communications systems shall not be considered confidential and may be monitored. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

- System users may not use another person's system account.
- System user passwords should remain confidential
- Attempts to log in to any computer network beyond the user's authorized level of access may result in immediate cancellation of user privileges.

6. Vandalism -Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative procedures and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

7. Agreement - I understand and will abide by the South San Antonio Independent School District Terms and Conditions for Employee Use of Internet and Computer Systems. I further understand noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

By signing the Substitute Employee Handbook Receipt, the substitute (you) agrees to the abide by the District policies in the use of the District's electronic communications and instructional software. Electronic communication is provided for the purpose of exchanging and accessing information consistent with the mission of the South San Antonio Independent School District. Personal e-mail, Internet usage, faxes, and phone calls must not be conducted during working hours (except for emergency purposes). **At no time should the classroom teacher's computer be used by a substitute unless the substitute is in a long-term assignment over ten (10) days or has approval from the campus to log in for lesson plan usage. Computers are monitored by our Technology Department.**

Workplace Conduct

The following are the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive or cover every possible situation. Violations of these standards will result in corrective action, ranging from a warning to dismissal. The severity of the corrective action will depend on the seriousness of the violation, and the frequency of infractions committed. Minimum standards of conduct include, but are not limited to:

- A substitute abides by all federal, state, and local laws and statutes.
- A substitute maintains a professional relationship with all students, both inside and outside the classroom.
- A substitute will not take pictures (digital, photographic, video or any electronic media) of students.
- A substitute refrains from the abuse or inappropriate use of alcohol or drugs during the course of substitute assignments.
- Cell phones need to be turned off during instruction when the students are in the classroom. Laptop computers, MP3 players, hand held video games, magazines, books, newspapers and food and drink, other than water, are not permitted in the classroom.
- A substitute is prohibited from using the teacher's computer unless they are in a long-term assignment over 10 days and have received permission from the proper authorities.
- A substitute will follow all Policies and Procedures related to social media found in Board Policy.

Satisfactory Job Performance

- Work with employees and students in a productive, cooperative, and positive 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 on that campus and/or being removed from the substitute roster.
- Follow the teacher's lesson plan.
- Render honest, efficient, and effective services in the performance of duties.
- Obtain materials, equipment, and tools needed for the job in the prescribed manner.
- Provide the teacher with a completed 'Substitute Report to the Classroom Teacher' form.
- Be courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.
- If you decide to not want to substitute with South San Antonio ISD, please connect with Human Resources for the separation process and to remove you from AESOP for rotation.

Attendance

- Report for work at least 15 to 20 minutes before the start of school
- Never leave the students alone in the classroom
 - Do not leave the campus during working hours, except in the case of emergency. Must contact front office prior to leaving the campus to ensure there is classroom coverage.
- Remain at work until the scheduled end of your work assignment, which may include the teacher's end-of-the-day duties.
- You are not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.

Substitute Exclusions

- A substitute can be excluded from any school site for any reason deemed necessary by the campus principal.
- If a substitute is excluded from a school, a Special Report on Substitute Teacher Form is sent to the HR Executive Director. The substitute is placed on the school's exclusion list by the HR Executive Director and the substitute may not substitute at that site again unless approved by the building administrator.
- An email from the HR Executive Director describing the campus' concerns will be sent to the substitute, so they can improve as a classroom substitute.
- A substitute has the right to send a rebuttal letter to the HR Executive Director.

Appearance and Dress

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors. Inappropriate attire is any item that causes a distraction to other employees/students, or creates an unsafe environment. This includes, but is not limited to, low-cut blouses, clothing that exposes the navel, short dresses, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts (except ears).

Maintain Safety and Security Standards

- Observe and comply with safety regulations and procedures.
- Immediately report all personal injuries as the result of work-related duties to the supervisor and on the appropriate form, which is available on each campus.
- Wear your Substitute ID Badge or ID sticker at all times on the campus.
- Exercise proper care of District facilities and property. Failure to maintain this standard will result in the employee being required to reimburse the District for necessary repairs and/or replacement through payroll deduction.
- Report damage to, or theft of, District property immediately upon discovery.

Refrain from Inappropriate Behavior:

- Using work time, material, and/or District facilities and equipment for personal work and activities including excessive use of District telephones or using the teacher's computer
- Removing or borrowing District property without permission
- Threatening, intimidating, using profanity, or interfering with other employees on District property, at any time
- Distributing or posting literature on District property or removing bulletin board notices without proper authorization from Administration
- Soliciting or selling on District premises during hours of duty
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork
- Allowing any unauthorized individual into any District facility
- Smoking tobacco, using or being under the influence of illegal drugs, or using alcoholic beverages on District property
- Sexually harassing another District employee or student, or sleeping while on duty in the classroom
- Failure to follow the teacher's lesson plans verbally or physically abusing or harassing students or staff
- Using inappropriate language or actions when dealing with students
- Using inappropriate or unapproved books, videos, etc... in the classroom
- Do not provide students with your personal contact information or ask for their personal information

- Unauthorized use of the computer or internet; printing or copying of any documents not authorized by the teacher and not directly related to the classroom assignments
- Working on personal business during the school day
- Leaving the students unattended at any time or leaving school prior to job end time without authorization from the building administrator
- Soliciting students for private enterprises (ex: if you have a tutoring business or language school as a private business)

Cancellation of Assignments

When a substitute teacher accepts an assignment, he/she is making a commitment to the school assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job as soon as possible. **The substitute must notify the school of the cancellation.**

To notify Aesop that you will no longer be able to fill an assignment:

- You must know the specific confirmation number
- Cancel the job as soon as know that you cannot meet the commitment. If you need to cancel within 24 hours of the job start time, please call the school to let them know why you had to cancel your assignment. If it is after school hours, leave a voice message indicating that you are no longer available.
- Please realize that if you attempt to cancel within one hour before the job starts, Aesop will prompt you to notify the school so that they can remove you from the assignment and start the process to obtain another substitute. If you cancel within 12 hours of an absence, the system will generate an automatic Non-work day, which cannot be removed. You will not be able to accept any other job for that same work day you cancelled.
- If no assignments have been picked up for a period longer than 90 days, Human Resources will move forward with inactivating you as a substitute.

We monitor the activity of cancelled jobs. If we identify a pattern of "last minute" cancellations (within 24 hours of job start time) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be **denied further employment.**

Religion in the Public Schools

South San ISD supports the separation of religion and government. Do not share your personal religious beliefs with the students.

Shortly after the school day begins, students in all schools recite the pledge of allegiance to the U.S. and Texas flags. Immediately after, the students have the opportunity to take part in 'a moment of silence.' This is an individual activity required by the Texas Education Code and is not an attempt to influence one's thoughts or views. During the minute of silence all students are expected to remain silent.

Reporting Suspected Child Abuse

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by law to report any suspected child abuse or neglect to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Abuse is defined by the Texas Family Code and includes the following acts or omissions by a person:

1. mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
2. causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
3. physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
4. failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
5. sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
1. failure to make a reasonable effort to prevent sexual conduct harmful to a child;
2. compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;
3. causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
4. the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
5. causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code; or
6. causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concerns to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement duty to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Special Education Program Descriptions

Resource Room Program: Students in grades K-12 receive part-time special education instruction on an individual or small-group basis to support their advancement in the general education curriculum. Students may come to the Resource Room from their general education classrooms for supplemental instruction, pre-teaching or reviewing vocabulary, modified assessments, or general assistance.

Co-Teaching: Co-teaching allows the student to remain in the general education classroom with a special education teacher supporting the student, clarifying directions and modifying curriculum as stated in the child's Individualized Education Program (**IEP**).

Life Skills Program: Self-contained moderate/severe special education classrooms for students with a variety of moderate to severe disabilities. The majority of the student's instruction is in a setting outside the general education classroom. Instruction in pre-academic, basic academic, social, and behavioral skills is provided on an individual and small-group basis. Students assigned to these classes are often mainstreamed on a part-time basis into general education classes.

Functional Living and Independent Teaching (FLITE) Program: Self-contained severe/profound special education classrooms for students with a variety of severe-profound disabilities that receive the majority of their instruction in a setting outside the general education classroom instruction in functional academics, communication, and independent living skills is provided on an individual and small-group basis. Students may require assistance with personal care and mobility, which may require lifting or physical support. Students assigned to these classes often mainstream on a part-time basis with an assistant or teacher into general education classes.

Adaptive Behavior Class (ABC): Self-contained classrooms for students with Autism who require a high degree of structure in their school program. Students receive individual and small group instruction in a setting outside the general education classroom. Instruction in pre-academic, academic, functional, communication, social, behavioral, and independent living skills is provided on an individual and small-group basis. Students assigned to these classrooms mainstream into general education classes and environments, when appropriate. These classrooms typically have 6-8 students and one or more classroom assistants.

Behavior Intervention Class (BIC): Students with emotional and behavioral disabilities receive instruction in a setting outside of the general education classroom and are provided special education supports within general education classrooms, as appropriate. Specialized instruction in academic, social, and behavioral skills is provided on an individual and small-group basis.

School Program for the Deaf (SPD): Students who are deaf or hard of hearing may receive the support of sign language interpreters within their general education classes. Specialized instruction may be provided on an individual or small group basis in the SPD classroom to support their advancement in the general curriculum and increase sign language skills.

Procedures for Licensed Registered Nurse Substitutes

Administrative:

1. Know the principal's and assistant principal's name.
2. Be certain you know how to dial out on the school telephone; also know the school phone and fax numbers.
3. Wear your substitute name badge.
4. Locate the Health Services Substitute purple pocket folder.
5. Remember that all health information is confidential be sensitive to the fact that others are listening including your elementary students.
6. Familiarize yourself with the major health concerns of the school these are listed in the purple pocket folder.
7. Obtain the sub keys to the nurse's office in the front office and remember that the cabinets must stay locked unless you are administering medicine. The keys must be kept on your person at all times and need to be placed in the front office at the end of the day.
8. Keep in mind the 6 Rights when administering any medication:
 - a. Right person
 - b. Right medication
 - c. Right time
 - d. Right amount
 - e. Right route
 - f. Right documentation
9. Right Check the medication log to see which medications and procedures are to be given on a regular basis and locate the student if he/she does not report to the nurse's office. If a child routinely receives medicine, it is essential for his/her functioning in the school setting and must be administered on time each day.
10. Remember that you must have written instructions from the parent/guardian to administer any over-the-counter medication. The medication can only be given according to the directions on the label If a parent wants a larger dose to be given than is instructed on the label, a physician's order must be provided
11. All medications should be in their original containers. No medication in baggies, etc... can be given. New medications and refills should be counted and recorded on the medication log.
12. Find out if any field trips are planned for the day or the next day, as medication may need to be prepared. If you are unsure of what needs to be done to prepare for the field trip or what is to be sent with the teachers, call a neighboring nurse or the Nursing Coordinator.

Clinic Procedures

1. Identify the first-aid backpack and black rolling cart. Know the location of the AED (Automatic External Defibrillator). The names of staff trained in CPR/AED can be located in the purple pocket folder or crisis folder.
2. Ask an administrator or secretary if issues other than health-related ones need to be identified (example: custody issues)
3. All emergencies are seen first.
4. Students may lie down for 10-20 minutes. After that time, they must either return to class or you must call the parent to pick them up from school.
5. If you send a student home, a parent/guardian or emergency contact must sign the student out in the attendance office. At the secondary level, check with a secretary or administrator as to the policy for students over 18.
6. For all bumps on the head/head injuries:
 - o Parent should be notified
 - o A Head Injury letter should be completed and sent home.
7. Keep health notes bubble sheet on each child who comes to the nurse's office. This includes signing the Medication Log for any medication administered.
8. If you have questions or concerns, call Nursing Coordinator at 210-977-7000 or a neighboring school nurse.

Frequently Asked Questions

Please read this section before contacting the Human Resources Office.

Q. What are the Human Resources office hours, and contact information?

A. The office hours for the Substitute Office are from 8:00 am – 5:00pm. HR. Please refer to page 2 of this handbook for telephone and email contact information.

Q. When can I begin substituting?

A. You must be officially hired as a Substitute. Attendance at a Substitute Orientation does not guarantee hire. You are not an official employee until you have an employee ID and you can log into both the Aesop system. Upon completion of the substitute orientation, you still need to complete all hiring procedures including fingerprinting, submit new hire paperwork, and then receive an email informing you of your Employee ID# and Aesop log in information (generally 7-10 days after the substitute orientation). Upon receipt of your Welcome Email you are an official substitute for SSAISD. You can then register with the Aesop web/calling system to start accepting jobs. (Please keep your PIN# number confidential.) Refer to this Substitute Handbook for detailed instructions on using Aesop.

Q. How do I find out what jobs are available?

A. Aesop will call you from 5:00 AM to 12:00 PM for jobs for that day. It will also call you between the hours of 5:30 PM – 9:30 PM for future jobs. After the schools and teachers get to know you, they may ask for your User ID (your phone number with the area code), so they can request you in Aesop. You may also view available jobs on Aesop, which is highly encouraged. Always ensure that you received a confirmation number for any job you agree to take. If the job is prearranged with a teacher, please confirm the assignment in Aesop and get your confirmation number. You will not be paid for any job without having the confirmation number.

Q. What do I do when I arrive at the school?

A. Before you leave for the school, verify your assignment information in Aesop. As soon as you arrive at the school, please sign in with the staff assigned to substitutes and give them your confirmation number. If you were not given a job # - you **do NOT** have the assignment and you will not be paid. Ask for the substitute folder. Inside the folder are lesson plans, seating charts and emergency plans.

Q. What do I do if my substitute status changes?

A. You can call Aesop at any time and enter changes in your availability. If you must make changes to your substitute profile (add/remove campuses), you can do this in Aesop. If you want to be removed from the substitute list, please send an email to Rita Flores or Veronica Silva at the email addresses listed above. You will not be able to request monies from your 457 Plan until we receive and process your resignation letter.

Q. How will I know how I'm doing as a substitute?

A. Principals and teachers can complete a Special Report form to let us know if you are doing a great job or if there is a problem. We will email you a letter informing you of the problem(s) and provide you directives to follow in order to continue substituting. Substitutes are subject to Progressive Discipline. Please refer to the section called Progressive Discipline in this handbook for more information.

Q. If I reject a job for a particular day, will Aesop quit calling me for that day?

A. No. Aesop may still call you for other jobs if it matches your campus information you entered or if you are a preferred substitute for a certain campus or teacher.

Q. Can an employee assign me to, or request me for, his/her absence?

A. Yes. If an employee prearranges with you to substitute for them, they will enter the absence in Aesop as a prearranged substitute. Aesop will list a confirmation number that proves you have been entered by the teacher as their substitute. It is your responsibility to ensure you have a confirmation number before you go to the

assignment. If the teacher forgets to note in Aesop they prearranged for a substitute, then the system will call out and the substitute who accepts the job and receives the confirmation number is the one who remains on the campus and is paid for the assignment. If you arrived at the campus without a confirmation number, you will not be paid unless we locate a different assignment for you. This is why it is important for substitutes to check their assignment in the system before leaving home.

Q. What if the days I am available to work changes from week to week?

A. You can change this information yourself in Aesop. Refer to the instructions listed in this substitute handbook for detailed information on making changes.

Q. Can I call Aesop and listen for jobs?

A. Yes. We would like for you to be proactive in looking for and accepting jobs. Job hunting can be done 24 hours a day, seven days a week. You may use the phone or web to do this.

Q. How many jobs must I work to remain active as a substitute?

A. We prefer our substitutes work at least 2 days a week when jobs are available. We have unfilled jobs every day. However, if you do not work for three months and did not make yourself "unavailable" during that time, it may result in your removal from the Sub List. Once removed, you will need to reapply to the District.

Q. If I reject or cancel jobs, will I be automatically removed from the substitute list?

A. Aesop will still call you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we identify a pattern of cancellations, we will contact you in order to review the reasons for cancellation. This could result in your removal from the substitute list. If you cancel a job within 12 hours of the start time, Aesop will create an automatic Non-Work Day and you will not be able to search or accept jobs for that same time frame.

Q. Can I cancel a previously accepted job in the event of an emergency?

A. Yes. If you are canceling a job within 12 hours of the start time of the job, you **MUST** call the school and inform them. If it is after school hours, leave a voice message. Always try to cancel your jobs as early as possible, so a new substitute can accept the position. You can cancel a job up to one hour before the start time, but the school **MUST** be notified.

Q. What is the difference between marking myself "Unavailable" and "Do Not Call"?

A. **Do Not Call** means that Aesop will not call your telephone to offer any jobs during the call-out period. It does not mean that you are not available to work. You can still call into Aesop or go online to search for jobs.

Unavailable means that Aesop will not offer you any jobs for the day or during the date range that you have entered. It does not mean that you are not taking calls for future dates. Aesop may still call you during the evening callout period to offer work for a future date. Example: If you say that you are unavailable on Monday, Aesop will not offer you a job for Monday but it may call you Monday evening to offer you future jobs.

Q. Do I need to remember my confirmation number?

A. Yes. The confirmation number is your assurance that Aesop has registered your acceptance of the job. You will also need this number if you need to cancel the job. Each job is given a unique number so carry your printed job assignment and number with you to the campus. Remember that if two substitutes show up for the same job, the substitute with proof of the confirmation number will be granted the assignment.

Q. Will I ever be offered jobs on campuses I did not request?

A. You may be called for jobs outside your stated campuses if a special request for you is made or to fill last minute unfilled jobs. Aesop calls out in this order:

- 1) Teacher preference list
- 2) Campus preference list
- 3) District preference list

Q. Does Aesop call on the weekends?

A. Aesop will not call on Saturday. Aesop will call on Sunday night for Monday and Tuesday absences

Q. Do I call the HR Office if I need directions to a campus?

A. No. It is your responsibility to print out a map or get directions before you go to the campus. We suggest you also put the campus phone number on the map should you have problems finding the school often campus staff is familiar with the area and can give you more detailed directions if you are lost.

Q. When I became a substitute, I did not have a teaching certificate but now I've passed my content area

exam. Can I start to receive the certified daily pay rate?

A. No. To receive the certified daily pay rate, you must hold a valid Texas teaching certificate Probationary, Standard, Lifetime/Provisional. If you are in an Alternative Certification Program (ACP); you must pass your content area(s) and pedagogy exams AND receive a Probationary certificate from SBEC. It is your responsibility to notify us when you receive your Texas certificate. Upon verification of certification, you will receive confirmation from the HR Office with the effective date for your pay increase. This new rate most likely will go into effect the pay period following the date of your notification to the HR Office. We will not retro pay.

Q. I have a valid out-of-state teaching certificate? Will I receive the certified daily pay rate? A. No. Only holders of a Texas teaching certificate receive the certified daily pay rate. Once you have your out-of-state certificate evaluated by SBEC and you receive your one-year Texas certificate, you can receive the certified daily rate. It is your responsibility to notify us when you receive your one-year certificate upon verification of certification, you will receive confirmation from the HR Office with the effective date for your pay increase. This new rate most likely will go into effect the pay period following the date of your notification to the HR Office. We will not retro pay.

Q. I just started substituting after I finished student teaching. I have passed my content area exam and PPR exam? Will I receive the certified daily pay rate?

A. No. We need a copy of your official transcripts with your degree posted, since you will finish student teaching before you receive your degree. Once we have the degreed transcripts and see that SBEC has recommended you for a Standard teaching certificate, we can pay you the certified daily rate. It is your responsibility to notify us when you are recommended for your Standard certificate and/or to let us know when you submitted a copy of your degreed transcripts. Upon verification of certification, you will receive confirmation from the HR Office with the effective date for your pay increase. This new rate most likely will go into effect the pay period following the date of your notification to the HR Office. We will not retro pay.

Q. I am a retired Texas teacher? Can I take long-term assignments?

A. That depends on the type of long-term assignment. You can take a long-term assignment for an absent employee but you **cannot substitute in a vacant position**. Retirees should carefully review all requirements that apply to long-term temporary work. If the retiree's work is not in compliance with TRS requirements, TRS could revoke your retirement entirely or you could lose monthly annuity payments for work that exceeds the allowable amount. It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on their benefits.

Any retired employee should check with the principal requesting them for a long-term assignment by asking the administrator: Is this a long-term assignment for a current employee or for an employee who resigned or been separated from employment? It is the retiree's responsibility to understand and follow the guidelines for returning to work after they retire. You can contact TRS at www.trs.state.tx.us or view the online document pertaining to employment after retirement at:

http://www.trs.state.tx.us/benefits/documents/employment_after_retirement.pdf **For TRS purposes, a substitute is a person who serves on a temporary basis in the place of a current employee and NOT in a vacant position.**

Q. I am working in a long-term assignment and need to take a day off. What do I need to do?

A. The HR Office's expectation is that a substitute may not have more than two (2) absences during a long-term assignment. However, if there are extenuating circumstances, the substitute must consult with campus administration who will then contact the HR Executive Director. Failure to notify the campus and the HR Executive Director in advance or exceeding the allowed two (2) absences could result in the long-term assignment being cancelled and the substitute not receiving full compensation. Any decision regarding the number of absences approved will be made by the HR Executive Director, in conjunction with the campus administrator.

Q. I am working in a long-term assignment and the principal wants me to have computer/email access. What do I need to do?

A. Substitutes in a long-term assignment over 10 days receive computer/email access. Once the HR Office receives the principal's Substitute Recommendation Form for the assignment, they contact Technology to grant computer and email access. Our request is generally granted within a few days. This is why it is imperative for HR to know about the long-term assignment at the beginning of the assignment, if not before the assignment.

Q. I just moved and need to change my address/phone number. I just got married and need to change my last name. How do I get these changed in Aesop?

A. Please update your online application. Your application should always have your current contact information - phone numbers, address, email. You also need to change your address and phone number through Frontline Central. You must complete a Name Change Form in the Human Resources Department and bring the appropriate documentation (marriage license, divorce papers, etc.)

Q. I accepted a job through Aesop and have a confirmation number. However, when I arrived at the campus, the teacher was there but forgot to cancel her assignment. What do I do?

A. The campus will offer you an unfilled assignment on the same campus upon your arrival, if available. You will need to accept the new assignment or choose to go home without pay. You may also log back into or call Aesop to search for unfilled jobs on other campuses. If this situation happens to you more than once, then please call and discuss the situation with the HR Coordinator. Please be aware that teachers can cancel an absence up to two hours before school starts and a campus verifier can cancel a job any time prior to the start time. It is your responsibility to make sure the status of your confirmed job is still active before you are in route to the campus. If you choose to leave the campus without pay or to look for an assignment on another campus, please ask the campus verifier to take you out of the absence before you leave the campus.

Q. I have a form from TRS for buying back years; who fills this out?

A. The form gets filled out by the Payroll Department supervisor.

Q. I need to get a letter from the District verifying employment; who do I contact?

A. Please call 210-977-7040 and the secretary in Human Resources can assist you. Please keep in mind that there may be a 72hour turn-around time once the document has been received.

Q. Can substitutes attend District staff development?

A. If you are in a long-term assignment, a campus administrator may request approval for you to take staff Development or provide campus staff development as required by the assignment you are in.

HELPFUL HINT

Put your Aesop PIN number in your cell phone!

PAY SCHEDULE

All pay schedules can be found on the District website under the Payroll Department. Any questions regarding your pay and pay dates please contact the Payroll Department at (210) 977-7000.

SCHOOL YEAR CALENDAR

The school year calendar can be located on the District website.

CAMPUS INFORMATION

Campus	Phone #	Address
Armstrong Elementary (110)	623-8787	7111 Apple Valley 78242-2099
Benavidez Elementary (113)	977-7175	8340 S. IH-35 78224
Carrillo Elementary (112)	977-7550	500 Price Ave. 78211-3416
Five Palms Elementary (109)	645-3850	7138 Five Palms 78242-1699
Hutchins Elementary (104)	977-7200	1919 W. Hutchins 78224-1699
Madla Elementary (108)	645-3800	6100 Royalgate 78242-1199
Palo Alto Elementary (106)	977-7125	1725 Palo Alto Rd. 78211-2907
Price Elementary (107)	977-7225	245 Price Ave. 78211-2907
Dwight Middle School (041)	977-7300	2454 W. Southcross 78211-1899
Shepard Middle School (042)	623-1875	5558 Ray Ellison Dr. 78242-2299
Zamora Middle School (044)	977-7278	8638 Larkia Lane 78242-2299
South San High School (001)	977-7400	2515 Navajo 78224-1317
Alternative Center (039)	977-7474	8634 Larkia Lane 78224-2299