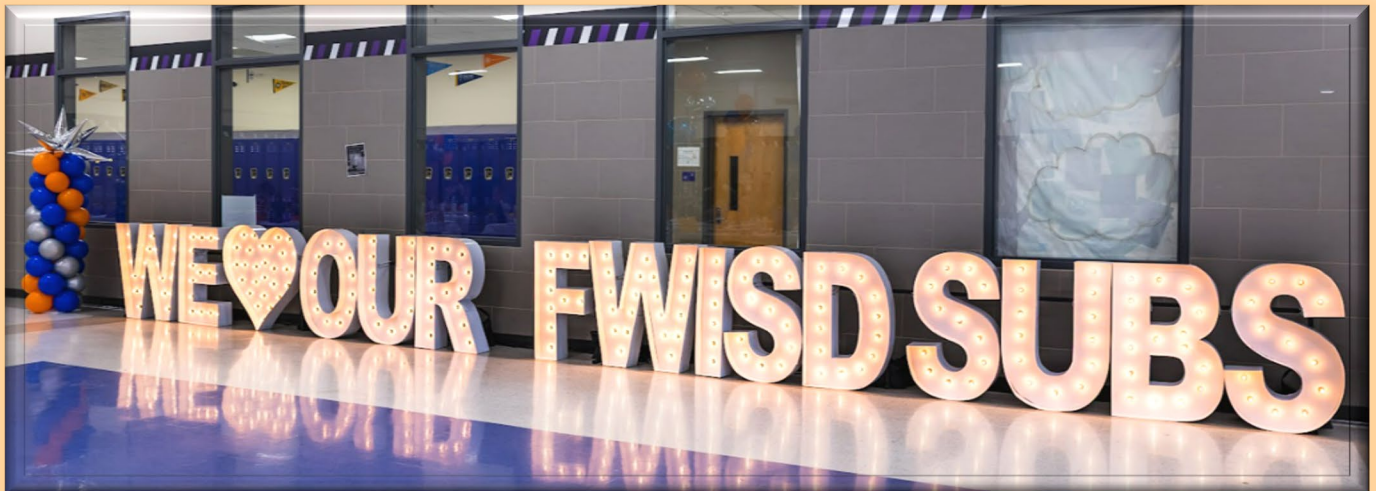


# Substitute Handbook

2025-2026

**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT



## Substitute Services Department

7060 Camp Bowie Blvd Fort Worth, Texas 76116  
Phone 817-814-2780 | Email: [Substitutes@fwisd.org](mailto:Substitutes@fwisd.org)

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## Talent Management Organizational Chart

### Substitute Services Department

Woodrow Bailey III

*Chief*

817-814-2720

[Woodrow.bailey@fwisd.org](mailto:Woodrow.bailey@fwisd.org)

Rafaela Gomez

*Director*

817-814-2076

[Rafaela.Gomez@fwisd.org](mailto:Rafaela.Gomez@fwisd.org)

#### Staff:

Karen Cervantes	Alicia Varela	Samantha Cazares	Zuemie Cervantes
<i>Sr. Specialist</i>	<i>Technician</i>	<i>Technician</i>	<i>Technician</i>
817-814-2781	817-814-2786	817-814-2788	817-814-2786
<a href="mailto:Karen.Cervante@fwisd.org">Karen.Cervante@fwisd.org</a>	<a href="mailto:Alicia.Varela@fwisd.org">Alicia.Varela@fwisd.org</a>	<a href="mailto:Samantha.Cazares@fwisd.org">Samantha.Cazares@fwisd.org</a>	<a href="mailto:Zuemie.Cervantes@fwisd.org">Zuemie.Cervantes@fwisd.org</a>

#### District Service Center

Address: 7060 Camp Bowie Blvd  
Fort Worth, Texas 76116

Office Phone: 817-814-2780

Office Email: [Substitutes@fwisd.org](mailto:Substitutes@fwisd.org)

Website: <https://www.fwisd.org/departments/talent-management/substitute-services>

Office Hours: 7:30am – 5:00pm M-F | Summer Hours: 7:00am to 5:30pm. M-TH

#### Other Important Contacts:

Payroll Office: 817-814-2180	FWISD Home Page: <a href="http://www.fwisd.org">www.fwisd.org</a>
Employee Benefits: 817-814-2240	Emp Retention & Engagement 817-814-2790
Technology: 817-814-HELP (4357)	Technology: 817-814-HELP (4357)
Employee Assistance Program: 888-981-4692 use code: FWISD.	
Website: <a href="#">Employee Assistance Program (EAP)</a>	

## Welcome

Thank you for your decision to substitute during the 2025-2026 school year! Whether you are a returning or a new substitute, this handbook will hopefully assist you. Included you will find instructions on how to access substitute jobs. You will find the District's motto, mission, vision, and values. You will be able to locate the different school locations, pay rates, work responsibilities, helpful tips, hints and tools needed to succeed.

## School Directory

Contact information for our schools can be found on our main FWISD Website under the SCHOOLS page. [Elementary Schools](#), [Middle Schools](#), [High Schools](#), and [Other Schools](#).

## Frontline Substitute Management Center (SMC)

---

Fort Worth ISD uses the Frontline Substitute Management Center as our substitute management system for assignments. You can access the system by logging into the FWISD ClassLink portal and clicking on the title in the portal labeled **Substitute Management Center**.

### How to log in:

- Visit the following website: [Frontline Substitute Management Center](#)
- Log in with the last 4 of your social security and your pin.
- Please click "**To Retrieve Pin**" at the bottom of the page to obtain one.

SMC systems are web based only. This means assignments can only be accepted online by logging into the portal or the web-based app (see App Navigation).

## Navigating the SMC

You **MUST** work a minimum of two (2) days a week or 8 days a month to remain active on the Sub List. FWISD reserves the right to inactivate individuals that do not fulfill the minimum work requirements.



### Quick Reference Guide

### Using the Substitute Employee Service Center

**Overview:** This document provides a step-by-step process for navigating the Substitute Employee Service Center. Refer to the [QRG\\_Employee Service Center Overview](#) for an overview of the Employee Service Center.

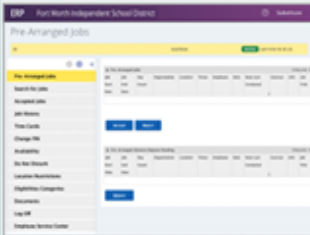
#### ACCESSING

Navigate to the [Substitute Employee Service Center](#). Login using substitute credentials.



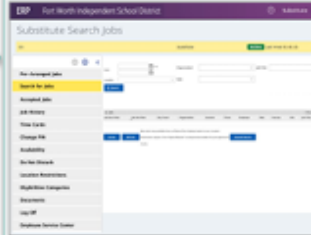
#### PRE-ARRANGED JOBS

View jobs that have been assigned to employee. Jobs can be accepted or rejected.



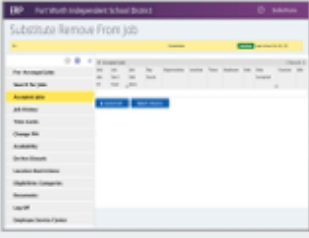
#### SEARCH FOR JOBS

Jobs can be searched for using the search criteria.



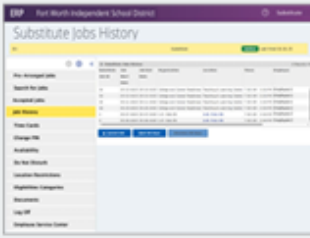
#### ACCEPTED JOBS

View accepted jobs and designate availability on multi-day jobs.



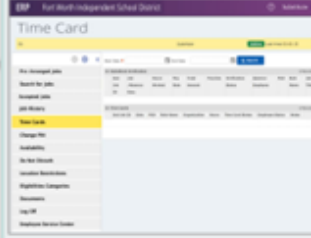
#### JOB HISTORY

View the history of what jobs have been accepted in the past.



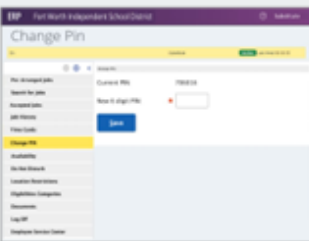
#### TIME CARDS

Review in/out punches and if payment is for half or full day.



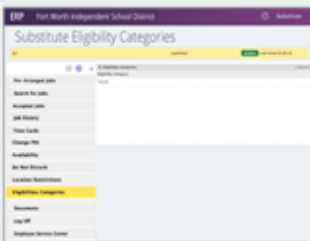
#### CHANGE PIN

Create a new pin number from current to update login credentials.



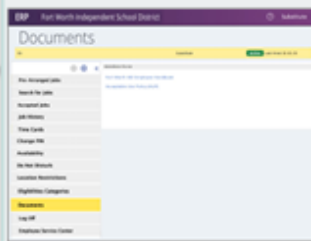
#### ELIGIBILITY CATEGORIES

View job types that the employee is eligible to accept.



#### DOCUMENTS

Any documents uploaded by Fort Worth ISD can be viewed here.



## Frontline Sub Jobs Mobile App:



### Quick Reference Guide

### Locating Substitute Jobs Using Frontline Mobile App

**Overview:** This document provides a step-by-step process for locating and accepting substitute assignments using the Frontline ERP & SIS mobile app. Follow procedures discussed in this manual when taking jobs.

#### IMPORTANT

Before beginning the steps in this guide, ensure the Frontline ERP & SIS app has been downloaded from the device's App Store.

View the following user guide for steps in navigating the Substitute Management Center site:

[QRG: Using Substitute ESC](#)

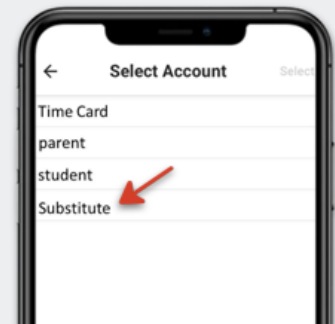
#### ACCESS & LOGIN

**Step 1:** Open Frontline ERP & SIS from a mobile device.



#### SUBSTITUTE LOGIN

**Step 2:** Tap Substitute.



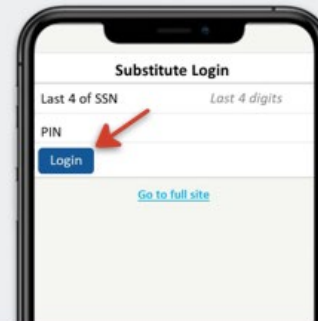
**Step 3:** Enter Last 4 of SSN. Enter Pin.

The pin used will be the same one created with the online account.



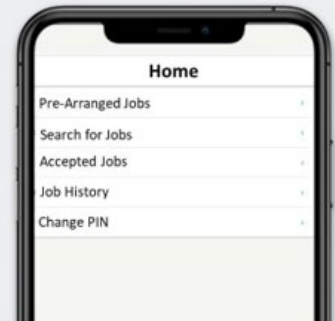
**Step 3:** Tap Login.

Note: To view full website, select Go to Full Site.



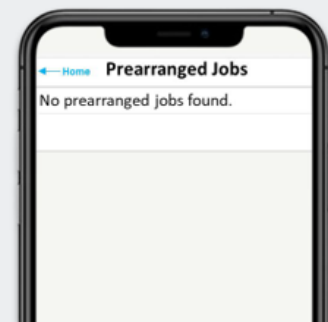
#### AVAILABLE TABS

Tap desired tabs to view.



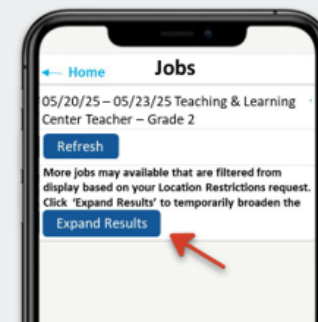
#### PRE-ARRANGED JOBS

This tab displays pre-arranged job assignments.

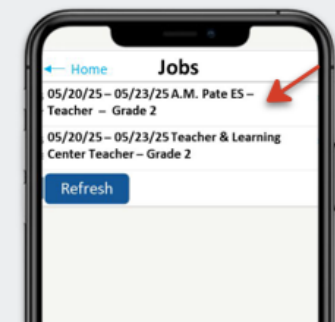


#### SEARCH FOR JOBS

**Step 1:** Tap Expand Results to broaden job search results.

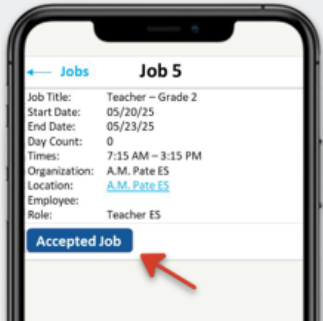


**Step 2:** Tap desired available job.

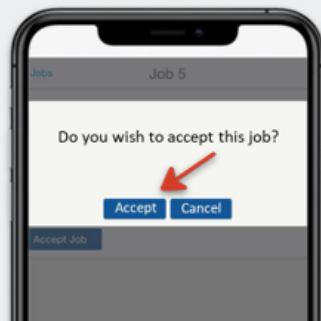




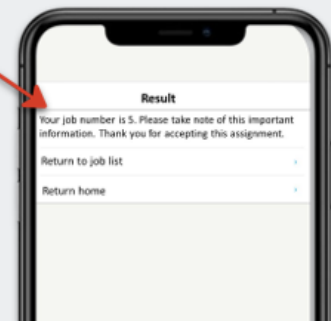
**Step 3:** Review job details. Tap **Accepted Job**.



**Step 4:** Tap **Accept**.

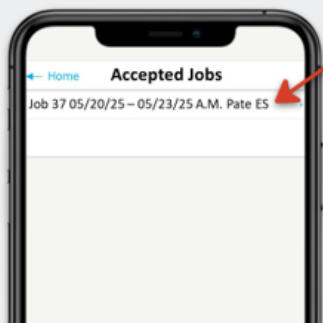


**Step 5:** View results of accepted job. Take note of the job number.



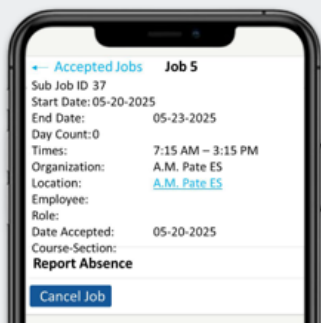
## ACCEPTED JOBS

**Step 1:** Tap the accepted job to view job details.



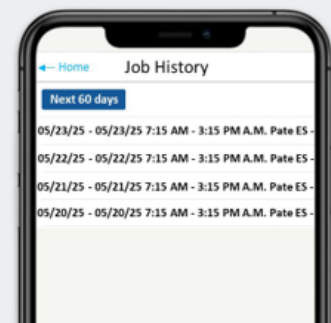
**Step 2:** View job details.

*Note: If needed, tap **Cancel Job** to cancel job assignment.*



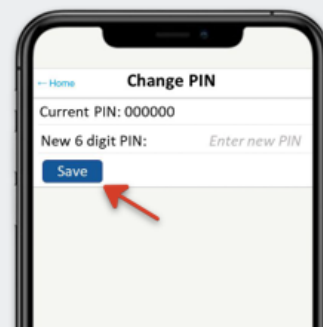
## JOB HISTORY

This tab displays the last 60 days of Job History.



## CHANGE PIN

**Step 1:** Enter **Current PIN**. Enter **New 6 digit PIN**. Tap **Save**.



## Need Additional Assistance?



Contact Business Systems at **817-814-2270** or visit <https://supporthub.fwsd.org> to submit a help ticket (Select Frontline ERP).



Visit [ERP Central Training](#) to view all training resources for Frontline ERP.



## Synel Time Clock

It is imperative for all FWISD substitutes to clock in and out when they are on duty. Please follow the instructions below on how to use the time clocks.



### Quick Reference Guide

#### Clocking In and Out Using Synel Time Clock

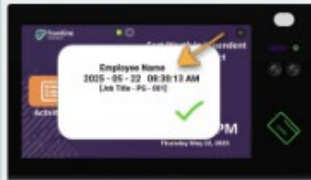
**Overview:** This document provides a step-by-step process for clocking in and out for regular and function time using the Synel time clock system. Follow standard district procedures and guidelines for time punches.

##### REGULAR CLOCK IN/OUT

**Step 1:** Place badge against the badge reader to scan badge.



**Step 2:** Confirmation message will appear.



##### FUNCTION CLOCK IN/OUT

**Step 1:** Tap Activities.



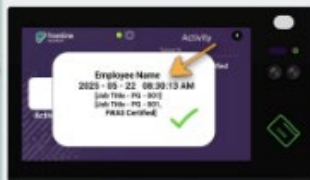
**Step 2:** Place badge against the badge reader to scan badge.



**Step 3:** Notice the Activities icon turns white. Select the desired available function.  
*Note: If functions are unavailable please contact time-keeper.*



**Step 4:** Confirmation message will appear.

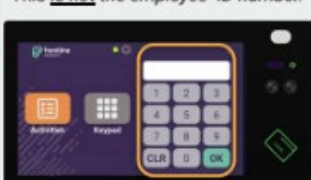


##### CLOCK IN/OUT USING THE KEYPAD

**Step 1:** Tap Keypad.



**Step 2:** Enter badge number. Tap OK.  
*Note: Badge number is located on the back of the employee badge. This is not the employee ID number.*



**Step 2:** Confirmation message will appear.



## Mobile App Time Clock

**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT

### Quick Reference Guide

#### Clocking In and Out Using Frontline Mobile Time Clock

**Overview:** This document provides a step-by-step process for clocking in and out for regular and function time using the Frontline ERP & SIS mobile app. Follow standard district procedures and guidelines for time punches.

#### IMPORTANT

Before beginning the steps in this guide, ensure the Frontline ERP & SIS app has been downloaded from the device's App Store.

The mobile device must be connected to the FWISD WiFi network to use Time Card feature. Timeclock access may not be available for all users.

**Step 1:** Open Frontline ERP & SIS from a mobile device.



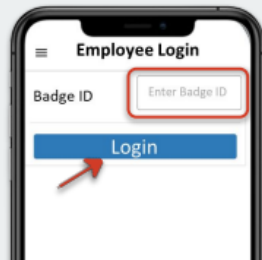
**Step 2:** Tap Fort Worth ISD.



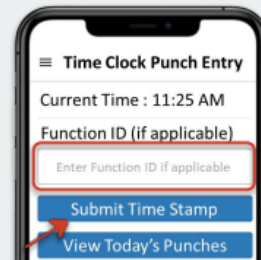
**Step 3:** Tap Time Card.



**Step 4:** Enter Badge ID located on back of employee ID badge. Tap Login.

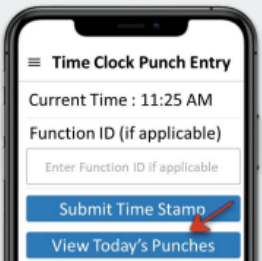


**Step 5:** Enter Function ID (if applicable). Tap Submit Timestamp.

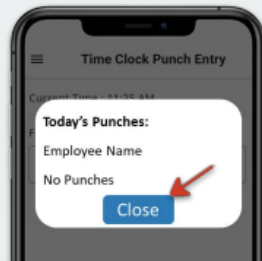


#### VIEW TIME PUNCHES

**Step 1:** Tap View Today's Punches.



**Step 2:** View Today's Punches. Tap Close to exit.



#### Need Assistance?



Contact Business Systems at **817-814-2270** or visit <https://supporthub.fwisd.org> to submit a help ticket (Select Frontline ERP). Visit [ERP Central Training](#) to view all training resources.

## Assignment Cancellations and No Shows:

Once you accept a job, it is critical that you fulfill the commitment or cancel the job in a timely manner. A substitute may not cancel an assignment an hour before the start time or once the assignment has started. Please contact the school/location if you need to cancel. The campus secretary will need to remove you from the assignment. School directory can be found on the main [FWISD](#) website under OUR SCHOOLS. **Failure to do so may result in an Administrator restricting you from working at their school/location in the future.**

**Frequent Cancellations and/or No Show of assignments are monitored and can result in you being removed from the substitute list for FWISD.**

## Tardiness, and Reporting Hours:

Substitutes are expected to behave in a professional manner. Excessive tardiness will not be tolerated. Tardiness will be monitored and may result in you being removed from the substitute roster for FWISD.

Assignments for substitutes will be for 4 or 8 hours only. You are expected to be on duty for the entire duration of the assignment. Report at least 15 minutes early to your assignments to be prepared for your work day.

Daily rate of pay will be based on the 4-hour or 8-hour assignment.

## Office Check-in and District Badges

---

### Office Check-in:

The FWISD check-in system allows Payroll to pay for the work of non-contract employees and additional agreed upon time and services from others. Check-in will be done at the campus/location with the secretary that handles the substitutes. Please ensure you sign in on the sheet provided each day you work in an assignment. Always print your name and employee id clearly to avoid errors in the information provided.

## Badges:

For the safety and security of our children it is imperative to know who is on a campus/location. If you are scheduled to work, please remember to **always** wear your District issued Identification Badge. The badge will be used to gain access to the front doors on campus, punch in/out at the time clocks, and serve as your ID as a FWISD employee.

### Important Reminders:

- Always wear your District issues Badge. If you forget your badge, the school/location is authorized to send you home and cancel your assignment. You will receive no pay for that day.
- The use of your badge when you are not scheduled to work can cause security issues.
- Do not lend your badge to a friend or coworker. Badge activity is recorded under your identification number. Should a situation or concern arise, it will be logged under your name.
- **If you lose your badge notify Safety and Security immediately! They will need to deactivate your badge. Their number is 817-814-2680.**
- We offer your first badge at no cost to you. Lost or damaged badges can be replaced for a \$27 fee. To request a replacement badge or additional information, please contact the Talent Management Onboarding Team at 817-814-2717.

## Substitute Pay Rates

Position	Requirement	Daily Rate
Substitute Clerical	High School Diploma	\$105.00
Substitute Clerical	FWISD Retirees	\$110.00
Substitute Teacher Assistant	High School Diploma	\$105.00
Substitute Teacher	High School Diploma	\$115.00
Substitute Teacher	60 college hours	\$125.00
Substitute Teacher / Librarian	Bachelor's degree	\$135.00
Substitute Teacher / Librarian	Bachelor's degree & certified	\$140.00
Substitute Teacher / Librarian	Bachelor's degree & certified FWISD <b>retiree</b>	\$150.00
Substitute Teacher – Applies to Bachelor's degree and/or certified only.	Long term rate beginning 11th day in same assignment. Rate reverts back if there is a gap in jobs or a change in the assignment.	\$10 increase
Substitute Counselor	Master's degree / Counselor certification	\$210.00
Substitute Nurse	Bachelor's degree & RN license	\$210.00

Other substitute professional positions may be approved by the Superintendent or Designee.

### Retired Administrator Rates:

You must be retired from the FWISD to receive this rate.

Position	Daily Rate
Assistant Principal Elementary	\$359.53
Assistant Principal Middle School	\$377.51
Assistant Principal High School	\$396.23
Principal Elementary	\$422.82
Principal Middle School	\$459.00
Principal High School	\$495.73

## Substitute Stipends:

Substitute stipends are designed to compensate a substitute for providing services and coverage in classroom and campuses as needed. Stipends are subject to change without notice.

Position	Daily Rate
Substitute Teacher - Long-term Sub Rate (after 31st day in same job). Rate reverts back if there is a gap in jobs or a change in the assignment.	\$10
Substitute Teacher /Teacher Assistant – Special Ed Intensive assignments SEAS, LINC, TAP, Day Treatment, Deaf Ed, ECSE, Jo Kelly, & Boulevard Heights/Transition Center	\$5
Substitute Teacher Only – Leadership Academy Network extended school day (Applies for Leadership Academies at Como, Forest Oak, John T. White, Maude Logan, & Mitchell Blvd.) This rate is subject to change without notice.	\$10

## New TRS Guidelines:

**Long term substitute positions** – Any substitute working in a long-term assignment, meaning in the same assignment for more than **45 days**, will automatically pay in to the TRS retirement system for the entire school year. There is no option to opt out of this action.

**TRS Retirees** – A retiree may serve as a substitute in no more than one vacant position each school year provided the retiree serves no more than **20 days** in each vacant position.

A retiree may not serve in the position in which they vacated for retirement.

For any other questions or additional information, please contact TRS directly at 800-223-8778. Or visit them at [Texas Retirement Systems of Texas](https://www.trstexas.org/).

## Continuous Assignments:

Substitute teachers with a bachelor's degree or higher, working in a single classroom assignment past ten days, are eligible for an elevated daily rate of pay. This compensation shall remain at the higher rate of pay until such time as the substitute teacher changes or completes the assignment. If the substitute misses a day during the continuous assignment, then the rate will revert to the regular substitute daily rate for the next ten days. **Non-degreed substitutes are not eligible for the higher rate of pay regardless of the number of days worked.** Long-term

substitute teachers who are used in other capacities will not be eligible to receive the higher rate of pay.

Substitutes are **not paid for absences**. An absence while working a long-term assignment (single assignment of 11 days or more) is cause for the higher rate of pay to end.

Retired substitute rates DO NOT increase in long-term assignments.

## Change in Degree and/or Teacher Certification Status:

To update your degree status, you must bring in a copy of your official sealed transcript. Or have your college or university send that to our office directly via email. It can be sent to [substitutes@fwisd.org](mailto:substitutes@fwisd.org). If emailed, please follow up with our office within 48 hours to ensure it was received. The change in degree status and increase in pay will not take effect until we receive the official transcript. We do not retro the pay to the date of your posted degree. Your rate of pay will be effective the date the transcript is received by our office.

**Valid Certification** – To updated your certification status, you must send us a copy of your new certification valid through the Texas Education Agency (TEA). A copy can be sent to [substitutes@fwisd.org](mailto:substitutes@fwisd.org). The certified rate will be effective from the date the certification is received in our office. We will not retro the pay to the start of your certifications. If emailed, please follow up with our office within 48 hours to ensure it was received and processed.

If you are a Substitute Teacher and hold a valid Texas teaching certificate, your daily rate will be \$140 per day. (This rate does not apply to extra help positions. When in long term positions the rate will still increase to \$10 on the 11<sup>th</sup> consecutive day.)



## Substitute Responsibilities and Role:

---

### Substitute Clerical Role

The beginning and ending times for substitutes will vary from location to location. Schools/departments have different start times, so be sure to check the time given in your assignment information to know when to report. Parking is limited at some locations, arrive early enough to find parking. Ensure you review the special instructions in the assignment for any notices or instruction.

**Always wear your Identification badge while at work. Do not use your badge at any location if you are not scheduled to work. This action could cause a security issue at the location where you badge in. A school can remove you from the assignment should you not have your badge. This will result in you forfeiting the day and you will not be paid for that particular day.**

Report directly to the school or department's main office and obtain a time card. Confirm your job number and name of the person you are substituting for. Fill out the timecard accordingly and return it to the secretary. If upon arrival you are switched to a different assignment, you must honor the change or forfeit your pay for the day. Ask if the job number will also change.

Obtain information from the principal or department head concerning general expectations for the day:

- Tasks to be accomplished
- Work priorities
- Schedule for lunch
- Emergency drills
- Special activities or events
- Who is our point of contact for questions

Ask if there are any special procedures specific to this work setting or location that need to be followed. Not all schools are managed the same way. Locate phone lists, note pads, pens, keys, time cards and other materials needed for you to work effectively. Make sure to use proper phone etiquette not only when talking on the phone but also when taking messages. Make sure the messages are detailed. Ensure short hold times and transfer calls only when you are certain it is to the right person or department.

Leave all materials generated by you and collected from others with notes for the returning person notifying them what, where, when, and how they came to be. Leave all phone messages for the returning secretary or clerk where they can easily be found. Return all equipment to the place you found it. Leave a note explaining any unusual circumstances or any follow-up activities needed to complete tasks.

**Never leave the school without checking in with the school's Secretary or Principal in the main office. If someone says it's okay for you to leave, always verify it with the main office.**

## **Substitute Teacher Assistant and Teacher Role**

The beginning and ending times for substitutes will vary from location to location. Schools/departments have different start times, so be sure to check the time given in your assignment information to know when to report. Parking is limited at some locations, arrive early enough to find parking. Ensure you review the special instructions in the assignment for any notices or instruction.

**Always wear your Identification badge while at work. Do not use your badge at any location if you are not scheduled to work. This action could cause a security issue at the location where you badge in. A school can remove you from the assignment should you not have your badge. This will result in you forfeiting the day and you will not be paid for that particular day.**

Report directly to the school's main office and obtain a time card. Confirm your job number and name of the person you are substituting for. Fill out the timecard accordingly and return it to the secretary. If upon arrival you are switched to a different assignment, you must honor the change or forfeit your pay for the day. Ask if the job number will also change.

### **Preparing for the Day**

The following are some practices you may use to effectively prepare to substitute teach:

- Arrive at least 15 to 20 minutes before the start time of your assignment.
- Obtain needed information: Lesson plans, classroom number, bell schedule, keys, assigned lunch period, seating charts, extra duties, etc.
- Familiarize yourself with the physical layout of the classroom as well as the school entrances and exits, labs, library, gymnasium, cafeteria, auditorium, and staff lounges.
- Inquire about procedures regarding fire/tornado or other emergency drills or assemblies.
- Introduce yourself to adjacent teachers. They can assist you with questions or issues.
- Ask who you should consult if you encounter challenges during the day.
- Inquire about additional duties such as cafeteria, bus, or playground.

Your primary goal is to continue student learning along a continuum established by the permanent teacher. Teachers are supposed to leave emergency lesson plans in the event of their absence. If no lesson plan has been left, contact the school secretary or an administrator.

## Instructional Expectations

To be prepared for the day, you should familiarize yourself with the rules of the school. Not all schools are managed the same way. Remember, despite the fact that disruptions will occur, other students are counting on you to create an atmosphere that is conducive to learning. You can be firm with students while still being respectful.

- Familiarize yourself with the lesson plan for the day.
- Greet students at the door as you are monitoring the hallways during passing periods.
- Focus on instruction immediately after class begins.
- Take attendance.
- Review class rules. Introduce what you expect students to do and understand. Be as detailed as possible.
- Motivate students – be positive and encouraging.
- Be friendly but remain professional.
- Address students by their name whenever possible.
- Move around the room to monitor student's activity. "Be on your feet not in your seat."
- Acknowledge and reinforce positive behavior. **Shouting at students and name calling is not permitted. Corporal punishment is physical punishment, as in spanking, swats, paddling and includes verbal and emotional abuse. CORPORAL PUNISHMENT IS NOT PERMITTED IN THE FWISD.**
- Remain flexible, a typical day may be filled with the unexpected.
- Use positive feedback: verbal praise, a nod, a smile, a thumb's up, etc. Physically restraining, denying access to the bathroom or nurse, name calling, sarcasm, or confiscation of personal items is **NOT** permitted.
- Gather, label, and retain all student work assignments for the teacher/teacher assistant.
- With student assistance, straighten and organize the room. Clean as you go if necessary; NEVER leave the room in disarray at the end of the day.
- A teacher's personal items should not be used or passed out to the students, unless instruction is given by the teacher or administrator. Personal items may include but not limited to supplies, snacks, electronics, etc.
- Return any items issued to you from the school office.
- **NEVER leave students unattended.** If you must leave the room, make sure someone is there to cover for you. Ask a neighboring teacher, teacher assistant, or campus monitor to monitor to sit in the room until you return.
- **Planning periods are not free time.** Report to the main office and ask for instruction.
- **Never leave the school without checking in with the Secretary or Administrator in the main office. Approval is needed from them for early departure.**

- Use of personal cell phones and/or electronics is not permitted in the classroom. You are there for a day of instruction. Failure to comply can lead to removal from the school/location with no pay.
- Never pass out food or candy during the day. Although rewarding students for a job well done is acceptable, food and/or candy may trigger allergies that are unknown to you.

## Policy, Procedure, and Guidelines

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### Annual Re-Employment Procedures

At the end of each school year, a Reasonable Assurance of Employment form is emailed to your FWISD email of active and successful FWISD substitutes. This form must be signed electronically by the employee and submitted by the specified date, with a commitment to return to work in the following school year. Form is returned and maintained by:

**FWISD, Talent Management  
Substitute Services Department  
7060 Camp Bowie Blvd  
Fort Worth, Texas 76116**

Any substitute that does not return the form by the specified date will be removed from the Substitute Calling System.

To be rehired as a substitute in the FWISD after this date, you are required to reapply, with reprocess, pass a background check and attend a new employee orientation.

#### **Statement of Reasonable Assurance of Employment**

"You are being given reasonable assurance of employment for the following school year in the position of Substitute. The Special Unemployment Assistance Act of 1974 was amended October 20, 1976 prohibiting school personnel from drawing benefits between terms if there is reasonable assurance that the individual will return to work next term. This job assignment fulfills that assurance."

In signing the reasonable assurance, you are agreeing that during any breaks in the school year and/or summer months, you are unable to draw unemployment benefits from the **Texas Workforce Commission**.

### Hold on Substitute Accounts

If sign into the system and notice a date on your profile, you have been placed on hold by our office. Call the Substitute Service Department for further information. Do not contact any school

and/or location as they will not have any info on the hold status. Contacting a school when on hold may be cause for termination. While on hold you will not be able to work until the situation is resolved, therefore you will be on hold without pay. If you do not contact the substitute office within a 3-week period, you will be removed from the calling system permanently.

## Removal of Substitute from School Roster

### Do Not Use (DNU)

The following list is not intended to be all inclusive. It is, however, representative of the kinds of conduct and incidents which warrant disciplinary action and possible dismissal. (Violation of any District policy by an employee constitutes good cause for discharge.)

#### Reasons for Discharge

1. Getting a total of **THREE (3) "Do Not Use"** notices from administrators within a 24-month period.
2. Repeatedly failing to accept substitute assignments. (**Must** work a minimum of 8 days a month.)
3. Personally, appropriating any photographs, images, pictures, film, video tapes, and/or other visual with in a school setting. This includes but is not limited to posting to any social media outlets.
4. Failure to have and/or maintain reliable means of communication.
5. Excessive tardiness or absences.
6. Excessive job cancelations or no shows.
7. Inability to get to and from a job assignment.
8. Failure to maintain discipline in the classroom.
9. Failure to comply with official directive, instructions, and orders of supervisor/directors.
10. Failure to perform assigned work or to perform work in a satisfactory manner.
11. Inefficiency or incompetence in the performance of duties and/or neglect of duties.
12. Inability to perform essential functions of the job.
13. Leaving a job for quitting time or without supervisor/director approval.
14. Falsifying a time card.
15. Not attending required professional development.
16. Possession, use, or being under the influence of alcohol, alcoholic beverages, drugs, hallucinogens, or narcotics.
17. Engaging in behavior that is inappropriate or disruptive in the workplace.
18. Offensive or inappropriate attire or hygiene.
19. Abuse (any kind) and/or discourteous treatment of children, employees, or parents.
20. Conviction of a felony or other crime involving moral turpitude.
21. Failure to observe safety procedures and rules.
22. Falsifying information on employment application.
23. Refusal to clock in and out at the FWISD time keeping systems while on assignment.

**Special Note:** Violation of any of the above “Reasons for Discharge” may result in the issuance of a “Do Not Use” (Removal of Substitute from School Roster) notice.

**Please note this list is not an exhaustive list of the reasons for discharge, and you may be discharged for cause or in the best interest of the District.**

**All** FWISD employees are expected to maintain a professional appearance and exercise professional conduct when interacting with students, school staff, parents, and administration.

If a “Do Not Use” is initiated on any individual, that individual will be placed on job hold. While on job hold the substitute will NOT be able to accept assignments, thereby forfeiting all pay during this timeframe.

**Note:** If you receive any complaints - “Do Not Uses”, **DO NOT** contact the school as this could be cause for termination.

## No School in Session

Please remember when there is no school in session, there is no work for substitutes. Before heading to an assignment on no school days, contact the school/location to ensure a substitute is needed. If you show up to a school/location on a no sub required, you will not be compensated for the day. The school calendar will help you determine the days when there is no school in session. School [Calendars](#) can be found on the FWISD District webpage. The days included are: Waiver Days, Teacher Prep Days, Snow Days, District Holidays, Thanksgiving Break, Winter Break and Summer Break.

**DO NOT ACCEPT ASSIGNMENTS ON THESE DAYS. No school in session means no work for substitutes.**

The FWISD has only two schools open during District holidays:

**Juvenile Justice Alternative Education Program (JJAEP) and Tarrant County Detention Center**

The FWISD only has 2 schools following the Intersessional Calendar:

**Alice Carlson Applied Learning Center and Jo Kelley School**

If a substitute is summoned for Jury Duty there is no compensation for that day as substitutes are able to pick and choose the days they are available to work.

## Unusual Circumstances

### Inclement Weather Days

Severe weather conditions may make it necessary to close or delay the opening of FWISD schools. School closing or opening delay decisions are made by the Superintendent and announced by radio or television as early as 5:00 a.m. to 6:00 a.m. on the day of bad weather. You may also friend the FWISD on Facebook or Twitter to receive information updates. Monitor radio and television stations as well as the social websites or apps for FWISD announcements concerning:

- Closing of Schools
- Delay opening of schools and/or time delay.

Please be advised: If school is closed due to inclement weather or **any other emergencies**, no substitute or part time employee (non-leave benefits position) will be compensated during this time period. Day count for long term positions will resume once school is back in session.

### Building Evacuation

Please familiarize yourself with the fire and tornado drill signals. Upon arrival, you may want to enquire in the main office if there will be any drills.

- Fire Drill: Audible alarm sounds and clear strobe lights on wall flash. Other than fire, announcements are made over PA system and can include specific instructions.
- Tornado warnings or sighting signal: This will be a 30 second bell with a continuous ring followed by staccato bell. Tornado cover procedures may be initiated by the main office.

## In Case of Arrest

Substitutes shall notify the district within two business days of being arrested. This notification shall be made verbally to the Central Calling/Substitute Office and in writing to the Office of Professional Standards. Failure to make such notification may result in termination of employment.

**Office of Professional Standards**  
**7060 Camp Bowie Blvd**  
**Fort Worth, Texas 76116**  
**Contact: 817-814-1880**  
**Reported Employee Allegations**

Examples of allegations of employee misconduct that **MUST** be reported and investigated are as follows:



- Injury to a child,
- Inappropriate language and/or behavior towards a child.
- Inappropriate physical contact with a child.
- Sexual Contact with a child.
- Sexual harassment
- Racial slurs
- Inappropriate use of school District computers.
- Verbal or physical employee abuse.
- Injury, verbal, or physical abuse of the elderly or disabled.
- Theft.

## Procedures

Allegations, witness and/or employee statements are sent to the Office of Professional Standards to determine if the employee will be placed on administrative leave using impact criteria.

- If the employee is a substitute, they are placed on hold without pay until the investigation is complete. Investigators are expedited for substitutes because of the “job hold” requirement.

**The Office of Professional Standards will notify you if you are cleared to return to work. If you are cleared please contact the Substitute Office immediately.**

The investigation may include:

- An interview
- An opportunity to include a written statement.

The Substitute Services Department will:

- Review all information
- Monitor any outside agency investigation
- Present findings to appropriate division heads
- Close-out the investigation file.

## Dress Code

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with any additional standards set by their supervisors with the approval of the superintendent. Please adhere to the following:

Dress code for District Service Center (Admin) and Satellite Locations:

- Dress slacks
- Business style dresses
- Business style dress shirts and blouses.
- Dress sweaters or turtlenecks
- Dress capri/cropped pants that are mid-calf in length
- Blue jeans and sneakers only on special occasion days or under extenuating circumstance as approved by division head.
- Shoes should be comfortable, and should not resemble flip flops. Shoes that protect your feet at all times are recommended.
- Clothing should be clean and pressed. No holes, rips or tears.

**Dress code Campus Based Personnel:**

- Slacks (may be Docker-style), skirt, dresses of various colors and fabrics
- Shirts (not t-shirts) and blouses.
- Dress style polo shirts.
- Sensible shoes appropriate to the assignment.
- Blue jeans and sneakers only on special occasion days or under extenuating circumstances, as approved by the principal.

## Name/Gender and Address Changes

It is important that employment records be kept up to date. The home address, primary telephone number, beneficiary, and emergency contact, must be changed in Munis Employee Self-Serve [portal](#). An employee must submit a name change request through the District's Name Change Request [Form](#) located on the District's website. For questions, contact Employee Records at [employeerecords@fwisd.org](mailto:employeerecords@fwisd.org) or call 817-814-2760.

## Yearly Online Training – VectorSolutions (formerly SafeSchools).

The FWISD requires all employees to participate in our Safe Schools Training. These training courses are offered online for your convenience. Using your web browser, go to the following VectorSolutions (formerly) SafeSchoolsTM website for Fort Worth ISD: <https://fwisd-tx.safeschools.com>

It is imperative that every substitute view the VectorSolutions (SafeSchoolsTM) training. It includes important information for clocking in and out on a daily basis.

For Safe Schools questions, please contact Technology 817-814-4357 for technical difficulties. Click on the following link to find instructions on how to create a support ticket: [Vector Solutions Tech Support](#).

## FWISD Email

**IMPORTANT NOTE:** You cannot perform this function until a week after you have worked your first assignment. Please see sets below or click on this link: [FWISD Email Set Up](#).

**Quick Reference Guide**  
 Creating and Syncing New Employee Password on MacBook

**Overview Part 1:** This document provides a step-by-step process to create and sync Microsoft password on a MacBook. *It is very important to sync newly created password to MacBook before logging out of the device.*

**Step 1:** Click Sign into Microsoft.

**Step 2:** Enter FWISD email address. Click Next.  
*Note: Email address is firstname.lastname@fwisd.org*

**Step 3:** Enter temporary password. Click Sign in.  
*Note: Temporary password is FWISD's-digit employee ID number*  
 Example: FWISD 012345

**Step 4:** Enter current and new passwords. Click Sign in.

**Password Requirements**

- 12 characters
- Uppercase letter
- Lowercase letter
- Number
- Special symbol
- Cannot contain first or last name

The following characters are not supported by all Fort Worth ISD applications: & " ' + % ; &

**Step 5:** When prompted, set up multi-factor authentication using preferred methods.

- Text Code
- Authenticator App (recommended)
- Security Questions

[Authenticator App for Apple](#)  
[Authenticator App for Android](#)

**TEXT CODE EXAMPLE**

**AUTHENTICATOR EXAMPLE**

**SECURITY QUESTIONS EXAMPLE**

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**Quick Reference Guide**  
 Creating and Syncing New Employee Password on MacBook

**Overview Part 2:** This document provides a step-by-step process to create and sync Microsoft password on a MacBook. *It is very important to sync newly created password to MacBook before logging out of the device.*

**Step 1:** Click on Manager icon in the menu bar at the top right-hand side of the screen.

**Step 2:** Click Sync local password with Microsoft.

**Step 3:** If prompted, type in newly created password. Click Sign In. If not prompted, proceed to Step 4.

**Step 4:** Type newly created Microsoft password in the text field. Click Continue.  
*Note: It may take up to 10 seconds for the next window to display.*

**Step 5:** Type current local password in text field.  
*Note: This will be the previous Microsoft password that was used prior to resetting.*  
 Click Enter.

**Step 6:** Log out of MacBook. Log into the device using the newly created password.

**Need Additional Assistance?**

Contact the HelpDesk at 817-814-4357 or visit <https://supporthub.fwisd.org> to submit a help ticket.

Visit the [FWISD Training Resource Library](#) to view all training resources and Quick Reference Guides available to FWISD employees.

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If you need further assistance, please contact Technology at 817-814-HELP (4357).

## Frontline Employee Service Center (View your check stubs, W-2, W-4, and change personal information)

**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT

### Quick Reference Guide

### Frontline Employee Service Center (ESC) Overview

**Overview:** This document provides an overview of the most commonly accessed areas of the Employee Service Center application in Frontline ESC.

#### IMPORTANT:

Step-by-step processes for submitting absences and creating mileage requests in Frontline ESC can be found in the following quick reference guides:

[QRG: Creating an Absence](#)

[QRG: Creating Mileage Requests](#)

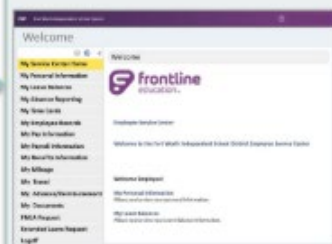
[QRG: Creating Travel Request](#)

#### ACCESSING

**Step 1:** From Classlink, click the Employee Service Center icon.

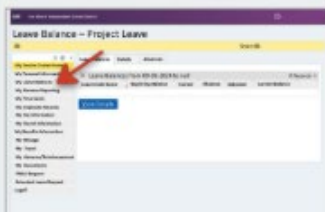


**Step 2:** View Employee Service Center.



#### MY LEAVE BALANCES

Click **My Leave Balances** to view total number of leave days accrued.



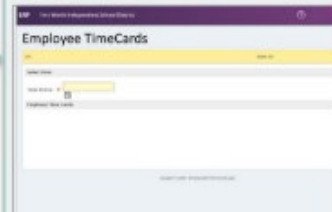
#### MY ABSENCE REPORTING

Click **My Absence Reporting**. Select **Employee Absences** to submit an absence.



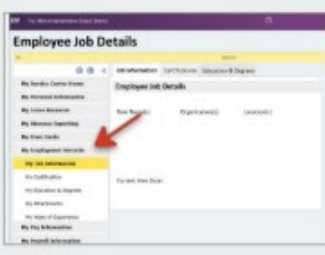
#### MY TIME CARDS

Click **My Time Cards** to view previous and current time cards by date range.



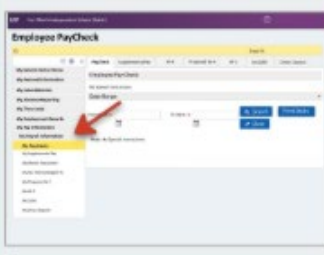
#### MY JOB INFORMATION

Click **My Employee Records**. Select **My Job Information** to view current job information.



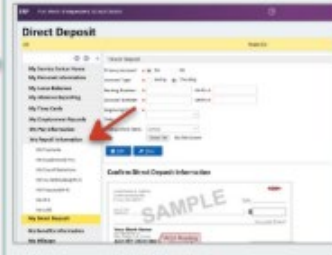
#### MY PAYCHECKS

Click **My Payroll Information**. Select **My Paychecks** to view paycheck related information.



#### MY DIRECT DEPOSIT

Click **My Payroll Information**. Select **My Direct Deposit** to view and update direct deposit.



## Payroll

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### Payroll Guidelines/Policy

All employees are paid semi-monthly. Automatic Payroll Deposit Employee's paychecks will be electronically deposited into an account the employee must designate. A notification period of one month is necessary to activate this service. Changes to financial institutions may be made in person at the Payroll window or through Employee Self-Serve. Contact the Payroll Department at 817-814-2180 or [Payroll & Benefits Department](#) for more information about the automatic payroll deposit service

Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization (Fort Worth Independent School District Handbook – Revised July 2022 -21). The schedule of pay dates for the school year is listed on the employee calendar available on the printable calendars page. **A payroll calendar can be found on the Payroll Website under [Payroll Calendars](#).**

The district pays into a FICA Alternative instead of social security. Any employee working in a substitute, temporary, or part-time position not eligible for membership in the Teacher Retirement System of Texas, and excluding TRS retiree, will participate in the District's Tax-Sheltered Annuity Plan for Part-time Employees in lieu of participating in social security.

Non-exempt, Substitutes, and Exempt employees working extra duty will perform clock-in and clock out procedures using the timekeeping clock, computer, or mobile application according to your scheduled times. DEC Reg.

## Important Tips and Helpful Hints

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### Reminders

- Substitute profiles with **6 months** or more of inactivity will be deactivated.
- You must work a minimum of eight (8) days a month to remain.
- Never share your access and password information with anyone
- Receiving three (3) "**Do Not Use**" notices from administrators within a twenty-four (24) month period is cause for termination.
- If a substitute is placed on hold, is without pay until cleared from the hold status.
- Too many cancellations may cause you to be removed from the substitute list.

- You may **NEVER** cancel one job to go to another.
- Always notify the school and the Substitute Services Department of any cancellations.
- You must never leave students unattended.
- Planning periods are not free time. You may be asked to perform clerical or other duties during this time and must be honored.
- Wear your Identification Badge at all times while at work.
- Report to your assignment at least 15 minutes before the start time.
- Remember **NO** job number equals no pay. **DO NOT** accept a job without a job number.
- Missed punches can cause issues to arise in pay. **Ensure you clock in and out daily.**
- If you agree to sub for someone in person, always request a job number.
- If you accept an assignment and upon arrival to the location you are told the job is canceled, **DO NOT LEAVE THE SITE.** Call our office. Leaving the location results in forfeiting your pay.
- If on arrival you are switched to a different assignment, you must honor the change. Ensure you ask for the new job number.
- If you miss a day while working a long-term assignment, the pay will revert to day one. (Applies to teaching positions only. Substitute teacher must have a bachelor's degree or higher to qualify for the hire rate of pay.)
- Assignments will be half day (4hours) or full day (8hours). If you work a half day, you will only be paid half of your daily rate. No overtime or extra compensation in the sub daily rates.
- **NEVER** take pictures and/or video in school settings and post them on social websites (Facebook, X, Instagram, Tik Tok, etc).
- If you accept an assignment after the start time, call the school/department before leaving to ensure you are still needed. Depending on the time, they may ask you to come in for a half day only.
- To updated your educational status to degreed, you must submit your official conferred transcripts with your posted degree. Transcripts brought in to our office must be in a sealed envelope from the college/university. Or the can be sent electronically directly from the college or university to [substitutes@fwisd.org](mailto:substitutes@fwisd.org). The change in degree status and increase in pay will take effect on the day the transcripts are received by our office.
- NEVER leave the school without checking with the school secretary or administrator in the main office.
- Be aware of days where there is no school in session. This includes but is not limited to: Waiver Days, Teacher Prep Days, Snow Days, District Holidays, Thanksgiving, Winter, and Summer break. No School in session means **NO** work for substitutes.



## FWISD Employee Ethics and Standard of Conduct

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### Message to FWISD Employees

FWISD is committed to the highest standards of ethics and conduct in all of its practices. We have the same high expectations for all FWISD employees. We take this very seriously. Our mission in asking you to participate in this presentation is to stress how very important it is for all District employees to carry out their job duties and their lives in a manner that honors and supports what we do and what we are about . . . respect, honesty, trust, citizenship, responsibility, and integrity.

At the end of this presentation you will be asked to sign an acknowledgement that you have received information on and agree to comply with the District's Employee Ethics and Standards of Conduct policies and procedures. We are confident and expect that all FWISD employees will exemplify and model the expectations outlined in the following information. If you have any questions concerning ethics, standards of conduct, or other information presented, please contact **Employee Services** at **817-814-1830**.

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to, and a brief explanation of District policies and procedures related to employment. **These policies and procedures can change at any time**; changes to District policy and procedures shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the specific Board Policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District staff who facilitate that policy's management. District policies can be accessed online at the District's website [FWISD Board Policy](#)

### Employee Conduct and Welfare Standards of Conduct - Policy [DH](#)

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness,



and failure to follow procedures for reporting an absence may be cause for disciplinary action.

- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation may result in disciplinary action, including termination.

Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent knew of the incident. See Reports to the Texas Education Agency, page 57 for additional information.

The [Educators' Code of Ethics](#), adopted by the State Board for Educator Certification, which all District employees must adhere to, is accessible in Board Policy online under policy DH (Exhibit).

## **Discrimination, Harassment, and Retaliation Policies [DH](#), [DIA](#)**

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action, up to and including termination of employment.

Individuals who believe they have been discriminated against, retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint,

the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the Board.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation may be accessed online.

## SEXUAL HARASSMENT REPORTING POLICY

The Fort Worth Independent School District prohibits sexual harassment, including sexual assault, dating violence, domestic violence, or stalking (as defined by the Clery Act or Violence Against Women Act). Sexual harassment conduct includes:

- 1) A District employee using educational benefits, aids, or services to obtain participation in unwelcome sexual conduct (quid pro quo), or
- 2) Unwelcome conduct that a reasonable person would determine to be severe, pervasive, and objectively offensive that would effectively deny a person access to the District's educational program.

Any district employee who believes that they have experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to their supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's policy DIA includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation.

The following person has been designated to handle inquiries regarding sexual harassment: **Cynthia Allen**, Title IX Coordinator, Employee Services, 7060 Camp Bowie Blvd. Fort Worth, TX 76116, Phone: 817.814.1837, E-mail: [TitleIX@fwisd.org](mailto:TitleIX@fwisd.org).

## Harassment of Students

Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)

If Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official immediately. Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the District's Title IX coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by District policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows or has reasonable

cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See the sections titled Reporting Suspected Child Abuse, page 41 and Bullying, page 62 in this document for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is may be accessed online.

Fort Worth ISD strictly prohibits any conduct by an employee toward a student which may be perceived as solicitation of a romantic relationship. See "Solicitation of a Romantic Relationship," Board Policy [DHB](#) (LEGAL)

## Reporting Suspected Child Abuse

Policies [DG](#), [GRA](#)

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours (two calendar days) of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS. Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child, and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services may be submitted [online](#) or through the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas 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, or assistant principal if the principal is not available. This includes reporting suspected abuse of students with disabilities who are no longer minors.

Employees are not required to report their concerns to a campus administrator before making a report to the appropriate agency. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation, such as but not limited to denying an interviewer's request to interview a student at school, and/or requiring the presence of a parent or school administrator during an interview with a student or student witness against the desires of the duly authorized investigator is prohibited.

### **Sexual Abuse and Maltreatment of Children**

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the District's Emergency Procedures Manual. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. 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. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in the section Reporting Suspected Child Abuse.

### **Reporting a Crime**

Policy [DG](#)

The Texas Whistleblower Act protects District employees who make good faith reports of violations of law by the District to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a [crime](#) witnessed at the school to any peace officer with the authority to investigate the crime.

### **Technology Resources**

Policy [CQ](#)

The District's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all District-owned devices used on or off school

property, are for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees are required to abide by the provisions of the District's responsible use agreement and administrative procedures. Failure to do so can result in the suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Instructional Technology Department at 817-814-3100.

## **Personal Use of Electronic Communications**

Policy [CQ](#), [DH](#)

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), weblogs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.

- The employee shall limit the use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the [Texas Educators' Code of Ethics](#), even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off-campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
  - Confidentiality of District records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See Electronic Communications between Employees, Students, and Parents, below, for regulations on employee communication with students. Employees who violate responsible use Fort Worth Independent School District – Revised October 2021; January 2022

Abuse of District network and electronic resources are subject to disciplinary action, up to and including the involuntary termination of employment.

## **Electronic Communications between Employees, Students, and Parents**

Policy [DH](#)

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who

are currently enrolled in the District. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the District are prohibited. Employees are not required to provide students with their personal phone numbers or email address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgment by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from District regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Weblogs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). Electronic Media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate, means conveying information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to District regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to Fort Worth Independent School District – Revised October 2021; January 2022 46 communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.



An employee who communicates electronically with students shall observe the following:

- The employee will abide by the standards established in the Educators' Code of Ethics.
- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the [Texas Educators' Code of Ethics](#) including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]

- Upon written request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages is not allowed as they cannot be preserved in accordance with the District's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## Public information on Private Devices Policy

Policy [DH](#)

Employees should not maintain District information on privately owned devices. Any district information must be forwarded or transferred to the District to be preserved. The District will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- A verbal or written directive; and/or
- Remote access to District-owned devices and services

## Criminal History Background Checks

Policy [DBAA](#)

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## Employee Arrest and Convictions

Regardless of whether an event occurs within or outside of an employee's work calendar year, an employee must notify his or her principal or immediate supervisor and the Office of Professional Standards within two District business days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any misdemeanor or felony, including the offenses listed below:

- Crimes involving school property or funds Fort Worth Independent School District – Revised October 2021; January 2022 48
- Crimes involving an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code § 261.001

**If an educator is arrested or criminally charged, the Superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA if the District did not learn of the arrest or charge through the Fingerprint-based Applicant Clearinghouse of Texas (F.A.C.T).**

**Employees with questions about reporting requirements should contact the Office of Professional Standards (OPS) at 817-814-1880.**

## Alcohol and Drug-Abuse Prevention

Policy [DH](#)

Fort Worth ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- referral to employee assistance programs;
- termination from employment with the District; and
- referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall: abide by these terms; and notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

## Tobacco Products and E-Cigarette Use

Policies [DH](#), [FNCD](#), [GKA](#)

State law prohibits smoking, using tobacco products, or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco

products, or e- cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

## Conflict of Interest

Policy [CB](#), [DBD](#)

Employees are required to disclose in writing to the District any situation that creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest;
- A business interest;
- Any other obligation or relationship; or
- Non-school employment

Employees should contact their supervisor for additional information.

## Copyrighted Materials

Policy [CY](#)

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication is to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement

## Associations and Political Activities

Policy [DGA](#)

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of District resources including work time for political activities is prohibited.

The District encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to the absence.

## Possession of Firearms and Weapons

Policies [DH](#), [FNCG](#), [GKA](#)

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it immediately to their supervisor and Safety & Security, 817- 814-2699.

## Electronic Recording of Communications

Policy [DH](#)

No employee shall electronically record by audio, video, or other means any conversations or meetings unless each and every person present has been notified of being electronically recorded. Persons wishing to record a meeting must notify anyone arriving late to any such meeting that the meeting is being recorded. An employee shall not electronically record a telephone conversation unless all persons participating in the telephone conversation have been notified of being electronically recorded. This provision is not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy, or to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

## Bullying

Policies [FFI](#)

Bullying is defined by TEC § 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, as soon as possible to the campus principal or designee. The District's policy includes definitions and procedures for reporting and investigating bullying of students. Procedures for reporting a bullying incident and investigation of reports of bullying of District students are included in the [Regulations](#) to Board Policy FFI. For procedures regarding

transfer of a student who is a victim of bullying or who engaged in bullying, see Board Policy [FDB](#).

## Hazing

Poly [FNCC](#)

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While some initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

## Equal Employment Opportunity

Policies [DAA](#), [DIA](#)

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

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district’s Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: **Cynthia Allen**, Title IX Coordinator, 7060 Camp Bowie Blvd Fort Worth, Texas at 817-814-1830, or [TitleIX@fwisd.org](mailto:TitleIX@fwisd.org).



The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: **Patricia Sutton**, 504 Coordinator, Camp Bowie Blvd Fort Worth, Texas 76116, at 817-814-2458. Email: [patricia.sutton@fwisd.org](mailto:patricia.sutton@fwisd.org). Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## Americans with Disabilities Act (ADA)

Policies [DAA](#), [DIA](#)

The District does not discriminate against any qualified individual on the basis of a disability in job application procedures, hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment. 42 U.S.C. 12112(a); 29 C.F.R. 1630.4; Labor Code 21.051

Reasonable Accommodations. The District is required, absent undue hardship, to make a reasonable accommodation for an otherwise qualified individual who meets the definition of disability under the statute. Requests for consideration of reasonable accommodations must be submitted to Leaves and ADA Management – Benefits Department at [leaves@fwisd.org](mailto:leaves@fwisd.org). The District's ADA request process and forms can be found on the Employee Benefits [website](#).

## Payroll Deductions Policy

Policy [CFEA](#)

The District is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or a FICA Alternative Plan;
- Federal income tax required for all employees;
- Medicare tax (applicable only to employees hired on or after April 1, 1986);
- Child support and spousal maintenance, if applicable.
- Delinquent federal education loan payments, if applicable; and
- Other Legal Garnishments.

Other payroll deductions employees may elect, include deductions for the employee's share of premiums for health, dental, life, and vision insurance; and annuities. Employees also may request payroll deduction for payment of district-approved membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave

### Automatic Payroll Deposits

Automatic Payroll Deposit Employee's paychecks will be electronically deposited into an account the employee must designate. A notification period of one month is necessary to activate this service. Changes to financial institutions may be made in person at the Payroll window or through Employee Self-Serve. Contact the Payroll Department at 817-814-2180 or [Payroll & Benefits Department](#) for more information about the automatic payroll deposit service.