KILGORE
INDEPENDENT SCHOOL DISTRICT

2025-2026

SUBSTITUTE HANDBOOK

If you have difficulty accessing the information in this document because of a disability, please contact Human Resources.

Kilgore ISD reserves the right to amend this handbook as needed. An updated copy will be available on the KISD website.

Kilgore Independent School District, does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

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Substitute Handbook Acknowledgement

All employees must electronically acknowledge their acceptance of the Kilgore ISD Employee Handbook. This will include acknowledgment of understanding of how to access the Employee Handbook located on the KISD website. The electronic acknowledgment is completed at the beginning of each school year during the annual online compliance training and at the time of hire.

Employees may view the Kilgore ISD Employee Handbook at any time on the KISD website. To access the Employee Handbook electronically on the KISD Human Resources Department page at www.kisd.org. Click on the Employee Handbooks link to view the the Kilgore ISD Employee Handbook as a pdf document. Employees may print or save a copy of the handbook. Employees also have the option of requesting a hard copy of the KISD Employee Handbook by contacting Kilgore ISD Human Resources.

Employees may access all Board policies at www.kisd.org on the Board Policy page or via Board Policy Online at https://pol.tasb.org/PolicyOnline?key=539. Employees are reposonisble for reading, understanding, and complying with the procedures, guidelines, and requirements contained in the Handbook.

The information in this handbook is subject to change. Changes in District policies may supersede, modify, or render obsolete the information summarized in this document. As the District provides updated policy or procedure information, all employees accept responsibility for reading and abiding by the changes. The most current information will be found by viewing the substitute handbook on the Kilgore ISD website.

Employees must inform the Human Resources Department of any changes in personal information, such as phone number, address, etc. Employees accept responsibility for contacting their supervisor or Human Resources for questions, concerns, or further explanation regarding the substitute handbook.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Kilgore ISD Department of Human Resources

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is this handbook intended to alter the at-will status of noncontract employees in any way. Rather, the Employee Handbook 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. These changes shall supersede any handbook provisions that are not compatible with the change.

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district department. District policies can be accessed online at **www.kisd.org**.

Welcome to Kilgore Independent School District!

A Message from the Superintendent

On behalf of the Kilgore Independent School District, I would like to express my appreciation for your interest in substituting in our District's classrooms and welcome you as an important member of our educational team. Substitutes are indeed a valuable part of our program and we acknowledge the important role you perform in the educational process.

Kilgore ISD, the Board of Trustees and staff consider substitute teaching an essential ingredient of our school program. As a substitute teacher, you will be expected to provide for the safety and well-being of the students in your charge, to maintain the continuity of the instructional program and to contribute to the operation of the school in which you are assigned.

This handbook has been prepared to assist you when substituting for our District. Information is provided about the District policies and procedures, our school organization and your responsibilities as a substitute teacher.

Principals or their designees will assist you when you report to the individual schools. Specific information relevant to the operation of each campus will be provided. The assistance from principals and their staff as well as the information in this handbook should help you provide optimum educational benefits to our students. It is a pleasure to have you as a substitute teacher in the Kilgore Independent School District.

"KILGORE PROUD"- NOT A STATEMENT, IT'S AN EXPECTATION

Best Regards,

Dr. Andy Baker
Superintendent of Schools

A Message from the Human Resources Department

Thank you for your service and commitment to KISD students and staff. Substitute teachers are a vital part of the Kilgore ISD family, providing consistency in instruction for our students when teachers are out of the classroom. Your commitment to instructional excellence is valued and appreciated. It is my hope that you have a positive experience while providing this integral role. Please contact me at abroaddus@kisd.org or (903) 988-3900 if I may be of assistance to you.

Sincerely,

Amy Broaddus
Director of Human Resources

District Information

Description of the District

Kilgore Independent School District prepares today's students for tomorrow's opportunities through quality instruction and academic excellence. Kilgore ISD is located in the piney woods of northeast Texas between Dallas, Texas and Shreveport, Louisiana and covers 106 square miles in both Gregg and Rusk counties. Kilgore ISD employs more than 500 staff members who serve over 4,000 students across five campuses.

Our students excel in academics and extracurricular activities - we have highly qualified teachers and staff who are passionate about what they do. We live among a community who epitomize the mottos Kilgore Proud and Bulldog Strong!

Mission, Vision, and Values

Policy AE

Mission

Kilgore ISD believes it is our responsibility to prepare our students for tomorrow's opportunities through quality instruction, responsible citizenship, academic citizenship, academic achievement, and extracurricular excellence.

Vision

Kilgore ISD is committed to providing innovative educational experiences meaningfully designed to challenge, support, and empower our students to achieve their absolute maximum potential within a learning environment grounded in our Bulldog community's traditions, values, and expectations.

Values

1. **Teaching & Learning:**
   Our school system will ensure that all students will receive meaningful classroom instruction designed to empower students.
2. **Engagement:**
   Our school system will implement engagement plans intended to cultivate a culture of parental and community support and cooperation.
3. **Facilities:**
   Our school system will provide and maintain state-of-the-art facilities that support innovative instructional practice, advanced student performance, and community partnership.
4. **Employee Development:**
   Our school system will recruit, develop, and retain employees whose philosophies and experiences align with those of the district.
5. **Funding & Finance:**
   Our school system will ensure exemplary financial management and maximize funding resources to optimize student achievement and classroom innovation.

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the Board of trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations.

The Board of trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected annually and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

Board of Trustees

- Position 1: Dereck Borders
- Position 2: Jason Smith, President
- Position 3: Alan Clark
- Position 4: Reggie Henson
- Position 5: Johna Tritt
- Position 6: Rachel Harrington, Secretary
- Position 7: Dana Sneed, Vice President

Helpful Contacts

Kilgore ISD Substitute Services

Monica McFarland - HR Specialist, Recruitment & Substitute Services

mmcfarland@kisd.org
(903) 988-3900 ext. 2014

Superintendent of Schools

Dr. Andy Baker, ED. D.

Shelley Turner - Administrative Assistant, Superintendent/Board & Central Office Manager

Kilgore ISD Administration Central Office

301 N. Kilgore St
Kilgore, TX 75662
(903) 988-3800

Office Hours

7:30 – 4:00 Monday – Friday

7:30 – 4:30 Monday – Thursday (summer schedule)

Campus Directory

Kilgore Primary (KPS) PK/HS - 1st		
Main Tel #	**903-988-3905**	
255 Baughman Rd, Kilgore, TX 75662		
Principal	**Lisa Richardson**	**2507**
Admin Asst & Sub Coord.	Mollie Shelton	2505
Asst Principal	Pamela O'Neal	2511
Asst Principal	Jennifer Bigler	2506
Nurse	Cassie Roberts	2503
Computer Tech	Destiny Lopez	2046

Kilgore Intermediate (KIS) 4th & 5th		
Main Tel #	**903-988-3903**	
2201 Whipporwill Ln, Kilgore, TX 75662		
Principal	**Kim Slayter**	**2302**
Admin Asst & Sub Coord.	Lacy Toler	2301
Asst Principal	Jeromy McMurray	2306
Nurse	Jamie Thurmond	2308
Computer Tech	Juan Resendiz	2022

Kilgore High School (KHS) 9th - 12th		
Main Tel #	**903-988-3901**	
711 N. Longview St, Kilgore, TX 75662		
Principal	**Otis Amy**	**2106**
Admin Asst	Amanda Craven	2104
Sub Coord.	Autumn Morgan	2139
Assoc Principal	Tim Banks	2107
Asst Principal	Karla Square	2105
Asst Principal	Alex Ramos	2141
Asst Principal	Sheri Payne	2102
Nurse	Melissa LeBlanc	2109
Computer Tech	Joseph Collum	2155

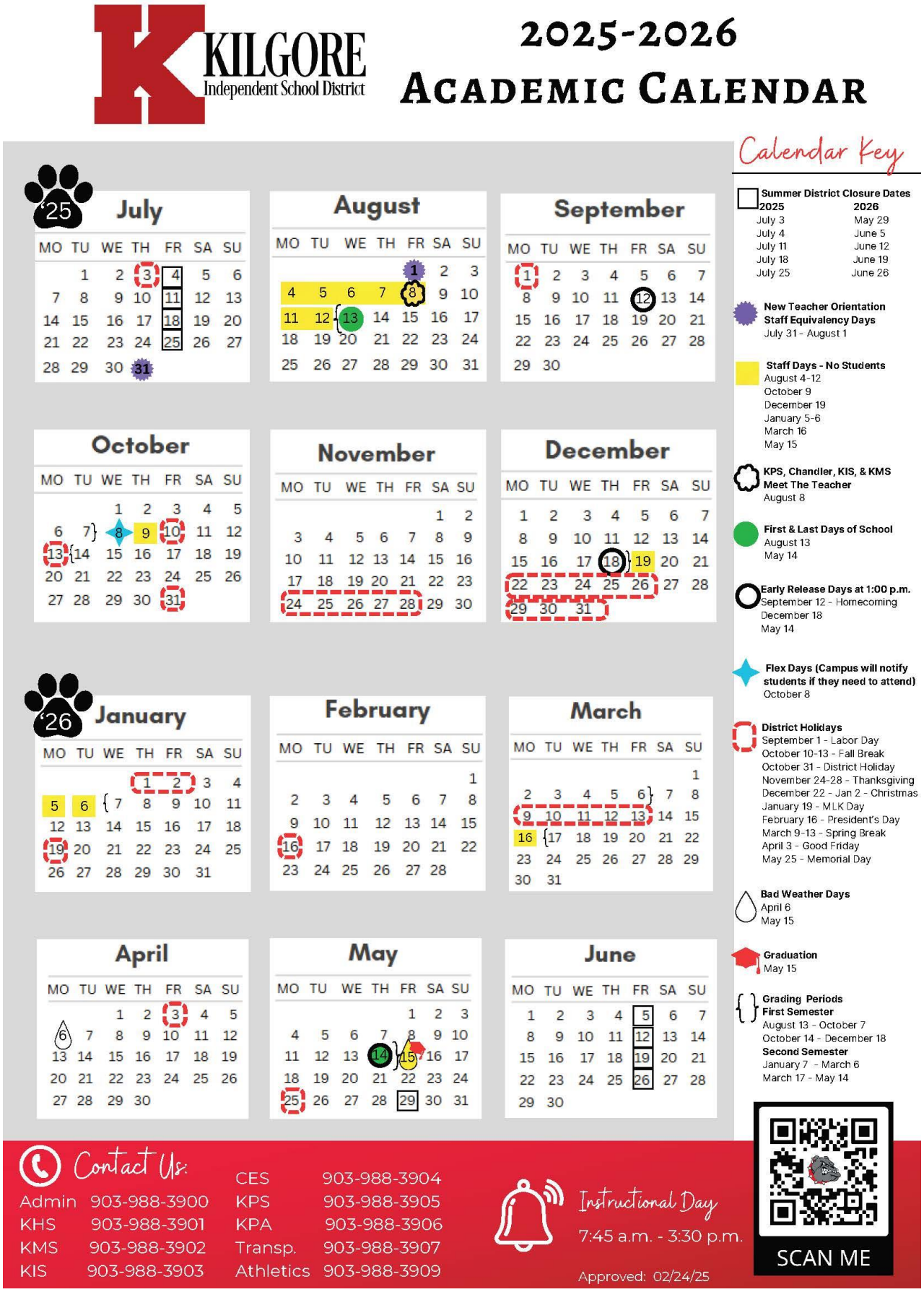
Kilgore Pathways Academy (KPA)		
Main Tel #	**903-988-3906**	
820 N. Kilgore St. Kilgore, TX 75662		
Principal	**Lauren Thrasher**	**3906**
Admin Asst	Rosemary Ramirez	3906

Chandler Elementary 2nd & 3rd		
Main Tel #	**903-988-3904**	
2500 Chandler St, Kilgore, TX 75662		
Principal	**Steven Collins**	**2410**
Admin Asst & Sub Coord.	Jennifer McKay	2404
Asst Principal	Meghan Daniels	2403
Nurse	Emily Carroll	2407
Computer Tech	Juan Resendiz	2022

Kilgore Middle (KMS) 6th, 7th & 8th		
Main Tel #	**903-988-3902**	
455 Baughman Rd, Kilgore, TX 75662		
Principal	**Cindy Lindley**	**2208**
Admin Asst	Melba Hampton	2206
Sub Coord.	Olivia Roe	2224
Asst Principal	Sheri Peterson	2223
Asst Principal	Stephanie Carter	2205
Asst Principal	Cynthia Harris	2216
Nurse	Crystal Shaw	2204
Computer Tech	Destiny Lopez	2046

Kilgore ISD Administration		
Main Tel #	**903-988-3900**	
301 N. Kilgore St. Kilgore, TX 75662		
Superintendent	**Dr. Andy Baker**	**2043**
Executive Assistant	Shelley Turner	2043
Receptionist	Patricia Brooks	2001
Monday – Friday	7:30 am – 4:00 pm	

Calendar


KILGORE
Independent School District
2025-2026
ACADEMIC CALENDAR
'25
July
August
September
October
November
December
'26
January
February
March
April
May
June
Calendar Key
Summer District Closure Dates
2025
July 3
July 4
July 11
July 18
July 25
2026
May 29
June 5
June 12
June 19
June 26
New Teacher Orientation
Staff Equivalency Days
July 31 - August 1
Staff Days - No Students
August 4-12
October 9
December 19
January 5-6
March 16
May 15
KPS, Chandler, KIS, & KMS
Meet The Teacher
August 8
First & Last Days of School
August 13
May 14
Early Release Days at 1:00 p.m.
September 12 - Homecoming
December 18
May 14
Flex Days (Campus will notify students if they need to attend)
October 8
District Holidays
September 1 - Labor Day
October 10-13 - Fall Break
October 31 - District Holiday
November 24-28 - Thanksgiving
December 22 - Jan 2 - Christmas
January 19 - MLK Day
February 16 - President's Day
March 9-13 - Spring Break
April 3 - Good Friday
May 25 - Memorial Day
Bad Weather Days
April 6
May 15
Graduation
May 15
Grading Periods
First Semester
August 13 - October 7
October 14 - December 18
Second Semester
January 7 - March 6
March 17 - May 14
Contact Us:
Admin 903-988-3900
KHS 903-988-3901
KMS 903-988-3902
KIS 903-988-3903
CES 903-988-3904
KPS 903-988-3905
KPA 903-988-3906
Transp. 903-988-3907
Athletics 903-988-3909
Instructional Day
7:45 a.m. - 3:30 p.m.
Approved: 02/24/25
SCAN ME

Substitute Hiring Process

New non-certified substitutes are generally hired at two times during the year, before the beginning of the school year and before the beginning of the Spring semester. Certified substitutes are hired throughout the school year.

Application Steps

- Apply Online at www.kisd.org
- Complete mandatory compliance training and orientation
- Complete and submit all pre-employment and new hire forms
- Provide applicable transcripts and/or certifications
- Complete fingerprinting through TX DPS and the State Board of Educator Certification (SBEC)
- Attend Substitute Workshop

Fingerprinting Requirement

Prior to employment: Senate Bill 9 requires expanded criminal history information reviews of school district employees and other persons who have contact with students.

During employment: National criminal history information will be entered into the TXDPS FACT Clearinghouse. This database provides the district with access to each employee's national criminal history and notifies KISD of any new criminal information received while the substitute is an active employee. **Any adverse notification from DPS FACT Clearinghouse may result in immediate removal from the substitute system.**

Compliance Safety Training and Orientation

Compliance safety training is required for all substitutes annually. All new substitutes and returning substitutes who have been inactive for more than two years must attend the Substitute Workshop.

Process for Returning Upcoming School Year

Substitutes who have performed their duties in an acceptable manner and and worked at least five assignments during the current school year are eligible to return for the upcoming school year. A Letter of Reasonable Assurance must be signed and returned to Human Resources at the end of the current school year.

Substitutes wishing to remain active must:

1. Work at least five (5) assignments each semester.
2. Continue acceptable performance.
3. Complete and return the Letter of Reasonable Assurance at the end of the school year.
4. Update the employee information packet and obtain a new ID badge.

Substitute Qualifications

The District shall attempt to hire certified teachers as substitute teachers whenever possible; however, no person shall be disqualified from employment that meets the minimum qualifications as given on the Substitute Teacher job description. Principals shall consider the most qualified substitute from the approved list based on the assignment needed and shall place substitutes in their field of interest or the field in which they are best qualified.

Substitute Pay

Substitute pay will be reviewed annually and determined by the Board of Trustees during the budget process. Daily pay rates will be available at the beginning of each school year on the District website at www.kisd.org. Certified substitute teachers and degreed substitute teachers will receive a higher daily rate of pay while working in one teaching position for more than 10 consecutive days.

Substitute Daily Pay Rates

- Non-degreed and non-certified - $85.00 per day
- Bachelor's degree/ non-certified teacher - $95.00 per day
- Certified teacher - $105.00 per day

*Long-Term Substitutes

- Non-certified/Degreed long-term subs - $110.00 per day
- Certified long-term subs - $120.00 per day
- Must work in one teaching assignment for more than 10 consecutive days.

*Substitutes must be certified or degreed for long-term assignments unless requested by campus administration for hard-to-fill positions.

Paraprofessional (aide/clerical) positions - $85.00 per day

All substitutes will receive $85.00 per day when substituting in a paraprofessional position regardless of degree or certification. This includes long-term paraprofessional assignments.

Note: At the discretion of the Superintendent, the standard KISD Substitute rates may be altered for professional service provider substitutes as needed.

Education and Certification

All documents regarding salary (transcripts, certification etc.) must be received by the Human Resources Department to ensure accurate pay is received. Expired or invalid teaching certificates will result in being placed on the degreed pay scale.

Pay Schedule and Guidelines

Payday is the 25th of the month. Checks will include all substitute days worked the prior month. Paychecks must be direct deposit or mailed to the substitute's address on record.

Scheduled Work Hours

The substitute daily schedule is generally 7:30 a.m. to 3:30 p.m. However, campus start and end times may vary. Refer to the scheduled work times in Frontline or contact the campus for confirmation. Individuals working four (4) hours or less will receive one half-day's pay.

It is the responsibility of the substitute to keep a record of jobs and dates worked at each campus. Substitutes must sign in and out on the campus sign-in sheet in order to ensure accuracy. Failing to do so could result in the substitute not being paid for the day. All signatures must be legible. If a discrepancy is found, the campus should be contacted for a resolution.

Name and Address Changes

Employees must notify KISD Human Resources of any changes to their name, contact details, education, or other personal information. Changes must be submitted on the appropriate form obtained from the KISD HR department. Requests by phone or e-mail will not be accepted.

Requirements of the Affordable Care Act

As of January 1, 2014, the Affordable Care Act (ACA) requires you to have health insurance for yourself and your dependents. Some individuals are exempt from this requirement. If you do not have health insurance and you are not exempt, you may be subject to a penalty.

Enrollment in TRS-ActiveCare satisfies the requirement to have health insurance. Enrollment in another plan, such as through a spouse, parent, or association, also satisfies the requirement to have health insurance if the plan provides minimum essential coverage.

NOTE: All Kilgore ISD employees are required to complete a TRS ActiveCare enrollment form during open enrollment to elect or deny health insurance. All Kilgore ISD new hires will be required to complete a TRS ActiveCare enrollment form during the new hire process to elect or deny health insurance.

As an alternative to ActiveCare or another health insurance program, you may enroll in insurance through the Health Insurance Marketplace. In Texas, the Marketplace is a federal government program that offers, "one-stop shopping" to find and compare private health insurance options. For information on the Marketplace, see www.healthcare.gov

If you have questions or concerns about the health insurance offered through the District, please contact the KISD HR Specialist at (903)988-3900. Questions about the Marketplace and how the Affordable Care Act impacts you should be addressed to www.healthcare.gov or your personal attorney.

Letter of Reasonable Assurance

Substitute teachers are issued Letters of Reasonable Assurance annually. This letter provides notice of reasonable assurance of continued employment with the District when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school District wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks. This is not an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Failure to sign and return the annual Letter of Reasonable Assurance notice by the published due date will be deemed as a voluntary resignation.

Resignation/Inactive Employment Status

Substitutes who wish to resign from employment or have their name removed from the active substitute list must send written notice of resignation to the HR Specialist of Substitute Services by email, mail, or hand-delivery. Once the notice is received, you will be deactivated from the master list. **Substitutes who do not work at least five (5) assignments per semester will be terminated from substitute employment based on a voluntary resignation.**

Teacher Retirement Eligibility

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitute Teachers not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Eligible individuals are responsible for contacting TRS for further information.

Substituting After Texas School District (TRS) Retirement

A substitute for TRS purposes is a person who serves on a temporary basis in the place of a current employee. (www.trs.state.tx.us) TRS Guidelines:

- A TRS retiree may work unlimited days in a position occupied by a current employee.
- Beginning September 1, 2016, a TRS retiree can serve in a vacant position for no more than 20 days. More than 20 consecutive days in a vacancy could cause retirees to lose their retirement annuity.
- Combining substitute and half-time employment (i.e. tutoring) is prohibited per the Employment after Retirement (EAR) guidelines available on the TRS website.
- Retirees are urged to contact TRS before accepting ANY assignments in a vacant position.
- Kilgore ISD does not make any guarantees regarding employees' right to receive TRS benefits.
- Employees are responsible for their own investigation and understanding of laws, guidelines, rules, and regulations regarding employment after retirement.
- By accepting the assignment, the employee understands the requirement and agrees to take no action against the District, its Board of Trustees, Superintendent, or any employee or agent of the District of any loss or reduction in the employees' retirement benefits

403(b) Participation

As an employee of a public school district, you are eligible to participate in section 403(b) of the Internal Revenue code allowing pre-tax savings. Please be advised that the District uses a Third-Party Administrator (TPA) to process 403(b) contributions to ensure compliance with all state and federal guidelines. Contact Human Resources for additional information.

Job Description

KILGORE Independent School District

Job Description

Job Title: **Substitute Teacher** Wage/Hour Status: Non-Exempt

Supervisor: Campus Principal and HR Specialist, Substitute Services Pay Grade: Substitute

Campus: Assigned Campus Effective: Current School Year

Primary Purpose:
Enable students to continue their education with minimal interruption in the absence of the regular classroom teacher.

Qualifications:

Education
High School Diploma or GED required/Bachelor's Degree preferred
Teacher Certification strongly preferred
Completion of the Kilgore ISD Substitute Orientation Process required

Special Knowledge/Skills
Ability to work well children, parents and school staff
Ability to communicate effectively

Major Responsibilities and Duties:

- Report to the building principal (school secretary) upon arrival at the school building
- Review the absent teacher's lesson plans and carry out instructional and administrative duties as outlined
- Maintain effective classroom management
- Assume responsibility for overseeing student behavior in class and during teacher assigned locations and times
- Complete a summary of work completed at the end of each teaching day and leave it for the regular classroom teacher
- Demonstrate behavior that is professional, ethical, and responsible
- Comply with district policies, as well as state and federal laws and regulations
- Adhere to the district's safety policies and procedures
- Maintain confidentiality in the conduct of district business
- Must be able to perform the essential functions of interacting with students and/or district employees in the specific work site assigned
- Demonstrate regular and prompt attendance
- Other duties as assigned

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress; Work with frequent interruptions; Ability to read and communicate effectively (verbal and written); Interpret policy, procedures and data; Occasional lifting and carrying moderate weight; Frequent walking, standing, stooping, bending, pulling and pushing

(Employees with disabilities are protected by the Americans with Disabilities Act.)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Frontline Substitute Management

Substitute Calling System

Kilgore ISD uses an automated substitute placement calling system, Frontline Absence Management. This system offers substitutes the flexibility to proactively search for jobs on a 24- hour basis and fill their own schedule. To help

substitutes benefit most from the automated placement, Frontline offers both phone and web services for finding and accepting jobs. Substitutes can call Frontline toll free at 1-800-942-3767 or login at www.Frontlineonline.com.

Once you have been setup in Frontline, you will receive a Welcome email with your User ID and PIN Number. The Welcome email will explain how to access the Frontline system. Once you have logged into Frontline, you will find a tab, *Frontline Support,* that will guide you through getting started and answer any questions you may have.

Canceling an Assignment

If you must cancel an assignment, first call the campus secretary. If you cannot reach the secretary, then leave a voicemail or leave a message with the campus representative answering the phone. ALWAYS make note of the campus representative's name and the time you called.

Next, follow up with an email to that person. Phone numbers and email addresses for individuals are listed In the Substitute Handbook under Campus Directory. Include in the email the date and time of your call and with whom you spoke.

Give as much notice as possible so you can be removed from the assignment in Frontline, allowing for someone else to accept the assignment.

Note: The email is to be used in addition to the phone call. It does NOT replace the phone call.

Job Availability/Work Schedule Preferences

With Frontline, not only can substitutes plan their schedules ahead of time, they can also choose non-work days, specify preferred schools and adjust call times to fit within personal schedules. All employment status changes should be made through the Frontline system by logging into www.Frontlineonline.com.

Substitutes are able to log in to Frontline and set the parameters of their job, such as turning off the calling feature, adding non-work days, setting call times and selecting preferred schools. KISD assumes substitutes are available and willing to work within the schedule parameters they set for themselves in Frontline.

Professional Responsibilities & Duties

Professional Ethics

- Professional expectations of the substitute employee are held to the same standard as contracted teachers and other District employees.
- Extreme caution should be used in expressing personal opinions about the District, the individual campuses, the staff and the students in which the District serves.
- Comments comparing one school with another or comparing the students in one neighborhood or campus with another are discouraged.
- Under no circumstances should a substitute criticize the curriculum, classroom procedures, campus teachers or administration in front of the students.
- The substitute is responsible for carrying out the lesson plans left by the teacher.
- Personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- The substitute teacher is expected to perform all of the duties of the regular teacher unless the principal releases the substitute from a particular duty.
- The substitute teacher is not expected to perform the extra-curricular or co-curricular duties of the regular teacher such as practices or after school club meetings.
- A substitute should never leave a class/classroom unattended or leave the campus during regular school hours without checking with the campus secretary.
- A substitute teacher is looked upon as professional; therefore, he/she should exercise discretion and good judgment in their choice of apparel.

Reporting to Your Assignment

Substitutes should report to the assigned campus office to sign in 30 minutes prior to the start of the school day. Every effort is made to give the substitute ample time to report as required. In the event notification is received later than normal, the substitute is expected to report as soon as possible after receiving the assignment.

At the end of the day, please report to the campus office to sign out and to determine if there is further need of services.

Starting the Day

Upon arrival at the assigned school, the substitute should report directly to the office. A front office employee will provide room keys, direct the substitute to the classroom and introduce the neighboring teachers who may assist during the day.

Substitutes will be issued an attendance roster, seating charts, lunch procedures, directions and forms for completion of administrative duties and relevant information about the classroom and campus procedures. You will be notified if there are any special duties you are expected to assume. Please contact the campus office if lesson plans are not available.

Substitutes are encouraged to seek assistance when needed and to consider themselves members of the faculty with all the responsibilities and privileges of the regular staff.

Try to arrive at your assignment 30 minutes early to allow sufficient time to familiarize yourself with school procedures and instructional information. You will be better able to direct your attention to the students if you have a good understanding of the routine procedures and instructional format of the day.

Student Attendance

Keeping accurate attendance is extremely important to Kilgore ISD. The district receives state funds for each student each day that the student is present in school. The Texas Education Agency provides rules and regulations to follow in determining attendance. If these are not followed exactly, the district risks losing funds.

2nd period has been designated as the official attendance accounting period subject to state audit for all elementary campuses. For secondary campuses, attendance is taken in 1st through 8th periods. A student is either counted present (on school grounds) or absent (not on school grounds) at the time attendance is taken. Each substitute is provided an attendance roster for their class. Rosters should be sent to the attendance office each period.

General Roster Rules

1. Always use ink.
2. Never use pencil or trace over pencil with pen.
3. Do not white out.
4. Date the roster.
5. **Sign** the roster. (Do not initial)
6. Middle School and High School:
    - Attendance is taken during the first 15 minutes of each class.
    - Make sure each roster reaches the attendance secretary during that attendance period.

To Make a Change on Your Roster

1. Draw one line through item to be changed and initial nearby.
2. Number the changes consecutively.
3. Write corresponding number explanations at the bottom or on the back of the roster. 5. Always notify the attendance secretary as soon as possible, and turn in the Attendance Change form, of any changes needed to a roster that has already been submitted to the office.

Do Not Mark As "Tardy"

A student is either present or absent in school at the time roll is taken. A student is considered "present" if he/she is on school property.

Examples:

#1) Student was in principal's office, counselor's office, nurse's office, etc. when role was taken. Teacher marked the student absent. The student comes to class with a "pass" documenting his presence before rosters are picked up. The teacher should draw a line through the "A," initial, number, and explain why absence was marked on bottom of the page or on the back of page. Paper clip the pass to the roster and send to the office.

#2) Student was in the restroom, on a teacher errand, or other legitimate excuse when role was taken, but there is no official documentation. Teacher marked the student absent. The student comes to class before rosters are picked up. The teacher should draw a line through the "A" initial, number, and explain as "marked in error."

Notes:

- If the roster has been turned in and a change needs to be made, notify the attendance clerk as soon as possible.
- Questions can be written on a note sent with the roster or asked to the Attendance Clerk.
- Students are not to take attendance.

Establishing Your Instructional Plan

Follow the lesson plans left by the regular teacher as closely as possible. Use only the materials the teacher has left for you. If you have a question about the lesson plan, contact the front office.

Classroom Instruction

- **Maintain the regular routine of the classroom:**
  - Follow the daily class schedule and lesson plans provided by the teacher.
  - If lesson plans are not available, the substitute should check with another teacher, team leader, or campus administration for assistance.
- **Continue active instruction and supervision:**
  - Reading personal materials, sleeping, or being on cell phone or other mobile devices, etc. is prohibited and may result in campus/district exclusion.
- **Do not assign student work to be graded except at the request of the teacher.**
- **Care of materials:**
  - All materials and equipment are to be returned to the proper authority or location prior to the end of the day.
- **NEVER administer corporal/physical punishment of any kind.**
  - Individual students causing disruptions to the learning environment should be referred to campus administration with a discipline referral or note explaining the circumstances.
- **Substitutes generally are not provided a planning or conference period.**
  - Substitutes are to report to the front office during scheduled planning or conference periods.
- **Closing the day:**
  - Leave a brief summary of the day's activities by class period to let the regular teacher know what portions of the lesson each period completed and any issues or accomplishments to report.

Classroom Management

Classroom management can be the most challenging aspect of a substitute's job. A well-planned instructional program combined with a fair and consistent approach will help in creating a positive classroom environment. Some basic rules of maintaining classroom management are:

- Start the day promptly.
- Learn the names of the students.
- Set classroom "norms" and expectations. Be sure students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful.
- Exhibit enthusiasm and confidence.
- Be fair, friendly, and consistent.
- Use praise generously. Show respect for students. Treat students with dignity.
- Take an active interest in the instructional focus of the day.
- Pace your instruction in order to keep students interested and involved.
- Demonstrate a genuine interest in the students.
- Use intelligence, patience, and understanding when dealing with students.
- Use vocabulary/language appropriate for the classroom/age range. No profanity.
- Remain calm and relaxed. Don't lose your cool.
- Assert your authority deliberately and with measured purpose without creating a challenging situation.
- Address or redirect only the misbehaving student, never the entire class.
- If misbehavior continues when ordinary methods are exhausted, contact campus administration.
- Never leave a class unsupervised. If you must leave, notify the office to plan for coverage.
- Maintain a positive attitude and a sense of humor.

Substitute Conduct and Discipline

Complaints concerning substitute attendance, conduct, or job performance are reported to campus administration and handled jointly with Human Resources.

Responding to Substitute Conduct/Performance Concerns

- Complaints concerning substitute conduct or performance are reviewed by campus administration along with any supporting documentation.
- Campus administration will notify Human Resources and forward all documentation.
- Substitutes may be asked to meet with campus administration and/or Human Resources to provide a written statement of explanation or response.
- Further investigation may be conducted followed by a conference with the substitute, campus administrator, and Human Resources.
- Depending on the nature of the concern and outcome of the investigation, the following action may take place:
  - Concern noted in substitute file and reinstated to full active status with or without disciplinary action.
  - Substitute may be restricted from the campus. Letter mailed to substitute.
  - Substitute may be removed district substitute list for remainder of the year or no less than one year. Letter mailed to substitute.
  - Substitute may be removed district substitute list permanently. Letter mailed to substitute.

Campus Administrative Approval Required

- Students may not leave the campus under any circumstance without approval from the campus principal.
- No written communication should be sent home to parents from the substitute without permission from the campus principal.
- Substitutes may not excuse any students from their class without permission from the campus principal.
- Substitutes are required to obtain principal approval to leave the campus during the day.

Substitute Campus Exclusions

Campus administration may submit a **Campus Exclusion Form** to Human Resources to exclude a substitute from working on their campus. The substitute will be notified in writing. The substitute may request a meeting to discuss the campus exclusion with Human Resources. The substitute should NOT contact the campus.

Causes for Campus Exclusion / Removal from the KISD Substitute System

A substitute may be excluded due to poor attendance, unprofessional behavior or inappropriate conduct including, but not limited to, the following:

- Failure to follow teacher lesson plans/instructions
- Inappropriate use of technology
- Poor classroom management
- Frequent canceling or late to assignments
- Not canceling an assignment properly
- Inappropriate verbal comments to students or staff
- Refusing assigned duties
- Personal Comments regarding sensitive subject matters

- Inappropriate physical contact such as horseplay, discipline, or sexual nature
- Failure to comply with board policy or campus guidelines
- Adverse criminal activity reported to Human Resources
- Negative or disparaging behavior/comments regarding Kilgore ISD
- Continued campus concerns

Professional Expectations

Employee Arrests and Convictions

Employees must notify Human Resources within three (3) calendar days of an arrest.

Drug and Alcohol-Free Workplace Notice

Kilgore ISD is committed to maintaining a drug and alcohol-free environment and will not tolerate the use of illegal drugs or alcohol 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 may be terminated. Employees shall not manufacture, distribute, possess, use, or be under the influence of any illegal substances while at school or at school-related activities during or outside of working hours. This includes unprescribed pharmaceuticals.

Tobacco and E-Cigarette Usage

Smoking or using tobacco products or e-cigarettes is prohibited on all District-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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. This includes e-cigarettes and other tobacco products.

Dress Code and Professional Appearance

Kilgore ISD expects a standard of professional dress that supports the overall educational environment of the District and demonstrates the personal integrity of employees. The purpose of the District dress code outlined below is to ensure that the employees and staff members of the District present a professional image to the public and students they serve. It is believed that staff dress is a major factor contributing to an appropriate educational climate.

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 and approved by the Superintendent. Policy DH (Local)

Employee Dress Code:

- All garments should be properly fitted and free of wrinkles and holes in order to convey a dignified and professional appearance.
- Employees should not wear clothing that exposes cleavage, the midriff, and undergarments or is otherwise immodest.
- Sleeveless apparel should be professional. Tank tops, muscle shirts, halter-tops or spaghetti straps are not permitted.
- Skirts and dresses will not be shorter than 3" above the top of the knee.
- Form fitting attire such as leggings, tights or similar clothing is not permitted unless worn under a skirt/dress no shorter than 3" from the top of the knee.
- Torn or ripped jeans that expose the skin are not permitted. Blue jeans are only permitted on days approved by the Superintendent, principal or supervisor.
- Yoga and athletic wear such as wind suits, sweat suits, joggers, and shorts of any kind are not permitted except for coaches and physical education teachers. Coaches must wear long pants over gym shorts while in the classroom or academic buildings.
- Employees are permitted to wear sandals or open-toed shoes. Beachwear and house slippers are not permitted.
- Jewelry piercing other than in the ears is not permitted (nose, tongue, eyebrow, lip, etc.). Ear gauges may not be worn.
- Hair of male employees extending beyond the collar must be neatly tied in a ponytail/braid.
- Untidy facial hair is prohibited.
- Tattoos that contain the following elements must be covered: images or acts of violence, provocative text or images, profanity in any language, drugs/illegal activities, images or texts which are offensive to others, full sleeve tattoos and tattoos located on the face or neck (above collarbone).

Appropriate attire will be determined at the discretion of the Principal/Supervisor. An employee's appearance should not become a distraction to the working or learning environment.

CROWN Act. HB 567 of the 88th Regular Session of the Texas Legislature, effective September 1, 2023. This bill is also known as the CROWN Act, which stands for Creating a Respectful and Open World for Natural Hair. The bill prohibits an employer from adopting or enforcing a dress or grooming policy that discriminates against a hair texture or protective hairstyle commonly or historically associated with race. This bill does not define "protective hairstyle," but specifies these hairstyles include braids, locks, and twists.

Employees should seek clarification from the campus principal/supervisor regarding the appropriateness of a certain item. Appropriate attire will be determined at the discretion of the principal/supervisor. At no time should an employee's appearance become a distraction to the working or learning environment.

General Information

Security/ID Badges

Principals are responsible for the security on their campus and are required to contact proper authorities should any problems arise on a school campus. Criminal history investigations are made on all employees and picture identification badges are supplied for substitutes by the Human Resources office for those who have successfully completed the criminal history review process. ID Badges are required and are to be worn while at work.

Visitors in the Workplace

All visitors are expected to enter any District facility through the main entrance and sign in at the building's main office. Visitors will be directed or escorted to their destination. Employees who observe an unauthorized individual on campus should immediately direct him or her to the building office or contact the administrator on duty.

Keys

A classroom key will be given to the substitute upon arrival unless the room has already been unlocked by district staff. If the substitute is issued a key, the classroom door(s) must be locked when leaving the room. Return the keys to the office at the end of the day. Do not send the keys with a student. Never leave keys where they are accessible to others.

Employee Accidents and Workers' Compensation

All work-related accidents or injuries must be reported immediately to the school nurse. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. All District employees, in accordance with laws of the State of Texas, are covered by the District's workers' compensation fund. Only injuries occurring in the course and scope of the substitute's job duties are covered.

Emergency Procedures

All employees should be familiar with the safety procedures for responding to emergencies. Every KISD classroom has a standard "RED" Emergency Operation Procedure folder hanging beside the door or on the teacher's desk. Prior to class, locate the folder and review the information to review the emergency procedures and become familiar with the evacuation route for the class.

Fire extinguishers are located throughout all District buildings, and each campus is equipped with an automatic external defibrillator. Employees should know the location of these devices and procedures for their use. The campus principal should be notified immediately in the event of an emergency.

Care of Materials

Substitute teachers are requested to take responsibility in the care of instructional materials and equipment. Broken or malfunctioning equipment should be reported to the campus secretary.

Transporting Students

Substitute employees are prohibited from transporting students, other than their own, without prior authorization. Contact the campus principal if a student has transportation issues.

Possession of Firearms and Weapons

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, or other prohibited weapons onto school premises or any grounds or building where a school-sponsored activity takes place. 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 District provided parking area, provided it is properly stored, and not in plain view.

Emergency School Closing

The Superintendent of Kilgore Schools authorizes any necessary announcement about the closing of schools. The announcement is carried as a public service announcement by by 6:30 a.m. of the day in question.

Computer Access and Use

Teachers are not permitted to share their computer access codes. However, as a substitute teacher, you may be given access to certain areas of KISD's system for instructional purposes. Use must be pre-approved by the campus principal. It is important to read the Kilgore ISD Acceptable Use Policy and administrative regulations. Inappropriate use may result in loss of privileges and/or disciplinary action.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you will run across some material you might find objectionable. While Kilgore ISD will take reasonable steps to restrict access to such material, it is not possible to prevent such access completely. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- District system access is to be used primarily for educational purposes.
- Employees will be held responsible at all times for the proper use of system access.
- The District may suspend or revoke access if inappropriate use occurs.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Using someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the network system.
- Gaining unauthorized access to restricted information or resources.
- Installing unauthorized software on system computers.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Termination of system access; or
- Disciplinary or legal action in accordance with the District policies and applicable laws.

Employees and the Use of Electronic Media

Personal Use Of Electronic Media (Social Media)

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (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 media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- The employee 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.

Restrictions include:

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

Use Of Electronic Media With Students

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with the student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an

adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- *Communicate* means to convey information and includes one-way communication 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 communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licenses therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or 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 at least one of the following protocols:
    - 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; or
    - 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; or
    - 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; employees 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 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 7:00 a.m.
- 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 Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See

Policy DF]

- Upon request from administration, an employee will provide the phone numbers(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any 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.

Discrimination, Harassment, and Retaliation

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the Superintendent or the Director of Human Resources. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See *Complaints and Grievances*, Policy DGBA). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District will not retaliate against an employee who in good faith reports perceived harassment.

Harassment of Students

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. 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 of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse for additional information.

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children. 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 suspects 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 to law enforcement or to Child Protective Services (CPS).

Sexual Harassment

Employee-to-Employee: Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints and should inform their principal, supervisor, Director of Human Resources or the Superintendent. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. (See Complaints and Grievances, Policy DGBA) District officials or their agents shall promptly investigate all allegations of sexual harassment of employees by other employees, and officials shall take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

Employee-to-Student: Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere to solicit inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

Sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to; fondling, sexual assault, or sexual intercourse.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities.

Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

Abuse is including the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation

given and excluding an accident or reasonable discipline; or

- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made to the **Texas Abuse Hotline by phone at 800- 252-5400 or online at www.txabusehotline.org**, or to the **Kilgore Police Department at 903-983- 1559**. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal 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 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. Procedures to follow in reporting child abuse may be found in the appendix. (Policy FFG-Legal)

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 retaliating against an employee 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 for the commission of a Class-A 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 *Code of Ethics and Standard Practices for Texas Educators*.

Student Information

Equal Educational Opportunities

The Kilgore Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, genetics information, or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on the basis of race, color, religion, gender, or national origin should be directed to the KISD Superintendent of Schools at 903-988-3900. Questions or concerns about discrimination on the basis of a disability should be directed to Becci Thurston, Director of Special Education, ADA/ Section 504 Coordinator.

Special Education

The term 'student with a disability' means a student has been evaluated as having:

- intellectual disability
- hearing impairment including deafness
- speech or language impairment
- visual impairment including blindness
- emotional disturbance
- orthopedic impairment
- autism

- traumatic brain injury or other health impairment
- specific learning disability
- deaf-blindness
- any multiple disability who, because of that impairment, has a need for specially designed instruction and related services

Students with a need for specially designed instruction make up approximately 9% of the total student population in the Kilgore ISD. Our students are served through a continuum of service arrangements from a less restrictive setting where a student is brought to school for a therapy session to a more restrictive setting where a student is assigned to a self-contained setting for more than 60% of their school day in a special education classroom.

Questions or concerns about serving students with impairments should be directed to Becci Thurston, Special Education Director.

Student Records and Confidentiality

Student records are to be considered private and confidential and are to be secure at all times. Please keep attendance records, grade books, testing information and other official records in the desk. Never discuss students, student records, teacher records or other school documents with individuals outside the school.

It is unprofessional and against the law to disclose confidential information about students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems. Any questions about these topics should be directed to the campus principal. Unless filling a long-term assignment, notifications to parents should only be done by the teacher or administrators on the campus.

Student records are confidential and are protected from unauthorized inspection or use. Employ eyes should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older) or attending an institute of post-secondary education
- School officials with legitimate education interests

The student handbook provides parents and students with information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Medical Procedures

Any student that becomes ill or suffers a minor injury under your supervision is to be sent to the school nurse with a hall pass. If an emergency occurs, such as a serious illness or injury, remain with the student and send for the nurse and the campus principal.

Administering Medication to Students

Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. The District shall provide and dispense prescription medication only under a physician's standing order for each medication. Herbal substances or dietary supplements provided by the parent and only if required by the Individualized Education Program or Section 504 plan of a student with disabilities. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application or inhalation of a performance-enhancing dietary supplement to any student.

Student Conduct and Discipline

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

Student Code of Conduct

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the Kilgore Independent School District. The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property/school transportation, at all school-sponsored events/activities, field trips, sporting events, assemblies, evening school-related activities, and when the action affect the missions or operations of KISD. Substitutes are encouraged to review the Student Code of Conduct, located on the KISD website, prior to reporting to work.

Bullying

All employees are required to report student complaints of bullying to the campus principal. The District's policy includes definitions and procedures for reporting and investigating bullying. An electronic copy of all District policies may be located through the KISD homepage at www.kisd.org or a hard copy of the policy manual is located at the Administration Building in the Superintendent's Office located at 301 N. Kilgore Street, Kilgore, TX 75662 and is available for employee review during normal working hours.

Hazing

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, which 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 administration.

FAQ's: Frequently Asked Questions and Answers

1. **What do I do if I have accepted an assignment but need to cancel?**

   In the event you must cancel an assignment, promptly contact the campus secretary so arrangements can be made to fill the position.

2. **How much notice should I give when I need to cancel an assignment?**

   As soon as you know you cannot honor your commitment, you should contact the campus secretary. The longer you wait to cancel, the harder it is for the campus to get someone to replace you. No later than the day before is preferable. A delay in canceling can cause you to be blocked from that campus.

3. **What should I do if I need to cancel an assignment but I cannot contact the campus person by phone?**

   If you cannot talk to the campus secretary, then you should leave a message on their voicemail or with any adult that may answer the phone at the campus. ALWAYS make note of their name and the time you called. ALWAYS follow up with an email to the campus secretary.

4. **What do I do if I am going to be late?**

   Call the campus secretary as soon as you can to let them know you are on your way.

5. **I created a Non-Work day in Frontline but now would like to work on that day. How do I delete it from the system?**

   When you log into Frontline, you will see your calendar. Click on the Non-Work Days tab to view your non-work days and to create new ones. You will see a Remove button for any Non-Work Days that are still in the future. Click the Remove button for the specific Non-Work Day you want to remove. You will see a confirmation pop up. Click Remove to confirm.

6. **Is it really necessary to wear my substitute ID badge?**

   Yes. All substitute teachers are required to wear their ID badges at all times. This is a safety measure we have in place to show who we are and that we are current employees of the District.

7. **What do I do if I lose my badge?**

   If you have lost your badge, contact the Human Resource Department for a replacement.

8. **When is the best time to look for assignments?**

   Frontline is in real time, so assignments are posted and can be accepted 24 hours a day, 7 days a week. *However, please do not search for or accept assignments during class time.*

9. **What if I can't log into Frontline?**

   If you cannot log into Frontline after you have been activated in the system, please call the Human Resource Department at (903)988-3900.

10. **Is it ok for me to talk on my cell phone or text message during class time?**

    No. Please refrain from conducting personal business during class time.

11. **Am I allowed to use the computers at school during the day to look for assignments, check my email, or do my own school work?**

    No. Any use of computers at school must be for instructional purposes only. Please see Computer Access and Use in the General Information section for further details.

12. **What if the teacher leaves his/her technology access codes for me to use?**

    Teachers are not permitted to share their access codes. Please contact the Technology Department for further information at (903)988-3900.

13. **Will I be given a conference period?**

    There is no expectation for a conference period. The conference period is not an off period/block. This time is set aside for teachers to create lesson plans, set up parent conferences, return parent phone calls or complete other activities related to their professional duties. On a day to day basis, a substitute would not be doing these things. The substitute is to report to the front office during scheduled planning or conference periods to receive duty assignments.

14. **How long is my lunch break?**

    You will receive a 30-minute, duty-free lunch.

15. **What do I do if I have a problem or concern about a campus or assignment?**

    Please contact the campus principal as soon as possible (preferably the same day) so the problem can be investigated and resolved.

16. **What do I do if I no longer wish to substitute?**

    Please submit a written (or email) resignation request to the Human Resources Department to be removed from the substitute list.

Substitute Teacher Checklist

Have You?

□ Reported to the office on arrival?

□ Asked about special activities going on that day?

□ Reviewed all of the contents of the substitute folder?

□ Prepared all the materials needed for the day?

□ Written your name on the board?

□ Introduced yourself to the neighboring teachers or department head?

□ Turned off and put away your cell phone?

□ Started class on time?

□ Looked for the emergency wall chart and evacuation map?

□ Followed the teacher's lesson plans?

□ Involved all the students in some way?

□ Fulfilled the teacher's extra duties?

□ Picked up the students' work?

□ Left the room orderly, with items used returned to their proper place?

□ Written a note for the teacher?

□ Followed the end of the day check-out procedures?

SCORE A FOUR!

Four Ways to be Prepared

- Arrive early
- Obtain needed administrative information
- Scout the classroom
- Locate needed teaching materials

Four Ways to Take Charge

- Start the class decisively
- Take roll/attendance efficiently
- Give directions concisely
- Use a controlled voice

Four Ways to Clarify Expectations

- Use effective classroom management skills
- Give specific directions about desired behavior
- Give specific feedback about actual behavior
- Circulate frequently around the classroom

Four Ways to Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of class

This handbook does not represent a contract or create any employment right. Should conflicts exist between this handbook and District Policy, then District Policy governs.