Castleberry ISD

2025-2026

Substitute Teacher Handbook

If you have difficulty accessing the information in this document because of a disability, email talent@castleberryisd.net.

Dear Substitute Employee,

Welcome to Castleberry ISD! Substitute employees are an essential component of our day-to-day instruction. They help us sustain instructional excellence during the absence of our regular staff members. The purpose of this handbook is to provide the substitute employee with practical information about Castleberry ISD, to provide references and helpful hints, and to offer guidelines in order to promote a positive experience for the substitute employee. as well as the students.

On behalf of the Castleberry ISD team and the Castleberry community, we thank you for your dedication and commitment to excellence in our schools. Your work is valued and greatly appreciated. We hope you experience a successful and productive school year and please don't hesitate to contact the Talent Acquisition office at 817-252-2001 if we can be of further service to you.

Regards,
Kathryn Walker
Director of Talent Acquisition and Development

This Substitute Handbook is for your use as a source of information about Castleberry ISD and your substitute role. Nothing in this handbook creates or is intended to create a contract of employment, either express or implied. Nor does the handbook provisions establish an employment relationship where one would not otherwise exist.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control. Castleberry ISD Board of Education policies are available online. The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

Qualifications to Substitute Teach

Castleberry ISD substitute teachers must hold either a valid Texas teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board of Education. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

Personnel File Requirements

All substitute teachers shall have each of the following document on file with the Castleberry Talent Acquisition office:

- Completed application for employment and transcript of college credits
- Evidence of valid Texas teaching or substitute license and registration with the North Cook Intermediate Service Center
- Evidence of physical fitness to perform assigned duties
- State and federal tax forms
- Completed I-9 form
- Verified fingerprint criminal background check results
- Signed *Acknowledgement of Mandated Reporter Status* form provide by DCFS and evidence that the individual completed mandated reporter training as required by the Abused and Neglected Child Reporting Act
- Signed *New Tier Acceptable Use Policy* statement
- Signed *Castleberry District 203 Board Polic*y statement

Change of Address or Phone Number

It is important that the District always maintains accurate information with respect to an employee's home address and phone number. This information is necessary for emergency contacts as well as for mailing of paychecks, insurance information, and other items. It is the responsibility of the employee to keep his/her supervisor and the Talent Acquisition Department up to date of any changes of address or phone number.

Phone numbers that are “unlisted” will be considered confidential and distributed only to appropriate administrators. Please call (817) 252-2002 or email to update your information.

Equal Employment Opportunity - *Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Castleberry 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 a 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: Kathryn Walker, Director of Talent Acquisition and Development at 5228 Ohio Garden Road, Fort Worth, TX 76114, 817-252-2001. 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.

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: Christi Patton, Executive Director of Special Programs at 5228 Ohio Garden Road, Fort Worth, TX 76114, 817-252-2570. Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Human Resources.

Required Training

Prior to the first assignment, the following training videos must be completed:

- All substitutes are required to view and complete (16) Safety Compliance Modules. ● Instructions on accessing the course are found HERE and contain a list of all (16) course modules that are required.
- Substitutes are required to complete the course each year.

If you completed these training sessions in another district, within the same school year, please send your certificate of completion to Gabby Varela in the Talent Acquisition Office and she will update your employment file with this information.

2025-2026 Substitute Levels of Pay Structure

Castleberry ISD

Assignment	Amount	
Substitute Teachers and Substitute Instructional Aides	**Daily Rate**	**Long-Term Daily Rate Starting on 6th Consecutive Day in the same assignment**
Level 1 Sub- meets all eligibility requirements including background and reference check.	$95.00	$135.00
Level 2 Sub - in addition to the above, has completed 30 training hours in CISD	$105.00	$145.00
Level 3 Sub - in addition to the above, has completed 60 training hours in CISD * Previous CISD certified teachers that worked full-time qualify as having (60) hours of CISD training.	$115.00	$155.00
Substitute Teachers – Floater Sub (Dedicated Rate)	**Daily Rate**	
Dedicated Substitutes are temporary for the school-year, and are dedicated to a specific campus- Assigned & approved by campus and Talent Acquisition. Dedicated Substitutes must sub in the absence of a Teacher. In the case that a dedicated substitute teacher does not have any assigned jobs, the Substitute teacher may be assigned to another campus that is short of a substitute or more.	$135.00	$165.00
Retired Teacher or Nurse	**Daily Rate**	
Substitute Teacher – Retired Teacher (may not sub more than 10 days in a vacancy)	$175.00	No Long-Term Rate Differential
Substitute Nurse – RN	$250.00	No Long-Term Rate Differential
Substitute Nurse – LVN	$125.00	No Long-Term Rate Differential
Auxiliary Services	**Daily Rate**	**Long-Term Daily Rate Starting on 6th Consecutive Day**
Substitute Bus Driver or Custodian (4 hours)	$100.00	$115.00

Half-day assignments will be paid at one-half of the pay rate stated above. All Long-Term assignments require approval of the School Principal and the Director of Talent Acquisition and Policy. For Level 1, 2, and 3 Subs, Long-Term Pay will begin on the 6th consecutive day the substitute is in the same assignment for the same teacher and will continue until there is a break in service.

All Paraeducator, Paraprofessional, Teacher and Dedicated Teacher Substitutes are paid Bi-weekly.

Questions about Payroll

If you have any questions about your paycheck or pay schedule, please contact Alma Castaneda, Payroll and Benefits Specialist.

Substitute Assignment Procedures

Castleberry ISD uses Red Rover software to manage substitute placements for all locations. Once a substitute has completed New Hire Orientation and onboarding paperwork, he/she will be activated in Red Rover for the current school year.

Once activated, the substitute will receive an email from Red Rover within 24-48 hours. This email will contain information on how to set up a username and password to log into the system to view and accept jobs at Castleberry.

After setting up your Red Rover account, there are three ways to accept assignments; logging onto Red Rover, using the mobile app, or accepting through email/text notifications.

- Only individuals who are on the substitute teacher list, as compiled by the Talent Acquisition Department, may be emailed or receive texts for substitute teacher work. ● Substitutes can manage their own preferences in Red Rover so that if a substitute does not want to receive emails or texts. Most Castleberry substitutes choose this preference and search for assignments on the computer or a mobile device.
- Substitute assignments will be available as soon as possible to give substitutes as much notice as possible; however, substitutes may be requested on the morning they are needed.
- All assignments are assigned by half or full days. For specific reporting times, please refer to the schedule for the assignment posted.
- Castleberry is unique as it has six locations. Substitutes are welcome to accept assignments at any campus. If a substitute accepts assignments at multiple campuses (ex. half day AM at one campus, half day PM at another campus), they must keep in mind travel and parking time to ensure that they are on time for each assignment.

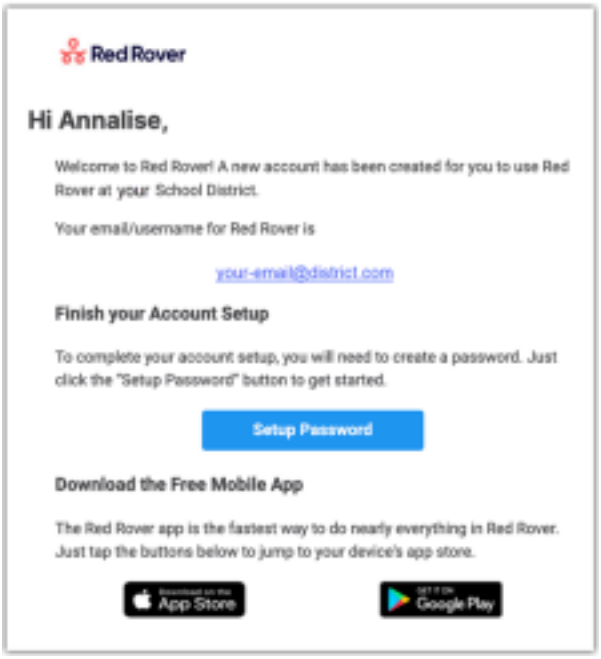
Canceling an Assignment

If for an unexpected reason, a substitute needs to cancel an assignment, please ensure the cancellation is done at least 24 hours prior to the scheduled assignment.

If the need to cancel is less than 24 hours before the assignment, the substitute will need to contact the school sub coordinator and/or Gabby Varela by calling 817-252-2002.

Red Rover

You will receive an email from Red Rover directly when your account is activated. This email is your "account setup invitation". Do NOT ignore this email. The email notification will look like this:



1. Once you receive the email, please click on the "Setup Password" button at the bottom of the email. In the browser window that opens, create and confirm a password of your choosing. Bookmark the URL app.redroverk12.com for easy access in the future.

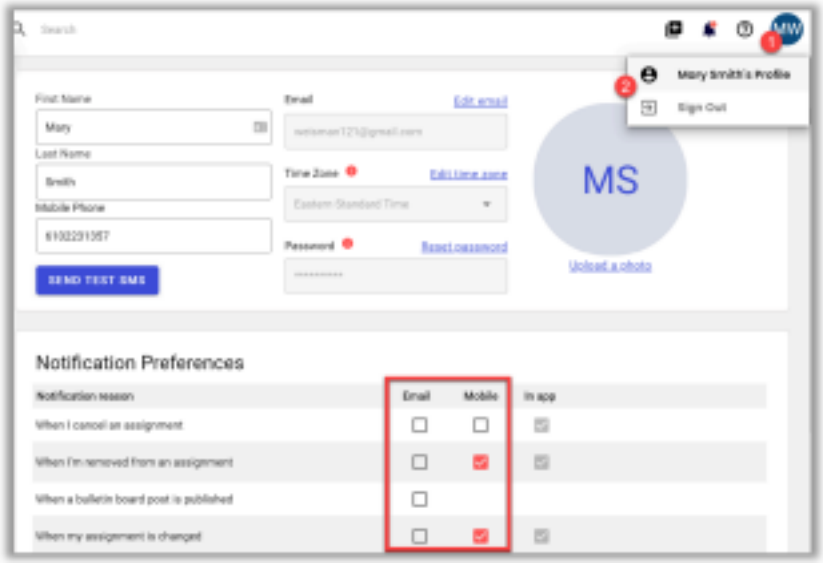
2. Upon logging in, click on the blue banner post at the top titled "Red Rover Training". Watch the Basic Training Video to get a high-level view of the system and how to use it.

3. Below the training video in Red Rover, complete the "To Do" list, and review the linked help articles. You can also check out the Red Rover Help Center to learn more about the system on your own.

4. Make sure to download the free Red Rover Mobile App for Android and iOS (Apple). Go to the Apple App Store or the Google Play Store from your smartphone, and search "Red Rover K12" and download. Use the same login credentials you configured to access the app.

On the Website

- Click on your profile icon in the upper right corner
- Select My Profile
- Use the checkboxes to indicate which notifications you want

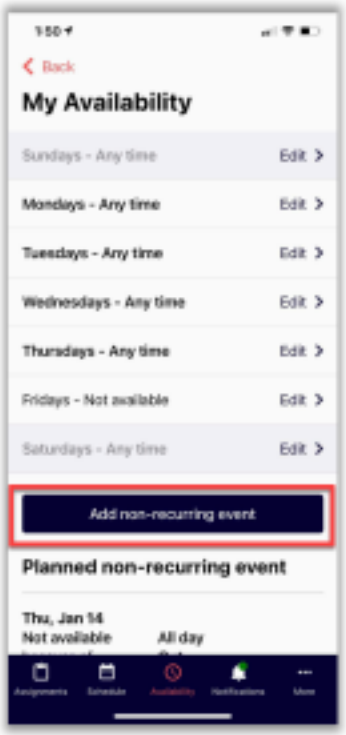


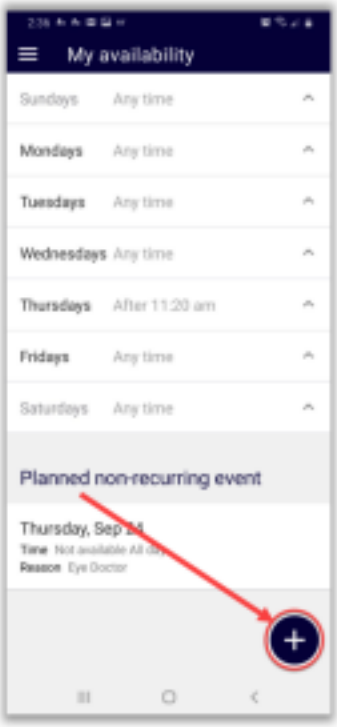
- *Note: Notifications are divided into "Mobile" and "Email" columns*

Manage Availability

On the Red Rover App:

- On iPhone, go to Availability and click Add non-recurring event button.
- On Android, go to the Menu (three lines icon) , select Manage Availability, and tap the button
- Select the From and To dates, and add a reason if you like *(Ex. Dr. Appt.)*
- Click the Add Non-Recurring Event button *(iPhone)* or the Add button *(Android)* to finish





Your schedule and call-time preferences determine how the system notifies you about potential jobs. You can enter Non-Work Days, specify which schools are preferred, and adjust call times to fit your schedule.

Change App & Email Notification Preferences

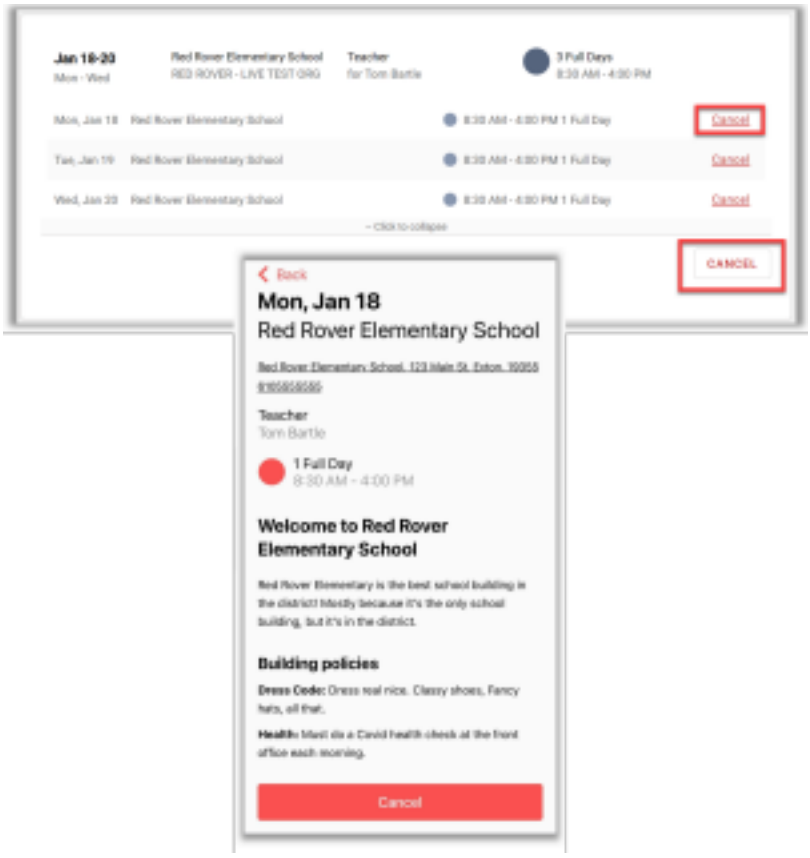
Only want to get certain types of notifications? You can choose exactly what notifications you want to receive. For example, maybe you don't want a notification when you cancel an assignment. Just turn it off in your Notification Preferences!

On the Red Rover App:

- **On iPhone, go to More (three dots icon)**
- On Android, go to Menu (three lines icon) , then My Profile
- Select Notification Preferences
- Toggle each notification type according to your preference!
- Toggle "right" to turn on , toggle "left" to turn off
- *Note: Notifications are divided into "Mobile" and "Email" sections*

View Past and Future Assignments On the Website:

Click on My Schedule in the main menu to see a list of all your assignments for the current school year.



- **On iPhone:** Tap Schedule at the bottom. This will give you a list of your assignments for the current week. Tap and drag the gray bar beneath the week and drag downward to expand a scrolling calendar. Select the week you're looking for, and you'll see your assignments for that week.
- **On Android:** Tap Schedule to see your schedule for the month. To view other months, tap the left or right arrows on the calendar. To view more assignments from the displayed month, scroll through the Upcoming list.

Dress Code

Substitute employees are expected to dress appropriately for their assignment. Substitutes should dress in casual business attire for assignments in regular classrooms or active wear with gym shoes if assigned to a Physical Education classroom. We ask that substitute employees wear appropriate shoes for weather, safety, and comfort. For more information regarding the district dress code, please refer to the CISD Staff Handbook.

ID Badges

All substitute teachers are issued a temporary photo ID badge by the Safety and Security Department in the Administration Building. **ID badges must be worn at all times during the work day** and are required to enter the building. If a substitute loses his/her ID badge, please contact Sam Cervantez as soon as possible for a replacement.

ID badges must be returned to Talent Acquisition upon resigning as a substitute.

Classroom Keys

Substitutes are issued a key when they check in with the sub coordinator at the campus. Substitutes must provide a driver's license or state issued photo identification to receive a key. Keys are returned to the campus at the end of each assignment (either at the half or full day's end).

Emergency Closing Procedures

If it is necessary to close school due to inclement weather or another emergency, substitute teachers may check local weather channels for the most up to date information. If Castleberry is closed, there will also be up to date information on the CISD website.

Crisis Response Plan

Each building site has an established Crisis Response Plan. In addition, Crisis Response Teams have been established to assist in managing tragedies that have significant impact on the workplace/schools (i.e. student or staff deaths, natural disasters, etc…). All crises are reported to the Superintendent. **During a crisis staff members are not to talk to the media. The Superintendent or administrative designee will distribute all information.**

Building Security

As a substitute teacher, it is one of your duties to be aware of the people in the building. If you should see someone with whom you are not familiar, and they do not have a visitor, security, or employee badge on, approach the person and ask why he/she is in the building. Please direct the person to the school office where he/she must sign in and receive the proper badge.

If there is a threat to individuals within the school, an announcement will be made over the intercom saying, "Attention all staff and students: We are in a lockdown situation. Please remain

calm. All students and staff in the hallways or bathrooms report to the nearest supervised area until further notice." In this circumstance, teachers and substitutes will get all students, volunteers, and guests out of the hallways and into the classrooms (students shall go to the nearest classroom, not necessarily their own). Teachers and substitutes will also lock their classroom doors, turn off the lights, and move students to a portion of the classroom not visible from the hallway. Keep the students quiet; take attendance (make a list of those absent from your room and those students who you have taken into your room that are not your students). Listen for instructions from the administration and/or Police.

Standard Duties and Responsibilities for All Substitute Teachers Substitute teachers are considered to be guest teachers in the classroom. They are expected to fulfill all duties of the regular teacher as far as practicable. It is critical to know and understand that your position is truly that of a professional. It is the expectation of Castleberry ISD that the substitute teacher is competent to manage a classroom of children and/or the responsibilities and tasks of the assigned position. It is also expected that the approach to the job of substituting is one of sincerity and professionalism.

Doing personal business during a substitute teacher assignment is prohibited and unprofessional. Following are examples of unacceptable behaviors: reading the newspaper, magazines, and personal reading materials, making or taking personal phone calls on cellular phones during classroom hours, texting or browsing on cellular phones, and/or using the Internet for non-school related purposes.

When not in the presence of students, during scheduled breaks and/or lunch, the guest teacher is free to use their cell phone to make or take personal calls or engage in the reading of personal reading materials.

Substitute teachers are an important component to the classroom and how they establish their presence from the very beginning of class can determine their success for the day. A substitute teacher's attitude, personality, appearance and teaching methods are on display and in front of the students and staff. As a substitute teacher temporarily takes the place of the regular classroom
teacher, it is imperative that they provide effective instruction in an environment conducive to a positive learning experience.

All substitutes must first report to the campus sub coordinator or front office staff to check in. Substitute teachers are required to complete the work related to the teaching day. This includes but not limited to the following:

1. Carry out lesson plans left by the regular teacher.
2. Assume attendance-taking responsibilities.
3. Whenever possible, correct papers for assignments given during the substitute's stay in the classroom.
4. Complete all reports normally required of the regular teacher.
5. Complete the regular assignments of the teacher and other duties as assigned.

If a substitute has questions about any of the above or any other responsibilities, information may be obtained from the building administrator or office assistant, or the Talent Acquisition Substitute Coordinator, Gabby Varela, varelaa@castleberryisd.net.

Suggestions for having a positive substitute teaching experience: ● **Arrive early and be prepared**. If you would like to pick up more than one assignment in a day, it may not always be possible to keep the teaching assignments within one campus or department. In this case, it is important that you arrive at school early to give yourself ample time to find parking, check in with the campus sub coordinator or front office assistant(s) and gather all the teaching materials for the day prior to the day beginning.

- Please be aware if you are not familiar with the building or the department, please take some time prior to that assignment to familiarize yourself with the building or department. Take note of exits, signs etc. There are maps provided in this packet to help guide you through our buildings.

- **For the Advisory or Planning Period block**, please pick up the teacher's mail in the mailroom. Some items may be confidential in nature. If you need assistance determining what items should be given to students please check in with the front office staff.

- Familiarize yourself with the lesson plans left by the teacher and identify the books, handouts, etc. that will be needed for the day. Lesson plans that have been left by the teacher are to be kept confidential and are never to be shown to the students. Please follow the lesson plans exactly as written. While this may seem straightforward, it is sometimes tempting to introduce material that is not part of the lesson plan.

- Please take attendance in each class, using the student's **preferred name** on the attendance sheet. A preferred name is a name a student has specified they wish to be called. Students may opt to go by a preferred name that is different from their legal first name. Attendance must be turned in to the front office to the attendance clerk. In the event the attendance clerk is absent for the day please bring attendance to the attendance office for submission.

- All testing is to begin on time and end on time. Collect all tests and return to the teacher or department assistant, as noted by plans.

- Commit yourself to model, monitor, and enforce student and adult behaviors that contribute to a safe and orderly environment while respecting the rights of others within a diverse community. We ask that you keep all personal comments and opinions to yourself and out of the classroom.

- You are an extension of the teacher. You are expected to supervise and teach the students while you are in the classroom.

- Please focus on the classroom, the class and the students are your first priority. (do not read the paper, text, work on a personal laptop or personal device). You may keep your cell phone out and visible in case the substitute coordinator needs to reach you at a last moment's notice. Please ensure your cell phone is locked and not accessible by students or other staff members.

- Refrain from any verbal, physical or visual conduct that may be viewed as inappropriate.

- Return the teacher's books, materials, keys, etc., to the Department Assistant(s) at the end of the teaching day or the end of the teaching assignment. If you forget to return something you will be expected to return it the following school day before the school day starts.

- Any information that the teacher has left for the substitute teacher must be held in the strictest of confidence. Student information should never be left out on a desk where they can be seen or held in a manner that would allow a student to see them. Failure to do so would result in an infraction of the Family Educational Rights and Privacy Act (FERPA) and the Texas School Student Records Act (ISSRA). Castleberry does not condone this behavior and if an infraction occurs the substitute teacher may be removed from the substitute teacher list.

- It is critical that all student information is protected as confidential. Student information regarding disabilities and medical issues are held to an even higher standard. We must ensure as a staff that all personal information of students is properly safeguarded. The Family Educational Rights and Privacy Act (FERPA) and the Texas School Student Records Act (ISSRA) were enacted to ensure that students' personal information is kept confidential. The Individuals with Disabilities Education Act (IDEA) protects disabled students' information.

Professional Ethics

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff, and other school related matters. Please refrain from making adverse comments about the regular teacher or his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings, especially in the staff lounge. Share any concerns by contacting the Campus Substitute Coordinator or talk to a building administrator.

Please remember that substitute employees are on the same professional level as regular instructional staff and should follow the same ethical codes. Substitute teaching involves many different situations and often more than one school. Resolve never to compare one school with another, one principal with another, one teacher with another, or one set of students with another.

Confidentiality

In the course of your employment you may have access to information about students, other employees, district business and/or other school districts. Often this information is to be kept confidential. If you are uncertain about whether information is confidential, check with the department chairperson or building administrator BEFORE discussing it with anyone. Breach of confidentiality could result in disciplinary action up to and including dismissal.

Expectations and Guidelines for Employee-Student Boundaries All District employees must maintain professional employee-student boundaries and relationships with students. This includes meeting expectations and following guidelines established by the District for employee-student boundaries. These expectations and guidelines apply to all professional, educational support, and contracted District employees.

The District understands that employees may have pre-existing relationships with families of students outside of school. These expectations and guidelines do not apply to employee-student relationships based in pre-existing relationships, including nuclear or extended families. These expectations and guidelines are not intended to prohibit such interactions, provided that an awareness of employee-student boundaries is maintained at all times. This document is not exhaustive, and an employee may be disciplined for boundary violations that are not specifically listed.

The relationship between students and school employees is an inherently unequal imbalance of power because school employees are in a unique position of trust, care, authority, and influence in relation to students. District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Employee-student boundaries are categorized into four areas that are not mutually exclusive:

- **Emotional Boundaries** – both the employee's own emotional state and self-regulation as well as students' emotional states and developmental abilities to self-regulate.
- **Relationship/Power Boundaries** – recognizing, as noted above, that the employee-student relationship is unequal and employees must safeguard against misusing positions of power.
- **Communication Boundaries** – how and what employees communicate to students, including communication that is verbal, nonverbal, in person, or via electronic means.
- **Physical Boundaries** – physical contact between employees and students.

While some employee-student boundaries are clear and easy to recognize, there are some unclear, *gray* areas that employees must plan for and respond to with sound judgment. This means recognizing the potential negative consequences for students and/or employees engaging in certain behaviors with students or allowing inappropriate conduct to continue. Employees may use *time, place, and circumstances* as a guiding principle by asking themselves:

- Is this the appropriate *time* for my planned action?
- Have I chosen the appropriate *place* for the planned action?
- Are these appropriate *circumstances* for me to take my planned action?

To avoid behavior or conduct which may lead to a breach in employee-student boundaries, employees should also recognize their own unique vulnerabilities. Examples of vulnerabilities that employees may experience include, but are not limited to:

- Employees regarding students as peers
- Employees who too closely identify with students and their issues
- Employees experiencing adult relationship issues
- Immature employees, or employees with an under-developed moral compass
- Employees feeling a need for attention
- Employees who abuse alcohol or other substances
- Employees who lack personal crisis management skills

Employees experiencing difficulties in their personal lives may be particularly susceptible to engaging in at-risk behavior or conduct with students. Employees must be alert to such risks and ensure they maintain professional boundaries at all times. The REFLECT ethical decision-making model may help employees evaluate and address conduct that concerns them. See https://legacy.apsc.gov.au/reflect-aps-values-and-code-conduct-decision-making-model.

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each substitute teacher's instructional responsibilities. A substitute teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. All substitute teachers must:: (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board of Education policies and administrative procedures on student conduct, behavior, and discipline.

Substitute teachers should clarify expectations about student conduct and use the classroom discipline plan. Most teachers have a plan that is usually posted in the room. If a discipline plan is not available, the substitute teacher should contact the department assistant or implement his/her own plan. The substitute teacher should provide specific directions about actual behavior in a matter-of- fact tone to help students monitor their own behavior and circulate frequently around the classroom.

The goal of discipline in the school is to help the student understand acceptable social behavior, to encourage the student's growth in self-discipline and to protect the rights and well-being of the school community. Considering these purposes, disciplinary action should attempt to correct or prevent undesirable behavior and help the student accept the consequences of his or her actions. The minimum disciplinary action needed to change undesirable behavior should be used. Penalties and punishments, when used, should serve these purposes. Discipline cases should normally be handled individually, respecting the dignity and right of the individual, taking into account the needs and best interest of the student and the welfare of others within the school community.

Substitutes shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of

bodily harm) may not be used. Substitutes may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

While it is the responsibility and goal of Castleberry ISD to provide educational opportunities to all children, it is important to be aware that when a student infringes on the basic rights of other students, teachers and/or administrators, it becomes the obligation of the school to respond in an appropriate fashion. No substitute is ever required to tolerate from a student any act of gross misconduct, including flagrant discourtesy, abusive and vile language or deliberate insubordination. If this occurs please contact Security to have the student removed from the classroom. Security will take the student to the Adviser Chair.

Acceptable Use of the District's Electronic Networks

Network users will sign this *Responsible Use Policy (RUP)* annually while employed by the school district. All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The *Responsible Use Policy* does not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of *Responsible Use Policy,* will result in the loss of privileges, disciplinary action, and/or legal action.**

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The Chief Technology Officer and/or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- Using the electronic networks to engage in conduct prohibited by board policy; ● Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Downloading of copyrighted material for other than personal use;
- Using the electronic networks for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- Using another user's account or password;
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Creating or forwarding chain letters, spam, or other unsolicited messages;
- Using the electronic networks for commercial or private advertising;
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- Misrepresenting the user's identity or the identity of others; and
- Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- Do not use the networks in any way that would disrupt its use by other users. ● Consider all communications and information accessible via the electronic networks to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the Chief Technology Officer or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the District's email system constitutes consent to these regulations.

Internet Safety - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The Chief Technology Officer and Building Principals shall monitor student Internet access.

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873) (within Texas); 1-217-524-2606 (outside of Texas); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The

employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in their professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and they, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at at report.cybertip.org/ or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. In the event that a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, the Superintendent or designee will proceed in accordance with Section 22-85 of the Texas School Code. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, Harassment of Students Prohibited and Section 22-85 of the Texas School Code.

Drug- and Alcohol-Free Workplace

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises, at a school sponsored event, or while performing work or being on call for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.

3. Manufacture, distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State Controlled Substance Acts.

For purposes of this policy, District premises means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify their supervisor of their conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in Board Policy and the Staff Handbook. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Workplace Harassment Prohibited

Castleberry Township High School District 203 expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Sexual Harassment Grievance Procedure;* 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*. The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available. Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure.* If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

Employment At-Will

Unless otherwise specifically provided, District employment as a substitute is temporary and at-will, meaning that temporary employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Evaluation of Service as a Substitute Teacher

As a substitute teacher, your main responsibility is to ensure that the classroom teacher’s lesson plans and/or the assigned position duties are followed and implemented. It is the goal of the substitute teacher to maintain continuity in the classroom or assigned duty and not disrupt the learning of students and/or the work process of the day.

The appropriate administrator or his/her designee may receive reports of conduct or misrepresentation by a substitute teacher. In these cases, a written notice of such concerns, example of report page 58 will be filed with the Director of Talent Acquisition. In the case of an unsatisfactory job performance, substitute teachers will be notified in writing and/or by verbal

notification of the concern by the Department Chair/Coordinator of a member of the Talent Acquisition team. Depending upon the circumstance, a decision may be made to limit or discontinue a guest teacher's employment as a substitute teacher at Castleberry ISD.

In case of emergency: Call the Nurse First! Nurses arrive quickly and will coordinate medical care. They are aware of students and their health issues. The nurses will call parents and manage the scene and will expect the substitute teacher to manage the rest of the class.

Seeing the nurse during class time: Students may visit the Health Services Department during class time with your permission. Please send students with a written pass. Students are accounted for through the school district's electronic medical charting system. Feel free to contact Health Services if you need to follow up on the student's visit.

When concerned about a student's safety and well-being: Call Health Services and a nurse will come to assist you or if able, send the student to Health Services accompanied by a responsible person. This is not the time to be a friend or parent or even use other "medical" training.

Epipen: students can carry them and may self-administer. If a student ever needs to use an Epipen, you must call a nurse immediately! The nurse will call 911 and continue care.

AEDs: Automated external defibrillators are located in various locations at each campus. Defibrillators are critical in a cardiac emergency. Please look for the AED signs in the areas you will be working.