SUBSTITUTE TEACHER HANDBOOK 2026-2027

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INTRODUCTION

Georgetown ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability 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.

This Substitute Teacher Handbook contains general information and guidelines for substitute teachers. Each campus may furnish additional campus-specific information upon the substitute teacher's assignment to the campus. This handbook is for use by all substitute teachers and is based on Texas Education Code, the Georgetown ISD Board Policy Manual, and administrative guidelines cover district policies related to substitute teachers.

The district policy manual is located online at https://pol.tasb.org/PolicyOnline?key=1240.
In case of an omission from the handbook or in case of a conflict between the handbook and the Board Policy Manual, the Board Policy Manual is governing.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. It is a guide to and a brief explanation of district policies. District policies and procedures may change at any time.

All substitutes are expected to adhere to all policies as well as professional and ethical expectations as outlined in our GISD Employee Handbook:
https://www.georgetownisd.org/departments/human-resources/employee-handbook

DISTRICT INFORMATION

Georgetown ISD serves more than 14,000+ students at eleven elementary schools, four middle schools, three high schools, and two alternative campuses.

Vision: Home of the most inspired students, served by the most empowered leaders.

Mission: Inspiring and empowering every learner to lead, grow, and serve.

What we believe…

- *We believe public education is the foundation of our community.*
- *Our actions should be student-centered. [relationships]*
- *It is our responsibility to prepare students for their future. [innovation]*
- *Developing leaders is vital to our success. [system + structure]*
- *Instruction should be designed based on the needs of learners. [learning]*
- *Community engagement enhances educational experiences. [collaboration + engagement]*

Strategic Direction

During the fall of 2022, Georgetown ISD embarked on a discovery process to review the existing strategic plan, identify areas where the district was both performing well and needed improvement, review the system's capacity for change and establish a strategic direction for the future. This work took place over a period of six months and included feedback from more than 1,000 community members, parents, GISD staff members and students.

From this process, four strategic priority areas were identified:

- Student Learning, Growth and Progress
- Student and Staff Well-Being
- Staff Recruitment and Retention
- Community and Connectivity

Each priority area is supported by a picture of success and includes objectives that will guide the work on the district moving forward and will be evidenced in district and campus improvement plans. The new Strategic Direction was adopted by the board in March 2023 and provides a framework for campuses and departments that prioritizes district-wide objectives and provides for more frequent and transparent evaluation of progress.

GISD Learner Profile

The Georgetown ISD learner…

• Communicates, collaborates, and applies critical thinking

• Creates and innovates

• Obtains knowledge through inquiry and exploration

• Adapts and perseveres

• Develops self-knowledge and personal responsibility

• Builds and models respectful relationships

EMPLOYMENT

Equal Employment Opportunity

Policies *DAA*, *DIA*

Requirements to be Considered for Substitute Teaching in GISD

To Be a Substitute You Must Submit All Required Documents AND:

- Have a high school diploma or certificate of high school equivalency (GED);
- Be at least 18 years of age;
- Have completed substitute training as described by the District.

Required Documentation for Employment:

- Completed substitute application;
- Valid Texas Teaching Certificate (if held, not required);
- Copies of college transcripts, high school diploma or GED certificate
- Copy of Driver's License or Birth Certificate and Social Security Card

● Complete Fingerprinting Requirement

● Completed Tax form W-4

● Completed Employment Eligibility Verification (Form 1-9)

● Sign and submit Acknowledgement Form for Substitute Teacher Handbook

● Attend a substitute orientation session prior to substituting in the district

At-Will Employment:

● Employment as a Substitute Teacher is on an “at-will” basis. As an “at-will” employee, substitutes may resign at any time for any reasons or for no reasons. School district administrators, with principals’ recommendations, may determine—at any time—to terminate assignments when such actions would better serve the needs of students or campus sites as a whole.

As-Needed Employment:

● Employment as a Substitute Teacher is strictly on an “as-needed” basis. The district cannot guarantee daily or long-term assignments.

Criminal History:

Background and criminal history checks will be conducted prior to employment with the District and randomly throughout the employment period.

Title 19 of the Texas Administrative Code, Section 249.14 requires school districts to notify the State Board for Educator Certification (SBEC) of any reported criminal history of a school district applicant or employee who holds a certificate or permit issued by SBEC. A reported criminal history includes arrests, indictments, prosecutions, convictions or other dispositions (such as a probation or deferred adjudication) by the criminal justice system.

Photo ID Badges

Photo ID badges are issued to every substitute and must be worn at all times when on campus. Failure to wear a badge may exclude you from working at a campus. If the ID badge is lost or stolen, please report to Human Resources to obtain a replacement badge. While on campus, be prepared to identify yourself and provide the name of the classroom you are serving that day.

Rehire Guidelines

A substitute who has not accepted three assignments per semester will be considered inactive and will be removed from the active calling list. If removed due to failure to work three assignments per semester, the substitute will be required to reapply.

COMPENSATION AND BENEFITS

Pay Information

Pay rates for substitutes are established by the Board of Trustees. The current rate of pay is listed below:

- Substitute Teacher Pay: (Days 1-30) $125.00/day and (Days 31+) $150.00/day
  long-term pay rate will start on the 31st day; days do not have to be consecutive
- Substitute Nurse Pay: $225.00/day

Pay Dates

Substitutes are paid twice a month on or around the 15th and the 30th (see the calendar located on our website for exact dates.) A direct deposit to your checking or savings account is required for payment. We do not issue paper checks.

TRS Retirees

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain conditions on a full or part time basis without impacting retirement benefits, according to TRS rules and regulations. GISD is not responsible for determining eligibility of assignments and your annuity payment may be jeopardized if you take assignments you are not allowed to fill. It is up to you to confirm with TRS what you are and are not allowed to work. Detailed information about employment after retirement is available from TRS. The TRS website can be accessed at the following web address:
https://www.trs.texas.gov/Pages/Homepage.aspx

Medical Insurance

The district does not offer medical insurance for substitutes.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB Risk Management, effective upon hiring.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the campus administration or campus nurse. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact **Verenice Martinez** in Human Resources at (512) 943-5000 ext: 6009

DAILY DUTIES AND RESPONSIBILITIES

A successful day requires a partnership between the substitute teacher, the teacher/aide and the campus. The following outlines some of the duties and responsibilities of each of these parties to help everyone work together more effectively.

Campus Arrival

- Report to the Campus Administrative Assistant's office at least fifteen minutes before the assignment begins and be sure to sign in at the front office.
- Park in the faculty parking lot.
- Please ask about any extra duties you are required to help with, along with expected release time for the campus.
- Become familiar with the process for taking attendance, the lunch schedule, and the emergency fire and disaster drill procedures.
- Review lesson plans prepared by the teacher and locate any materials or items needed for carrying out the assignment. Make a note of any changes that had to be made.
- Maintain a professional attitude toward your work. You are expected to observe the same standards of conduct (see the GISD Employee Handbook online) as teachers, aides and staff members.

During the Day

- As a way of creating a positive learning environment, introduce yourself to each new group of students with whom you have contact throughout the day.
- Do not leave students alone in the classroom for any reason. Do not touch or restrain students in any way. If you need assistance, follow the campus procedures for contacting campus administration.
- Send any student to the nurse's office in the case of illness or minor accidents. For a serious incident, use a classroom telephone to call for help or send a student for the school nurse or administrator.
- If you have an emergency and need to leave the campus prior to the assignment being completed, please contact the office immediately. You are responsible for students at all times and shouldn't leave until a replacement has arrived to the classroom.

Closing the Day

- Follow directions for class dismissal of bus riders or car pick up according to campus procedures.

- Leave any student papers, lesson plans or items provided by the teacher in the designated place stated or turn it in when you check out for the day.
- Leave a quick note for the teacher regarding the day, problem areas, good reports, and a list of absent students.
- Leave the room clean and in order. Turn lights/fans off and lock the door.

You are expected to be on duty the entire time as determined by the assignment and perform duties of the regular teacher or aide unless directed otherwise. You may be subject to reassignment within the campus during the day. The substitute teacher is not a full-time teacher and therefore is not eligible for a conference period and may be reassigned to other duties during this period. A substitute may not leave campus early without the permission of the campus principal.

STUDENT DISCIPLINE

- All students should be treated in a respectful manner. Discussions concerning a student's behavior should be handled in a private manner and should never include a student's home life, private life, or information unrelated to the issue.
- YOU MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD. You should never physically handle or restrain a student. If the situation reaches this level of intensity, you should call for assistance right away.
  Violation of this expectation may result in disciplinary action up to and including termination.

SUBSTITUTE AUTOMATED SYSTEM

The district uses an automatized Substitute/Employee Management System called Red Rover to assign substitutes for absent employees. Red Rover enables the district to offer broader opportunities for substitutes if they wish, while still allowing each campus to choose the substitutes they have worked with in the past. This system will allow you to specify locations where you prefer to work; indicate your availability by day of the week; list the classification groups for which you are qualified to substitute and other groups for which you would like to substitute; and allow you to make yourself temporarily unavailable.

How the System Works:

Red Rover is an Absence and Substitute Management system, designed with substitute teachers in mind. In Red Rover, you will be able to easily see what jobs are available and book those jobs in advance. You'll also have the opportunity to manage your availability and schedule online, review assignments that you've accepted, and much more.

Before logging into Red Rover for the first time, you will receive an email invitation from your district's system administrator.

DISTRICT POLICIES

The following are district policies that all employees are expected to follow. They can also be found in the GISD Employee Handbook and online under board policy.

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action **up to and including termination.**
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* below for additional information.

The *Educators' Code of Ethics* , adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in

accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards 1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation

program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law. *Note: Recent adopted amendments to 19 TAC §247.2 struck this Standard because this provision was moved to 19 TAC §249.15, and therefore still applies to all educators.*

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

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

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

District policy DIA (LOCAL)includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation.

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator or the superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows 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* and *Bullying* below for additional information.

District policies DHB (LEGAL), FFH (LOCAL), FFH (LEGAL) include definitions and procedures for reporting and investigating harassment of students.

Reporting Suspected Child Abuse

Policies ***DG, FFG, GRA***

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS) or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agencies include the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at https://www.txabusehotline.org/Login/Default.aspx, or (800-252-5400) or through the Georgetown Police Department, the Williamson County Sheriff's Department. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In

addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

Personal Use of Electronic Communications

Policies CQ CY DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), 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 communications 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 conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communication as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions

include:

o Confidentiality of student records [See Policy FL];

o Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)] ;

o Confidentiality of district records, including educator evaluations and private email addresses [See Policy GBA];

o Copyright law [See Policy CY]; and

o Prohibition against harming others by knowingly making false statements about a colleague or the school system [See DH (EXHIBIT)].

See *Electronic Communications between Employees, Students, and Parents* below for regulations on employee communication with students through electronic media. See the Social Media Guidelines in Appendix A.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including

a social media website or a social networking website.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication* : however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a communication.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, which are not provided or approved by the district, as well as accessible by the district, unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
    - The employee shall include 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.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL
    - Copyright law [Policy CY]

o Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]]

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

Criminal History Background Checks

Policy *DBAA*

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

Employee Arrests and Convictions

Policy *DH*, *DHB*, *DHC*

An employee must notify his or her principal or immediate supervisor within three (3) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude (see below)

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol or any controlled substance, or disorderly conduct
- Acts constituting abuse or neglect under the Texas Family Code

If an employee is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call 911 immediately.

Dress Code

Policy DH

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor.

Alcohol and Drug-Abuse Prevention

Policy DH

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

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are

displayed in prominent places in all school buildings.

OTHER IMPORTANT INFORMATION FOR SUBSTITUTES

Removal from Substitute List

A department/campus administrator has the right to remove any substitute from their campus.. Administrators are asked to send the incident form to the Department of Human Resources Department explaining why a substitute is being removed from their campus. Human Resources will review the incident form. The substitute is notified by the campus of the removal and that Human Resource may contact with any further actions.

Termination of Employment

Substitutes may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District.*DCD* (Local).

If you wish to resign from GISD, all substitutes will have to submit a resignation substitute@georgetownisd.org.

Emergency School Closing *Policy EB*

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website at www.georgetownisd.org and provide information to local television and radio stations.

Name and Address Changes

It is important that employment records be kept up to date. Substitutes should make all changes to their address, emergency contact, and phone numbers in Skyward HR/Finance. Employees must notify the Payroll Department if there are any changes or corrections to their name, marital status, or beneficiary. An employee may complete an address change form or use a W4 form. Both forms can be found on the Business Office website.

Student Records

Student records are confidential and protected from unauthorized disclosure or use. Substitute teachers should take precautions to maintain confidentiality of student records or information.

Administering Medication to Students

Only designated employees can administer prescription medication, non prescription medication, and herbal or dietary supplements to students.

Providing Food, Snacks, Candy or Gum to Students

Substitute teachers are not allowed to provide any kind of food, snacks, candy or gum to students at any time unless prior arrangements have been made through the administrative and student health office ahead of time.

CONTACT PHONE NUMBERS

Human Resources - Substitute Office

507 E University Ave (512) 943-5013

East View High School

4490 E University Ave (512) 943-1800

Georgetown High School

2211 N Austin Ave (512) 943-5100

Richarte High School

5001 Airport Rd (512) 943-5120

Benold Middle School

1401 North Parmer Ranch Blvd. (512) 943-5090

Forbes Middle School

1911 NE Inner Loop (512) 943- 5150

Tippit Middle School

1601 Leander Rd (512) 943.5150

Wagner Middle School

1621 Rockride Ln (512) 943-1830

Georgetown Alternative Program (GAP)

502 Patriot Way (512) 943-5196

Williamson County STEP

200 Wilco Way (512) 943-3260

Carver Elementary

4901 Scenic Lake Dr (512) 943-5070

Cooper Elementary

1921 NE Inner Loop (512) 943-5060

Ford Elementary

210 Woodlake Dr (512) 943-5180

Frost Elementary

711 Lakeway Dr (512) 943-5020

McCoy Elementary

401 Bellaire Dr (512) 943-5030

Mitchell Elementary

1601 Rockride Ln (512) 943-1820

Purl Elementary

1953 Maple St (512) 943-5080

San Gabriel Elementary

880 Tierra Rosa Blvd. (512) 943-1840

Village Elementary

400 Village Commons Blvd (512) 943-5140

Williams Elementary

4101 Southwestern Blvd (512) 943-5160

Wolf Ranch Elementary

1201 Jay Wolf Dr (512) 943-5050

The following incident report reflects information a campus principal will discuss with a substitute and provide it to HR in the event of any reported or observed violations:



Substitute Incident Report

Substitute: _____ **Date:** _____

Department/Campus: _____

Date of Incident: _____

State the facts of the incident:

_____

Witnesses to Incident:

_____

Explanation provided by the substitute or other significant information:

_____

Nature of Incident:

- Disorderly conduct
- Leaving without permission
- Lack of cooperation/teamwork
- Threatening/engaging in aggression
- Violation of policies/procedures
- Failure to follow instructions
- Destruction of District property
- Theft
- Substandard work or carelessness
- Violation of safety rules
- Dress code
- Profane/abusive language
- Discourteous toward community staff or students
- Suspected use of drugs/alcohol/tobacco
- Sleeping on duty
- Other: _____

Campus Recommended Consequences:

_____ Campus administrative conference and filed report

_____ Campus Suspension (indicate suggested length of suspension): _____
(i.e. one week, 9 weeks, semester, school year, indefinitely)

(Please note that if you are requesting to exclude a substitute from your campus, it is your responsibility to communicate to the substitute that you are making that recommendation , and submit this form with your signature to Human Resources.)

Additional campus administration notes:

Principal Signature: _____ Date: _____

This report is to be made part of the official record of the above-mentioned substitute.

Thank you for supporting our students and campuses and serving in the important role of substitute for GISD!