

2026-2027
Substitute Handbook

INTRODUCTION AND DISTRICT INFORMATION

Welcome to the Red Oak Independent School District!

We have an outstanding school district where children truly come first. Our district has five elementary schools, one middle school (6-8), and one high school (9-12). Our teachers and administrators are dedicated professionals who are committed to providing our students with the best possible education.

The Handbook for Substitute Teachers was created to provide you with information about being a substitute teacher at Red Oak ISD. In this Handbook, you will find information regarding pay and pay dates, as well as specific guidelines and policies that apply to substitutes at ROISD.

A substitute works as a temporary, on-call, at-will employee. **It is not a permanent full-time or a permanent part-time position.** It is an opportunity for employment on an "as-needed" basis. Red Oak ISD does not guarantee any amount or period of work. A substitute may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to summer, winter, fall or spring break.

The following requirements must be met before an applicant can be hired as a substitute teacher:

- Official transcripts from your GED, high school, Associate, Bachelor, Master's degrees or your teacher certification.
- Complete district required trainings
- Complete fingerprinting process-criminal background check
- Attend substitute orientation. Substitute orientations are by invitation only. A substitute may be required to attend additional training prior to renewal.

OUR VISION

Realizing Our Individual Students' Dreams

MISSION STATEMENT

The 4 Talons of the Red Oak Hawk:

- **Prepared**
- **GRIT**
- **Character**
- **Service**

DISTRICT INFORMATION

School Calendar

The approved school calendar is published annually and can be found on the District Website: Annual Calendar.

Contact Information

HR Coordinator: 972-617-4179	ashley.jackson@redoakisd.org
Human Resources: 972-617-2941	rob.waller@redoakisd.org
Payroll Office: 972-617-2941	jennifer.holdt@redoakisd.org

Emergency Closings

The District may close school, start late or release students early because of bad weather or emergency conditions. When such a decision is made, the district will share on social media, our website, also television/radio stations will be notified by school officials.

TRS CREDIT FOR SUBSTITUTES

If you serve as a substitute in a position otherwise eligible for membership in TRS, you may purchase a year of service credit when you have rendered at least 90 days of substitute service in one school year. A substitute is a person who serves on a temporary basis in place of a current employee. *A substitute may be paid no more than the daily substitute rate of pay set by the employer*. If you have eligible substitute service, it must be verified by your employer on a "Verification of Substitute Service and Salary" form (TRS 22S), which is also available on the Texas Teacher Retirement System (TRS) website.

TRS RETIREES

A SUBSTITUTE for TRS (Texas Retirement System) purposes is a person who serves on a temporary basis in the place of a current employee. Also, working any part of a day as a substitute counts as working a full day-for TRS purposes. Individuals receiving retirement benefits from the TRS may contact them at 800-223-8778 or 512-542-6400 with any questions or concerns regarding employment after retirement. Information is also available on the TRS website at www.trs.state.tx.us.

Beginning Sept. 1, 2016, you may also serve in a position that is vacant, provided you do not work more than 20 days in that vacant position and the position is not vacant because you retired from it. Prior to Sept. 1. 2016, the position filled by the retiree could not be vacant and be considered a substitute position. You may serve in a vacant position for more than 20 days, however beginning on the 21st day of service in the same vacant position you will be considered by TRS under another employment type such as full-time, a combination of substitute and one-half time, or one-half time rather than as a substitute. https://www.trs.texas.gov/TRS%20Documents/employment_after_retirement.pdf

Federal Withholding Tax

Federal Withholding Tax is withheld from the substitute's wages according to the information filed on the W-4 form submitted by the substitute. Should a substitute desire to make any changes in the exemptions filed please contact the payroll department located at the Education Service Center building.

Worker's Compensation

The District, in accordance with state law, provides workers' compensation benefits to any substitute who suffers a work-related illness or injury. Any injury incurred while a substitute is on school property during the normal course of duties as a substitute teacher should be reported immediately to the campus principal or nurse.

RED OAK ISD CAMPUS DIRECTORY

Eastridge Elementary
725 E. Ovilla Road
Red Oak, TX
(972) 617-2266
Principal: Whittney Trevino

Red Oak Elementary
200 Valley Ridge Drive
Red Oak, TX
(972) 617-3523
Principal: Beatriz Quintanar

Russell P. Schupmann Elementary
401 E. Ovilla Road
Glenn Heights, TX
(972) 617-2685
Principal: Sherqueena Jackson

D.T. Shields Elementary
223 W. Ovilla Road
Glenn Heights, TX
(972) 617-4799
Principal: Samantha Miller

H.A. Wooden Elementary
200 Louise Ritter Blvd
Red Oak, TX
(972) 617-2977
Principal: Jessica Trezza

Dr. Joy Shaw Middle School
340 Westmoreland Rd
Ovilla, TX 75154
(972) 617-4690
Principal: Dr. Lanoria Washington

Red Oak Middle School
154 Louise Ritter Blvd.
Red Oak, TX
(972) 617-0066
Principal: David James III

Red Oak High School
220 S. State Hwy 342
Red Oak, TX
(972) 617-3535
Principal: Paige Patterson

Student Service Center (West Campus)
154 Louise Ritter Blvd.
Red Oak, TX
(972) 617
DAEP Administrator: Brian Nelson

COMPENSATION INFORMATION

Paychecks

Substitute checks/pay stubs are now located within your Skyward access. Substitutes will have their checks automatically deposited. Information concerning this will be available during the online process. See "Pay Dates 2026-27 School Year" for specific dates. It is very important that each substitute keep accurate records of their assignments. In the event there are questions about paychecks, please contact the payroll office at the Red Oak ISD Education Service Center, at 972-617-2941 or Payroll@redoakisd.org.

Substitute Daily Pay Rates – (Jobs 1-10 Days)	**Full Day**	**Half Day**
GED/High School Diploma/Associate's Degree	$85.00 *	$42.50
Bachelor's/Master's Degree	$95.00 *	$47.50
Certified Teachers	$105.00 *	$52.50
Nurse Subs (if registered nurse only)	$150.00	$150.00

**Substitutes who work for secondary campuses (JSMS, ROMS, and ROHS) will receive an additional $10 per full day.*

- On top of the daily rate, subs can earn incentive pay for every month. Incentive pay is based on the sub working either 50% ($125), 75% ($250), or 90% ($375) of the eligible workdays within a specific month.

From time to time, the district may provide loyalty payments to our staff. There are eligibility criteria for employees to qualify to receive the one-time payments. Possible criteria may include:

- Long-term substitutes who have worked in the current position for more than a month are eligible for the one-time payment.
- Substitutes who have worked at least 75% of available district days are eligible for the one-time payment.

As we appreciate the service of all of our staff, additional funds are provided to staff who fulfill more of a full-time role in their position.

PAY DATES 2026-2027 SCHOOL YEAR

Red Oak ISD substitutes are paid monthly for the work in the full month prior. For example, all of the days worked in August will be paid in September. Substitutes will receive their paychecks on the following dates:

2026-2027 Substitute PAYROLL CALENDAR	
Pay Date	**Dates Covered**
September 10, 2026	All Dates Worked in August 2026
October 9, 2026	All Dates Worked in September 2026
November 9, 2026	All Dates Worked in October 2026
December 4, 2026	All Dates Worked in November 2026
January 8, 2027	All Dates Worked in December 2026
February 10, 2027	All Dates Worked in January 2027
March 10, 2027	All Dates Worked in February 2027
April 9, 2027	All Dates Worked in March 2027
May 10, 2027	All Dates Worked in April 2027
June 10, 2027	All Dates Worked in May 2027

Long-Term Substitute Assignments

All substitute teachers who work in a specific assignment (either for a specific teacher or in a specific vacancy) for eleven (11) continuous days with no more than 1 day of interruption in a 6-week long term, shall be compensated at the long-term substitute rate beginning with the twelfth (12) day. Long-term pay will increase with each additional long-term taken within a school year. **Long term positions are considered a 6 week term. When you finish your first six weeks as a long term substitute, you move to the next second long - term pay level.**

Long-term subs will not be responsible for additional sub duties on the campus during the teacher-assigned conference time. This time will need to be used specifically for needs associated with the long term, such as team planning, lesson updates, copies made, grading, etc. If the teacher has an additional “time off” during the day, the sub would need to work in any capacity needed by the campus.

	Elementary	Secondary
First long - term (first 11)	$95 (Certified $105)	$ 105 first 11 (Certified $115)
First Long term (Day 12 plus)	$ 145	$ 155
Second long term	$160	$ 170
Third - term	$ 185	$ 195
Fourth long - term	$ 210	$220
Fifth long - term	$ 235	$ 245
Sixth long term	$ 260	$270

Name and Address Changes

It is important that employment records be kept up to date. Please notify Ashley Jackson and the payroll department if you have any change or correction to your name, address, or marital status. You may also make these changes in your Skyward account.

Continuation of Substitute Employment

Red Oak ISD will allow substitute employees the opportunity to return for continuation of employment by yearly signing a new Letter of Reasonable Assurance, the required insurance form, the substitute handbook acknowledgement and returning each of them in a timely manner. This opportunity is available to all substitute employees who have performed their duties in an acceptable manner during the course of the school year and have ended the year in active status.

District Codes Used in Frontline

The following codes will be placed on a substitute's Non-Work Day when needed.

1. This will be for aborted calls for today. When Frontline phones the available substitute's phone number on file for an open position and the sub does not answer the phone.
2. This will be for rejected calls for today. Frontline phones the available substitute. The sub answers and chooses to reject the options.
3. This is for a canceled assignment for today and left us without coverage. A sub takes an assignment and then cancels it leaving us with coverage in the assignment for the day.
4. This is for when the mailbox is full or not set up. HR Staff attempts to contact the available sub and cannot leave a message concerning open assignments.

Available substitute is defined as one who has not accepted an unfilled assignment for the day or placed a Non-Work Day on their Frontline webpage showing that they are not open to sub for that day.

Restricted Activities

While working for Red Oak ISD substitutes are restricted from:

- Driving a school bus
- Administering medication, over-the-counter meds to a student
- Transporting students in their personal vehicle

PERFORMANCE EXPECTATIONS

All substitutes shall comply with the standards of conduct set out in this policy and with any other district policies, regulations, and guidelines. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of at-will employment.

Substitute Duty Hours

LOCATION	FULL DAY	HALF DAY AM	HALF DAY PM
Elementary Campuses	7:10 –3:40	7:10 – 11:25	11:25 – 3:40
Middle School & West Campus	7:30 – 4:00	7:30 – 11:45	11:45 – 4:00
High School	8:00 – 4:30	8:00 – 12:15	12:15– 4:30

Substitute teachers must be at least 21 years of age to be eligible for high school assignments.

Reporting Procedure

You will receive a sub badge from the front office of the campus for each daily assignment taken, that will need to be visibly worn throughout the day and returned at the end of each school day. Once you earn your own badge from the sub incentive, you do not have to turn that one into the office. On many campuses, you will receive a folder with your instructions for the day. If you leave the campus for any reason during the day, you must check out in the front office and check in when you return. Leaving the campus without checking with the office may be grounds for removal from the sub list.

Daily Expectations and Extra Duties Assigned to Teacher

Each teacher has a period or periods without students. You are expected to be on campus during these times and report to the front office to see how your services may be utilized. The campus has the right to assign duties as needed for any open times during the subs day.

Substitutes may work in a teacher capacity, or as a paraprofessional substitute (paraprofessional roles include, but are not limited to, classroom, ISS, and/or Special Education assistants. Substitutes shall fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, hall duty, or other special duties assigned by the campus Administrator. If needed, substitutes may also be reassigned to a different classroom than the substitute originally accepted. Substitutes are required to assist in any capacity asked during the course of a school day. This may include working in another area during the course of the day, during the conference or planning period of the employee, working in the office, etc. Conference/planning periods are not “off times” for substitutes. If you need a break, please contact the front office. Remember you are being paid for the full 8 hours. The campus has the right to use you up to the end of the day.

Emergency Situations

It is important that you acquaint yourself with fire and disaster drill procedures and follow each school’s procedures posted in the classroom. Each classroom has a Fire Drill and a Tornado Drill map posted by the classroom door. Please review each map for classroom exits and locations. In addition a crisis management folder should be available upon request. All substitutes should familiarize themselves with the fire and safety drill regulations and assigned areas. They must account for all students under their supervision.

Dress Code

Employees of Red Oak ISD are expected to dress professionally while performing their duties. Professional attire modeled by employees creates a positive influence on students. The following guidelines are not all-inclusive, but attempt to provide a guide of expectations. Principals/Supervisors are designated to monitor employee dress of their staff, and make determinations regarding the appropriateness of staff attire.

Pants: Slacks or khakis are acceptable. Calf-length capri/cropped slacks are allowed.

Skirts: The length of skirts and dresses should be consistent with the student dress menu code. Garments that are too revealing or immodest are prohibited. Examples include skirts that are too short, or with slits that are too high (the top of the slit shall be considered to be the length of the garment), etc.

Jeans: No overalls or jeans of any kind are allowed, with the exception of spirit days. Jogging suits and athletic pants are not permissible except for coaches and P.E. teachers. Staff may wear jeans on days designated by the District such as Educational Foundation days, Staff Development days, as well as the days that the decision is made to open late.

Shoes: No flip flops, house slippers, or "croc" style shoes.

Shirts: Nice polos are acceptable. No tank tops or sleeveless blouses/dresses are allowed. No low-cut front or back tops or tops revealing the middle section of the body are not permitted. No wording or graphics that are obscene, crude, vulgar, or defamatory or that promote violence, drugs, alcohol, tobacco, firearms, or gang affiliation, or that cause a substantial disruption of the educational setting. Friday spirit shirts are maroon, white or grey shirts with Red Oak ISD logos, Hawks, RO, or artwork that is intended to promote school spirit or endorse official school groups or organizations.

Facial Coverings: Personal Protection Equipment may be worn for protection and to mitigate the spread of sickness. Masks/face coverings may be of any color, print, or design that does not present a disruption, health, or safety hazard to the students or others. Beards must be appropriately groomed at all times.

Jewelry: Any chains, studded wear, bracelets, rings, or other jewelry, etc. that could be a safety issue or distracting will not be allowed while performing job duties.

Tattoos that are obscene, crude, vulgar, or defamatory or that promote violence, drugs, alcohol, tobacco, firearms, or gang affiliation, or that cause a substantial disruption of the educational setting shall be covered while performing job duties.

Miscellaneous: No headphones, ear buds, Bluetooth devices, etc. to be worn in the building during working hours, even if on lunch or conference time. Unnatural hair colors such as pink, purple, blue and green that become a distraction will not be allowed. Clothing that is sloppy, too tight, ill fitting, provocative or revealing, or likely to be distracting is not professional or appropriate. Any part of a staff member's appearance and accessories that are extreme enough to create a disturbance or disrupt the normal routine of school shall be deemed inappropriate. Administrators/Supervisors will have complete and final judgment on all matters concerning the interpretation of the Employee Dress Code.

Cancellations/Failure to work

Substitutes are expected to work all accepted assignments. However, if a situation arises where a substitute must cancel the assignment please follow the following procedures:

- If canceling prior to the date of the assignment, call or log on to Frontline and cancel the day(s).
- Email Ashley Jackson with your reason for canceling.
- Remember you must post your non-work day with the reason for canceling also.
- If you are canceling the morning of the assignment before 6:30 am contact both Ashley Jackson and the campus. The earlier you can notify the campus the better.
- After a certain number of cancellations, you will be required to meet with HR. See the chart below.

Steps	Number of Cancellations
#1: Counseling and Verbal Warning	3
#2: Written Warning	6
#3: Written Warning and Conference	9
#4 Not Invited Back	12

We will monitor the number of times substitutes accept a position and then do not fulfill the assignment. This could provide grounds for removal from the active sub-list for Red Oak ISD.

- Failure to accept three (3) full day assignments per school year may result in removal from the active sub roster.
- Cancellations by substitutes place a burden on the campus and negatively affect student instruction.
- Assignments may not be canceled to pick up another assignment for the same day.
- You may be removed from the active substitute roster if you have poor performance or misconduct reporting from a campus.
- You could be removed if you repeatedly turn down or reject assignments, abort calls, have unanswered/unreturned calls, do not respond to emails, or frequently cancel assignments.

Substitutes may not contact the campus to inform them of their availability. Frontline/HR Staff/Campus Principal/Secretary will place a call to the substitutes listed on the updated active sub list.

Technology/Cell Phones

All personal cell phones/personal electronic devices must be turned to silent during the instruction period. Use of personal devices, whether talking, texting, or use of the internet during instruction periods could be grounds for dismissal.

Substitutes should not attempt to access the internet unless a campus log-in is provided on the day of the assignment. Long-term substitutes are provided access to technology for the length of their assignment only. Substitutes may not interact with current students through any version of social media.

Behavior

While working for Red Oak ISD it is imperative you conduct yourself in a professional manner at all times. Any inappropriate behavior reported by the campus will be addressed with you. The severity of the behavior may result in your being removed from a campus and/or the Red Oak ISD sub list.

Some examples of inappropriate behavior are as follows:

- Poor classroom management skills; using profanity; taking pictures of students with any electronic device; making comments about a student's physical appearance; yelling at, embarrassing, or throwing things at a student; making inappropriate verbal comments to students and/or staff; personal comments concerning sensitive subjects such as race, gender, politics, or religion; going through a teacher's desk, files, or cabinets; reading books, doing homework, crafts, playing cards-dominos, or sleeping.
- Criticizing a campus, district employee, or district administration on social media is strictly prohibited.
- Posting inappropriate pictures of students and staff is also strictly prohibited. You are prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, social media, etc, that are not provided or accessible by the district.
- You should not bring any personal appliances with you.
- You should never, for any reason, leave a classroom unattended.

Employee Conduct and Welfare Standards of Conduct Red Oak ISD 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.

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 not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*.

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 the 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, abuse, or distribution of controlled substances, 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 comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code (TEC), §11.005.

Standard 1.15. The educator shall comply with the prohibitions on assistance with social transitioning in TEC, §11.401.

Standard 1.16. The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC, §28.0043.

Standard 1.17. The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC, §26.008.

Standard 1.18. The educator shall not promote, advocate, or encourage, in a manner that is reasonably accessible or visible to students, illegal conduct:

i. described by TEC, §22A.201(a); or
ii. directly related to student behavior or school property.

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 who 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. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

i. physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;

ii. contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernable professional purpose;

iii. transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;

iv. taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and

v. showing favoritism or isolation through gifts, rewards, or privileges.

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 context and on the totality of the circumstances in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication;

2. the subject matter of the communication;

3. whether the communication was made openly, or the educator at tempted to conceal the communication;

4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

5. whether the communication was sexually explicit; and

6. 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; and

7. whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

CAMPUS/TEACHER/SUBSTITUTE RESPONSIBILITY

Campus Responsibility

- Direct substitute to the classroom
- Assist the substitute in locating the substitute folder, lesson plans, safety plans, & supplies
- Notify the substitute of any special programs for the day
- Provide assignments to substitute when the teacher has no students
- Help the substitute feel welcome

Teacher Responsibility

The regular classroom teacher will make the following information/instructions available to the substitute:

- Lesson plans with sufficient detail
- Attendance sheets
- Seating chart and students' names
- Daily time schedule, including special duties, such as bus duty, etc.
- Fire drill and other emergency procedures
- Important information that may be necessary regarding a student
- The location of all materials necessary for instruction

Substitute Teacher's Responsibilities

- Keep an accurate record of classroom attendance
- Maintain professional dress and conduct
- Follow lesson plans as closely as possible to ensure continuity in instruction
- Follow emergency operation procedures
- Refer accidents or illnesses to the nurse or the office as appropriate
- Under no circumstance is a substitute teacher to administer corporal punishment

- Exercise good judgment in the maintenance of a positive learning environment
- Be respectful of your students
- Leave the room clean and in order
- Leave assignments neatly organized by class
- **Always** ask for help if you are in doubt when handling any situation
- Check out at the main office at the end of each day & make sure to leave your badge school assigned badge.
- Be present on campus during the entire length of the assignment
- Report to the front office for assignments during non-instructional periods
- The substitute has a professional responsibility to maintain the classroom
- **Absolutely no telephone use (talking, texting, internet use, etc.) during instruction time.** (If you have an emergency, please make sure the office staff knows at the beginning of the assignment.)
- No social media interaction with current students.

Classroom Management

1. **Write your name on the board**: say, "My name is Mr./Mrs./Ms. _____, I will be your teacher today."
2. **Begin instruction or activities immediately:** have the students work on an assignment while you are taking roll. May teachers use "bell ringer" tasks, such as writing in a journal or completing a worksheet. Follow the lesson plans as left by the teacher.
3. **Actively monitor students:** do not sit behind the teacher's desk. Walk around the room and monitor the students to ensure they are on task.
4. **Learn student's names.**
5. **Maintain good class management:** work to maintain a high rate of positive interactions with students. Ignore negative behavior, but reward/praise behaviors that comply with classroom expectations.
6. **State expectations clearly:** students need to know exactly what they are supposed to do, how they are expected to do it, the necessary tools to accomplish the tasks, and how much time they have to complete it. For example: "Please take out your textbooks and complete questions 1-10 on page 394. You have 20 minutes to complete the assignment and are expected to work alone."
7. **Be positive in your demeanor:** model the behavior you want from students. Try to acknowledge students who are doing something correctly.
8. **Use appropriate vocabulary:** use vocabulary appropriate for the school setting. Inappropriate language will not be tolerated. No profanity. Abstain from inappropriate stories, remarks, or conversations that could be construed as objectionable in any way.
9. **Treat students with dignity and respect:** sarcastic or belittling remarks are inappropriate.
10. **No physical contact:** substitutes should refrain from any type of physical contact when correcting students or in any other situation. There is never a reason a student should say you placed your hands on them in any way.
11. **Do not leave students unsupervised:**
    a. **In a class with a Student Teacher:** student teacher may be in charge of the class if teaching duties have been assigned. The substitute is to remain in the classroom at all times to assist both the student teacher and the students. Check with the principal/campus designee for

clarification. If you need a break, please contact the front office.

b. **In a class with a Paraprofessional:** the paraprofessional should render the same service to the substitute teacher as to the regular teacher. The para is not expected to assume the responsibilities of the regular teacher unless the principal of that campus gives approval. If you need a break, please contact the front office.

12. **Do not give students food or gum.**
13. **If in doubt ask for help:** Team leaders and department chairpersons are excellent resources and can provide assistance. Call the office for any questions or support needed.
14. **Prepare students for closure to a lesson.** Give a two minute warning to give students time to complete the assignment and prepare to move on to the next task.
15. **Report all student incidents immediately to the campus principal/assistant principal/nurse/campus designee.**

DISTRICT POLICIES

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.

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 experiences 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.

The District's policy includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found online at Red Oak ISD: Bullying/Harassment Policy website.

Employee Arrests and Convictions (ROMOVE:Red Oak ISD) (*Policy DH)*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest. This includes indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any of the offenses (REMOVE:as) indicated below:

- Crimes involving school property or funds
- Crimes involving an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude, which include:
    - 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 felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance (REMOVE: defined in Chapter 481 of the Health & Safety Code).
    - Misdemeanors or Felonies involving driving while intoxicated (DWI)
    - 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 and directors are 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.

Harassment of Students (*Policies DH, FFG, FFH)*

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. (REMOVE:/administrator). (ADD: 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-harrassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows (REMOVE: of) or has reasonable cause to believe child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, page 43 and Bullying, page 66 (REMOVE:in the Employee Handbook) for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found on the district website: Red Oak ISD: Bullying/Harassment Policy website.

(REMOVE: Other prohibited conduct includes the following:

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

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

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 supervisors or call the Red Oak ISD Police Chief at 972-617-4608 immediately.

Equal Employment Opportunity *Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Red Oak 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: Brett Haugh, Chief of Secondary Schools, 109 W. Red Oak Rd, Israel.Cordero@redoakisd.org, 972-617-2941. 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: Shana Owen, Shana.Owen@redoakisd.org, Executive Director of Specialized Learning, 109 W. Red Oak Rd. Red Oak, TX 75154, 972-617-2941. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Searches/Alcohol and Drug Testing (*Policy DHE/CQ)*

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Telephone Usage

Telephones in school offices are to be used for school business only and are under the jurisdiction of the principal. No one should be called from class to answer a telephone call unless it is an emergency. A phone is available in each workroom for staff members (REMOVE:' safety and) to use for parent conferences and personal calls during conference periods. Employees should not use the Red Oak ISD phone system for personal long-distance calls. Cell phones may not be used during the instructional day with the exception of lunch, conference periods, and official breaks. Cell phones must remain on silent during meetings. Cell phone use is prohibited during standardized testing.

Tobacco and Nicotine Products and E-Cigarette Use (*Policies DH, GKA, FNCD)*

State law prohibits smoking, using tobacco (REMOVE: and nicotine 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.

Employees are prohibited from possessing or using any type of nicotine products, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Re-Employment

At the end of each school year, all active substitutes who have met the minimum assignment fulfillment will receive a "Letter of Reasonable Assurance." This letter must be signed and returned to the Human Resources Department by the date indicated on the letter. Failure to return the letter is considered a resignation. The substitute must also sign and return the yearly insurance form and substitute handbook receipt.

Removal from Service

A substitute who has not accepted three (3) full days per school year may be considered inactive and will be removed from the active calling list. Substitutes may be removed from district service at any time it is deemed necessary and appropriate to do so. Substitutes may also be excluded from working at particular campuses if the school or district administration concludes it is in the best interest of the district to do so. Substitutes removed from the district list may re-apply after one calendar year. Substitutes who wish to have their name removed from active status must send a written notice to Ashley Jackson. The written notice may come by mail, email, or fax. At will employees are free to resign at any time, for any reason or for no reason. Although substitutes are at-will employees, the expectation is that they are hired to pick up assignments. In order to maintain an accurate list of substitutes available for work, Red Oak ISD reserves the right to resign individuals who are not actively working.

Frequently Asked Questions

1. **How much notice should I give when I need to cancel an assignment?**
   As soon as you know you cannot honor your commitment you should contact Margaret Wolf. The longer you wait to cancel the harder it is for the campus to get someone to replace you. Continual canceling of assignments can cause you to be blocked/removed from the active sub list.

2. **Who do I contact if I am running late?**
   Call the campus main number (located on page 3 of this handbook and on the district website) and let them know when you will be arriving and the reason you are running late.

3. **I created a Non-Work day in Frontline but now wish to work. Am I allowed to delete it from the system?**
   Yes. When you log into Frontline you will see your current month calendar as well as the next two months. Click on the day you have marked as a Non-Work day. You will see a trash can next to the information. Click on the trash can, confirm your selection and the day will now be open for you to work.

4. **Is it really necessary to wear my badge all day?**
   Yes! All district employees wear their badge to signify they have permission to be on campus. Your badge will also identify that you have been approved to be on campus. This is also a campus safety factor. The state also completes unannounced audits on campuses to review safety procedures. If a campus fails a state audit, substitutes will also be required to attend an additional campus training.

5. **Is there a "best time" to look for assignments?**
   Frontline is a real-time system so assignments are posted and can be accepted 24 hours a day, 7 days a week.

6. **I am having trouble logging into Frontline. What do I do?**
   First contact Ashley Jackson. She will walk you through the steps for logging on and determine if it is a system error. You may have been deactivated for some reason (inability for us to reach you through your phone message system, campus concern requiring investigation, failure to work the required number of days, etc.).

7. **Is it ok for me to answer my cell phone/text/use social media during class time?**
   No. Please make sure you are devoting your entire attention to the students during instructional periods. If you have an emergency one day that requires you to answer your phone, please contact the campus office staff at the beginning of your assignment duty.

8. **Can I leave the campus for lunch?**
   Yes, subs are allowed 30 minutes for lunch. You must check out with the front office when you leave and check back in when you return. You must pick up your students or be in the classroom, depending on campus procedures, prior to the beginning of the next class period.

9. **What if I have a student behavior concern while I am on campus that I need help with?**
   Please contact a team membe the front officer, or a campus administrator for support.

10. **The teacher I am subbing for has a conference period during the day. Is that free time for me?**
    No. Substitutes are not guaranteed a conference period as free time. On a day-to-day basis, a substitute may be asked to work in other classrooms/areas of need during this time. You will need to check with the front office during this time to see where you can be used

11. **What do I do if I have encountered a problem or have a concern about something that has happened on campus?**
    First, please contact either the campus office staff or a campus administrator. You may also contact Ashley Jackson if you have continued problems.

12. **How often do I have to work to stay on the active sub list?**
    You must work a minimum of three (3) full-day assignments in a year. Sporadic work history or continually being unavailable to work can result in removal from the active sub list.

13. **What do I do if I no longer am able or desire to substitute?**
    You must submit in writing (email, fax, or mail) to Ashley Jackson a request to be removed from the substitute list.

14. **How long do I have to wait to withdraw my money from the FICA Alternative Retirement account?**
    You will need to contact the following with any questions concerning withdrawals:

    TCG Administrators
    900 S Capital of Texas HWY, Suite 350
    Austin TX 78746
    Phone: 1-800-943-9179
    Fax: 1-888-989-9247

15. **Do I need to fulfill extra duties while on campus?**
    You will need to be on campus for the entire assigned time of the absence as reflected in Frontline. If you sign up for a “full day” you will need to stay until the end of the day and not leave prior to when students are dismissed for the day. You will need to fulfill any request from the campus administrator.

16. **Is there an app for seeing assignments?**
    Red Oak ISD does not offer an app. Frontline Education offers one a substitute can access at: https://absence-help.frontlineeducation.com/hc/en-us/articles/22181294279059-Substitute-Frontline-Mobile-App

SUBSTITUTE HANDBOOK RECEIPT

I hereby acknowledge I have read the published copy of the Red Oak ISD Substitute Handbook located on the Red Oak ISD website. I have read the handbook and will abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. I understand that I have an obligation to inform the District Substitute Coordinator of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting the District Substitute Coordinator if I have questions or concerns or need further explanation.

_____ _____

Substitute Printed Name Date

_____

Substitute Signature