CALALLEN
INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE HANDBOOK

Welcome

Welcome to Calallen ISD. We are pleased that you have elected to be a substitute teacher for the District. Recent statistical figures have shown that substitutes are used in place of regularly assigned teachers at least 5% of the time during the school year.

Being a substitute teacher in Calallen ISD is a wonderful opportunity for you to be a part of the process that helps our students grow into successful citizens. As a substitute, there are many situations that you may encounter that you may have questions about. This handbook is intended to help you with those questions.

As a substitute teacher, you play an integral part in the daily education of our students. Calallen ISD appreciates your enthusiasm and efforts to help ensure a smooth transition for our students in the absence of their regular teacher. It is our hope that your experience as a Calallen ISD substitute teacher is successful and rewarding.

If you have any questions, please call 361-242-5600 and ask for Priscilla Mungia-Herrera.

General Information

Return to: **Substitute Coordinator**

4205 Wildcat Drive

Corpus Christi, Texas 78410 **(361) 242-5600**

Application Requirements

In order to process your application and add you to the sub list, the following is **REQUIRED:**

Copy of Driver's License and Social Security card

A **TB Questionnaire**

High School Diploma, GED, or if degreed, an original college transcript showing degree and date conferred.

Criminal History Record – form must be filled out and returned with packet

Required references- from current or former supervisor

W-4 Form – Signature

Oath of Office – Signature (Mrs. Parker will notarize this for you.)

Availability Statement

Teacher Retirement System (TRS)

Sub Orientation – Anyone may attend. New subs MUST attend.

Please be advised that omission of the above will make you ineligible to be added to the substitute list. Application must be complete before turning it in. Please make sure your HS Diploma, GED or original transcripts showing a degree are included in the application.

All persons wishing to substitute in Calallen ISD will be required to participate in the substitute teacher orientation conducted by the District.

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Introduction

The purpose of this substitute handbook is to provide information that will help with questions and pave the way for a successful year. ***Not all district policies and procedures are included.*** Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Director of Human Resources, Dr. Marcos Flores. He may be reached at mflores@calallen.org.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at www.calallen.org .

District Information

Description of the District

Calallen I.S.D. is a small 5-A district located in northwest Corpus Christi, TX. Student enrollment is approximately 4,000 with five campuses including Calallen High School, Calallen Middle School, Magee Elementary (grades 4 and 5), East Elementary (grades PK-3), and Wood River Elementary (grades PK-3).

The community of Calallen is on the Nueces River in the north central Nueces County. It is approximately sixteen miles from Corpus Christi, Texas. Calallen was established by the Calvin Townsite Company on August 18, 1910. The president of the company was Calvin J. Allen. The land platted as the Calvin Townsite was originally part of the Spanish land grant given by the King of Spain. The land changed hands several times until 1117 acres was sold to Calvin Allen for $4,000.

Calallen was an ideal place for a town because of the railroad and the river, a perfect situation for a farming community. Convenient transportation created Calallen and transportation of another kind caused its temporary economic demise. After better roads were built into Corpus Christi and automobiles became more plentiful, Calallen residents began to shop in the city instead of patronizing their own merchants.

Calallen did not bother to incorporate until they were threatened by annexation by Corpus Christi. The same day that incorporation vote was taken and passed, so did annexation.
Annexation took precedence over incorporation, so Calallen became a part of Corpus Christi in 1970. Since then, the area has again become a thriving community.

Research provided by Sally Robeau.

Mission Statement, Goals, and Objectives

Policy AE
Mission:
Calallen ISD grounded in tradition of unyielding commitment to excellence, academics, integrity, citizenship, and service, empowers each and every student to achieve their unique potential in an ever-changing, dynamic world.

Vision:
Intentionally empowering today, to excel tomorrow.

Beliefs:

In CISD, we believe that….

- ***Students*** are well-rounded problem solves and decision-makers, as the choose the best path forward t be "life-ready" after high school.
- ***Parents and families*** are accountable partners in education, advocating for the best interest of their children, while remaining open to feedback in support of their child's learning, and academic needs.
- ***Faculty and staff*** are highly qualified and innovative professionals that foster positive relationships while focusing on student growth and achievement.
- ***Campus leaders*** are culture-builders that encourage innovative instructional practices, risk-taking and collaboration
- ***Superintendent and administrators*** prioritize the needs o students while maintaining a supportive learning and working environment, based on trust, transparency, and effective communication.
- ***Board of Trusties*** are strategic and transparent decision-makers that work as a unified team, in service and support of the Calallen ISD community.

District Goals and Objectives

Policies AB, AF

Goals:

1. We will develop a system where each child has a customized plan for challenging learning that facilitates his/her educational process and pursuits aligned to desired career pathways.
2. We will provide a nurturing, engaging, interactive learning environment using varied methodologies which will encourage mutual respect and positive relationships.
3. We will provide the most up-to-date training and technology for our students and teachers.
4. We will develop partnerships that will further our call to action.
5. We will hold all staff and students to the highest standards and expectations.
6. We will have a highly qualified staff and become completely student centered.
7. We will evaluate all existing programs and retain those aligned with our call to action.

Calallen ISD Schools

Calallen High School (Grades 9-12)
Yvonne Neth, Principal
Allison Irvin, Assistant Principal
Frances Nelson, Assistant Principal
Beverly Barker, Assistant Principal
Vicki Gonzalez, Secretary
4001 Wildcat Drive
(361) 242-5626
(361) 242-5636(fax)

Priscilla Mungia Herrera, Sub Coordinator
(361) 242-5600
(361) 242-5620

Calallen Middle School (Grades 6-8)
Paul "Tony" Graham, Principal
Shannon Seale, Assistant Principal
Heather Bevly, Assistant Principal
Christine Acosta, Assistant Principal
Cortney Valdez, Secretary
4602 Cornett Drive
(361) 242-5672
(361) 242-5680 (fax)

Wilma Magee Intermediate (Grades 3-5)
Monica Perez, Principal
Pete Van Maren, Assistant Principal
Gracie Rubio, Secretary
4201 Calallen Drive
(361) 242-5900
(361) 242-5913 (fax)

East Elementary School (Grades Pre-k thru 2)
Kimberly Rodriguez, Principal
Alexus Elkins, Assistant Principal
Rachel Medina, Secretary
3709 Lott Avenue
(361) 242-5638
(361) 242-5944 (fax)

West Intermediate School (Grades 3-5)
Melissa Cardona, Principal
Wilma Cavazos, Assistant Principal
Sylvia Hernandez, Secretary
4030 County Road 69
(361) 242-5988
(361) 242-5913 (fax)

Wood River Elementary School (Grades Pre-k thru 2)
Candi Callas, Principal
Barbary Geis, Assistant Principal
Dawn Denman, Secretary
15118 Dry Creek Drive
(361) 242-7560
(361) 242-7561 (fax)

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Calallen 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 prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination 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:

Name: Marcos Flores Ed.D.
Position: Director of Human Resources
Address: 4205 Wildcat Drive, Corpus Christi, TX 78410 Telephone: (361) 242-5600

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:

Name: Marcos Flores Ed.D.
Position: Director of Human Resources
Address: 4205 Wildcat Drive, Corpus Christi, TX 78410 Telephone: (361) 242-5600

Questions or concerns relating to discrimination for any other reason should be directed to Superintendent.

Searches and Alcohol and Drug Testing

Policies CQ, DHE

Noninvestigatory 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.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Superintendent.

Standards of Conduct

Policy DH, DHA

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency,* 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 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.

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.

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 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.

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.

DIA (LOCAL)

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. In this policy, the term "employees" includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Solely for purposes of this policy, the term "employee" includes former employees, applicants for employment, and unpaid interns.

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law,

that adversely affects the employee's employment.

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged

acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Marcos Flores Ed.D.
Position: Director of Human Resources
Address: 4205 Wildcat Drive, Corpus Christi, TX 78410
Telephone: (361) 242-5600

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Marcos Flores Ed.D.
Position: Director of Human Resources
Address: 4205 Wildcat Drive, Corpus Christi, TX 78410
Telephone: (361) 242-5600

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited

conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Harassment of Students

Policies 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 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 has reasonable cause to believe that 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 56 and *Bullying,* page 78 for additional information.

Procedures for reporting and investigating harassment of students are listed below:

Note: Policy FFH(LOCAL) addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:

    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or

    b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive

jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed

in this policy.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District

official listed in this policy and take any other steps required by this policy.

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Marcos Flores Ed.D.
Position: Director of Human Resources
Address: 4205 Wildcat Drive, Corpus Christi, TX 78410
Telephone: (361) 242-5600

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Sonya Durrwachter
Position: Director of Special Education
Address: 4205 Wildcat Drive, Corpus Christi, TX 78410
Telephone: (361) 242-5600

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at CRIMINAL

INVESTIGATION.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative office.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying to Emily Lorenz. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

The District designates the following person to coordinate Districtwide anti-bullying efforts:

Name:	Emily Lorenz
Position:	Superintendent
Address:	4205 Wildcat Drive, Corpus Christi, TX 78410
Telephone:	(361) 242-5600

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

The principal or designee shall refer to FDB for transfer provisions.

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Retention of records shall be in accordance with CPC(LOCAL).

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

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 has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made 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 DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or 800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to make the required report may result in prosecution as **a Class** A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.calallen.org . As an employee, it is important for you to be aware

of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students.

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact Kevin Beatty, Director of Technology.

Personal Use of Electronic Communications

Policy CQ, 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, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

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

- The employee shall limit 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 district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express, written consent.

- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

    - Confidentiality of student records [See Policy FL]

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

- Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents,* below, for regulations on employee communication with students through electronic media.

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 media 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, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

    - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.

- The employee shall 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 11:00 p.m. and 5:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]

    - Copyright law [Policy CY]

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

- Upon 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 an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

- ***ParentSquar***e is an approved form of communication for CISD.

Criminal History Background Checks

Policy DBAA

All employees are 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 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 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

Moral turpitude includes the following:

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

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.

Alcohol and Drug-Abuse Prevention

Policy DH

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

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

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products 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.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and

2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, 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.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions

- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an

administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition,

the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 70 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact his or her supervisor.

Substitute Information

Definition of a Substitute

Persons employed to work "on call" for a standard workday or a short period of time as replacement for persons absent or on approved short-term leave will be classified as substitute employees. Persons in this category will include teachers, school clerks, custodial, and food services personnel. Substitute employees may also include principals, assistant principals, counselors, teacher assistants, office managers, and nurses. Substitute employees are considered "on call" and, therefore, positions do not exist for substitute employees.

- Substitute teachers are not the teacher of record.

- To assure the proper category and pay rate, a substitute is required to provide any supporting documentation associated with the position: i.e., college transcripts, teaching certificates, etc.

At a principal's request, a substitute may be excluded from a campus. An exclusion may occur for the following reasons: tardiness, failure to complete assignment, inappropriate dress, unprofessional behavior, a mismatch in campus culture, or failure to comply with district policy, etc.

Substitute employees are required to work a minimum of eight days per month, within a school year to remain active in the substitute pool. A warning "separation notice" will be sent to all substitute employees not meeting the required number of days to remain active in the substitute pool.

If a substitute works a minimum of eight days per month within a school year, the substitute is eligible to reenroll as a substitute for the upcoming school year. Reenrollment occurs every year during the months of June and July.

Substitute employees must comply with and will be held to the same requirements as all District employees in regards to the Employee Handbook located at https://www.calallen.org

Substitute Employment

All subs are employed on an at-will basis and are not considered contractual employees. They are not employed for any specific length of time and have no property right in the employment. Subs do not have Chapter 21 rights. Employers may terminate at-will employees at any time for any reason

or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time for any reason or for no reason.

Subs are also not guaranteed work at any specific campus, grade level, or other location. The district has the right to deny access to specific grades, teachers, campuses, or locations. Reasons for excluding subs from any substitute assignment (including, but not limited to):

- Not showing up for an assignment (two times)
- Not accepting jobs (refusing calls or assignments at least 5 times)
- Unacceptable or inappropriate behavior (it can only take once)

Additionally, substitutes may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school break including, but not limited to, the summer, winter, and spring breaks. Please see the school calendar. This calendar established for this school year, and each school year hereafter, identifies the scheduled school breaks. Continuation of employment is contingent on school operations and will not apply in the event of any disruption that is beyond the control of the district, (i.e. lack of school funding, natural disaster, court orders, public insurrections, war, etc.)

Substitute Hiring Process

1. Candidate submits Substitute Application http://www.calallen.org
2. Confirm background is clear
3. Confirm eligibility for hire
4. New Hire Forms Packet will be given when substitute course is completed with copy of substitute course certificate, copy of driver's license, social security card, and official transcripts
5. Substitute Orientation and complete I-9
6. Substitute is hired and entered into *frontline (formally Aesop) System*

Qualifications

Substitutes are selected upon receipt of clearance from CRC/Fingerprinting and verification of educator's certificate (if applicable).

To be eligible to become a substitute teacher, the applicant must have the following:

- TA/Clerk – High School Diploma or GED equivalency certification
- Degreed – Official college transcript from an accredited College/University with degree confirmed
- Certified/Retired – Valid Texas Teacher Certificate or Valid Out-of-State Teacher Certificate
- Administrator – Valid Texas Administrator Certificate or Valid Out-of-State Administrator Certificate

Retirees as Subs

The definition of a sub for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee. Retirees who plan to work in Texas public schools after retirement should carefully review all requirements that apply. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. It is the responsibility of the retiree to contact TRS and discuss the possible impact of subbing on his/her benefits.

Evaluations/ Exclusions

Effectiveness as a substitute is directly related to ability in managing students, carrying out teacher plans, and working cooperatively with others. Calallen ISD campuses and the Human Resource Department will monitor substitute effectiveness throughout the school year.

Regular teachers may provide feedback through the AESOP system or to an administrator concerning the success of the classroom/duty station under the direction of the substitute.

Should a campus administrator receive unfavorable information regarding a substitute that needs to be addressed, the campus administrator may look into the matter and determine the appropriate action. Administrators have the right to exclude any substitute from their campus.

At any time, or for any reason, if there are any unfavorable incidents or reports regarding substitutes that need to be addressed, the appropriate District personnel may look into the matter and determine the appropriate action. A substitute may also be temporarily "inactive" pending an investigation if necessary.

Additionally, if an issue is persistent or of sufficient seriousness, the Human Resource Department will make the determination to terminate the substitute from their substitute duties at Calallen ISD.

Substitute Compensation and Benefits

Work Availability

All substitutes are only allowed to work starting on the first day of school. Substitutes are not allowed to assist with the preparation of items such as lesson plans, administrative tasks, etc. Please note, retired substitutes are not allowed to work in a vacancy position, per TRS regulations.

Substitute Pay

Substitute pay is designed to compensate the various positions of substitutes for performance of duties. The amount is variable according to the chart below and is based on position as well as consideration for number of continuous days served in the same assignment.

Substitute Pay Scale

Teacher Substitute Pay Scale

Substitute with Valid TEA Certification - $100.00/day

Substitute with 4 Year Degree (non-certified) - $95.00/day

Substitute w/o College Degree (HS Diploma required) - $80.00/day

Additional $10 per day for Fridays

Additional $10 per day after 10 consecutive days in the same assignment

Paraprofessional/Clerical Substitute Pay Scale

Special Education Paraprofessional Substitute (with or without degree) - $75.00 per day

General Education Paraprofessional Substitute (with or without degree) - $75.00 per day

Additional $5 per day for Fridays

Additional $5 per day after 10 consecutive days in the same assignment

Auxiliary Positions Substitute Pay Scale

Bus Driver, Bus Aide, Custodial, Food Service, - Minimum Hourly Rate from Position on Pay Plan

Nursing RN 2 year degree - $90, with 4 year degree - $95

LVN -$85

Campus Times for Full and Half Day

CHS Full Day – 8:00 am to 4:00 pm

CHS Half Days – 8:00 am to 12:00 pm or 12:00 pm to 4:00 pm

CMS Full Day – 8:00 am to 4:00 pm

CMS Half Days – 8:00 am to 12:00 pm or 12:00 pm to 4:00 pm

Magee Intermediate Full Day – 7:30 am to 3:30 pm

Magee Intermediate Half Day – 7:30 am to 11:30 am or 11:30 to 3:30 pm

West Intermediate Full Day – 7:30 am to 3:30 pm

West Intermediate Half Day – 7:30 am to 11:30 am or 11:30 to 3:30 pm

East Elementary Full Day – 7:30 am to 3:30 pm

East Elementary Half Day – 7:30 am to 11:30 am or 11:30 am to 3:30 pm

Wood River Elementary Full Day – 7:30 am to 3:30 pm

Wood River Elementary Half Day – 7:30 am to 11:30 am or 11:30 am to 3:30

Paychecks

All professional, salaried and hourly employees are paid semi-monthly, on the 15th and 30th of each month. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 14 days prior to the pay date is necessary to activate this service. Contact Kristi Chambless or Julie Morris for more information about the automatic payroll deposit service.

Substitute Payroll Deductions

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

- 457 Alternative
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Eligibility for Health Insurance Coverage

TRS-ActiveCare is the health care provider for Calallen ISD employees. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Calallen ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are enrolled in the health insurance, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be due to the benefits coordinator by the 15th of each preceding month. If the 15th falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to

timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

You repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions;

You do not timely return a letter of reasonable assurance.

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA.

Should you have any questions, please contact Melissa Saldana, Benefits Coordinator, at 361-242-5600 ext. 1016 or by emailing her at msaldana@calallen.org.

FICA Alternative Plan

This plan is automatic for employees who are not eligible for TRS Pension Plan membership such as part-time less than 20 hours per week, substitute, intern student and temporary employees. Enrollment is automatic. Deductions under this plan are withheld in lieu of deductions normally made to FICA, and are placed in a 457(b) account for the participants. For more information, contact TCG Administrators at 1-800-943-9179. Rehired TRS retirees are not eligible for the FICA Alternative Plan.

Substitute Requirements, Dress and Grooming, Professionalism

Orientation Requirement

Substitutes are required to attend Substitute Orientation and Safety Training prior to accepting assignments. The Human Capital Management Substitute Lead person can waive Substitute Orientation if the applicant is an experienced certified administrator requested by the division to fill an immediate absence/vacancy.

Fingerprinting

All substitutes are required to be fingerprinted with the FACT Clearinghouse TXDPS/FBI database. As a result, Calallen ISD will receive notification of any preexisting or new activity related to your criminal history/background. If a substitute is arrested for any felony or any offense involving moral turpitude it must be reported immediately to the Substitute Office in writing via fax or email. Provide the date of the offense and a description of the offense. Failure to report within three calendar days could result in restriction from substituting in Calallen lSD. Standards related to criminal history reviews will be applied and a determination made by Human Resources and shared with the substitute.

Working Conditions

Physical demands/Environmental factors: May require standing for long periods of time. Frequent stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Mental demands- ability to communicate effectively (verbal and written); maintain emotional control under stress.

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

Dress and Grooming

Substitutes must adhere to lesson plans and comply with any instruction or directive from the principal, any school administrator, or their designee. Substitutes are also expected to conduct themselves with professionalism and cordiality in all interactions and communications at all times.

Appropriate professional experience is essential for a strong working and learning environment that is conducive to high student and staff performance. Professional attire includes, but is not limited to, collared shirts, dress slacks, suits, dresses, ties and sport coats.

Attire that is not acceptable includes, but is not limited to:

- Attire prohibited in the student dress code
- Sunglasses or hats inside the building
- Colored hair (color that is not a "natural" hair color) is not permitted
- Facial piercings must be removed before entering the building
- Visible tattoos must be covered at all times
- Skirts and dresses shorter than mid-thigh
- Rubber shoe thongs or bedroom slippers
- Athletic wear, such as jogging suits, unless engaged in a physical education class or event
- Underwear as outerwear
- Inappropriately sheer, tight or short clothing
- Any clothing paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that contain advertisement, symbols, words, slogans, patches, or pictures that are sexually suggestive, that are drug, tobacco or alcohol related or that are obscene, profane, vulgar, lewd, indecent or plainly offensive or pose a safety or welfare risk to the employee or other person
- Any other similarly inappropriate clothing, accessory, body ornament, etc. or inappropriate grooming or hygiene
- You are only allowed to wear jeans with a preferred collared spirit shirt on Fridays

Professional Ethics of a Substitute

The substitute acts in lieu of the regular employee and should perform the duties as assigned by the principal or supervisor. The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms and/or offices where they are substituting.

Language should be above reproach. No swearing, profanity or inappropriate use of slang. Grammar should be professional in nature and model good English at all times. Use humor carefully. Do not assume that your humor is acceptable to every audience. **Never** use off-color humor or innuendos.

Under no circumstances should a substitute teacher criticize a student or the regular classroom teacher. This includes, but is not limited to, in the presence of other students, teachers or the community. Criticism and/or comparisons of individual campuses and teachers should also be avoided. Comments comparing one school with another or comparing the children in one neighborhood with those of another neighborhood are not acceptable. Concerns, comments, and/or questions should be directed to the building principal.

Do not bring books to read, PDA's, computers, handheld games, or other material/devices for personal use when you should be supervising students. Come prepared to teach and work with the students.

Discrimination by gender, race, or religion is not permitted. Sexual harassment, mental, verbal, or physical abuse is not permitted. Violations in these areas will be reported to the proper school personnel, law enforcement authorities, and/or government agencies.

Professionalism is key. The same ethical standards, laws, and regulations that are in effect for permanent teachers are in effect for substitutes as well. Unethical behavior could be cause for immediate and or permanent restriction**. (SEE SECTIONS ON PROFESSIONAL ETHICS).**

Responsibilities of the Substitute Teacher

Substitutes and the Frontline Education (Formally Aesop) System

This service, called Frontline Education (formally Aesop), utilizes both the telephone and the Internet to assist you in locating jobs. You may interact with the system either on the Internet at http://www.frontlineeducation.com. Each substitute is matched to assignments from the information given on the "Profile Information sheet." If you need to make changes to your substitute profile in Frontline, you can do so by contacting the Sub Office at 361-242-5600.

Frontline calls substitutes from 5:00pm - 9:30pm and from 5:30am - 12:00pm. Substitutes should arrange their early morning schedules to be able to leave home on very short notice. However, a substitute may receive a phone call at any time during the day as the need occurs. If you accept a late assignment from the phone system or the web site you must be able to arrive on the campus within 1 hour from the time the assignment was accepted.

Your availability as a substitute is a consideration in your use. Substitutes who are more readily available and do not often turn down requested assignments are more likely to be contacted. If an emergency arises and you need to cancel an assignment, you can do so by calling the campus secretary at the following numbers: Wood River at 361-242-7560; East 361-424-59378; Magee 361-2425900; CMS 361-242-5672; CHS 361-242-5626.

Substitutes have the opportunity to assess their assignments. From your frontline homepage you will need to click on the Leave Feedback link. A screen with jobs awaiting your feedback will open up. Just click on Leave Feedback listed next to the assignment.

Non Workdays Bad Weather Days- please check Frontline (formally Aesop) for Web Alerts or contact the Sub Office for school closings. Additionally, please check your school calendar for days that are marked staff development/student holiday as substitutes are not needed on these days. If an assignment has been entered in error on these days please do not accept.

Summer Break- substitutes are not utilized during the summer break.

***Review Frontline brief training videos**:*

- *FRONTLINE HELP LINK:* https://help.frontlineeducation.com/hc/en-us
- Basic Training Video:

  https://help.frontlineeducation.com/hc/en-us/articles/115009549707-Employee-Basic-Training-Video

- Advanced Training Video:

  https://help.frontlineeducation.com/hc/en-us/articles/115010392727-Employee-Advanced-Training-Video

- A Phone Call from Absence Management video:

  https://help.frontlineeducation.com/hc/en-us/articles/115009719808-A-Phone-Call-from-Absence-Management-

- Leaving feedback video:

  https://help.frontlinek12.com/Sub/Videos/Feedback/SubFeedback.html

Attendance

Attendance is an important part of the day. All students not present in class at the appointed time are to be counted absent. Take attendance and list the names of students not present. Leave this information for the teacher when you leave notes about your day.

Inactivity

Each month the work history of the subs will be reviewed. Subs may be deactivated due to inactivity without notification and must reapply to be rehired. It is our intent to provide you with an excellent work environment. Calallen is a great school with exceptional teachers and quality students. It is expected that if you sign up to be a sub, you accept positions and work as needed**.**

Tardiness and Substitute Cancellation

If for some reason you are running late, call the campus secretary so the class can be covered until you arrive. If you cannot fulfill an assignment accepted previously, you must cancel the assignment by contacting FRONTLINE (formally Aesop) and the campus secretary as soon as

possible. If a pattern of accepting assignments and dropping last minute occurs, it is possible that you will not be able to continue substituting in Calallen.

Check In and Out

Substitutes must check in the front office first thing in the morning with the campus secretary. Always check with them on your conference to see if you are needed somewhere else during that time. Do not leave campus early or during a conference period for any reason.

I.D. Badge

Substitute Teachers will be provided an ID badge to be worn during the entire assignment. These will be used to clock in an out.

Keys

All classroom doors are to remain locked at all times. Secure your keys and valuables at all times. The substitute should **never leave the classroom unlocked or unattended**. If an emergency arises, call the office or ask for assistance from a neighboring teacher.

Your Assignment for the Day

The substitute teacher should be prompt in arrival. Then he/she can readily assemble the teaching materials and can receive necessary instructions and directions for the school day. Substitutes assume the duties of the permanent educator. Therefore, substitutes are required to fulfill all duties including, bus duty, before and after school duty, lunchroom duty, etc. Do not plan to leave the campus before dismissal time without permission from the principal. Follow the campus guidelines for more information.

The substitute teacher will be expected to perform all the duties of the regular teacher unless the principal releases the substitute teacher from a particular responsibility.

The substitute teacher should endeavor, if possible, to reserve the regular routine of the class. He/she should follow the daily schedule and lesson plans provided by the regular teacher.

All substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of the school.

When individual pupils cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer those students to the responsible administrator with a discipline slip or note explaining the circumstances.

As a substitute, you are obligated to complete one assignment before starting another, even if your favorite assignment becomes available after you have accepted another. If you are unable to complete your original assignment, notify the principal or campus secretary immediately so other arrangements can be made.

Instruction

The substitute folder should include the lesson plan book, the daily schedule, information on lunchroom procedures, clinic and telephone policies, and the summary sheet. It should be left on the teacher's desk, or any other place designated by the principal. (Ask the secretary for help).

Review the lesson plans, directions, and schedule. If there are not any plans or if you have any questions regarding the plans, find the team leader or department chair and clarify what they want you to do.

Lesson plans should be followed unless the principal or his designee (assistant principal, department chairperson, team leader) approves alternate plans. The substitute is expected to follow the lesson plans, activities, and programs left by the teacher for that day. It is not appropriate for you to substitute your own agenda or plans unless they are approved. If you cannot follow the plans left by the teacher contact the appropriate parties (previously listed) immediately.

Become familiar with the teacher's daily schedule, which includes amount of time for each subject, time to arrive in the cafeteria, special class time, restroom time, and dismissal time. **Adhere to the schedule!**

Written work should not be graded, except as otherwise requested by the regular classroom teacher. Any written work which is beyond the lesson plan can be graded and left for the regular teacher.

Students, equipment, and materials are assigned to your care. Leave the room neat, clean, and organized for the returning teacher. Do not participate in any parent conferences without being specifically asked to do so by the campus administrator. Special instructions may be given to you by the principal or supervisor. **FOLLOW THEM AS DIRECTED.**

Confidentiality

As a sub, you may come in contact with private information including student grades, disabilities, etc. You may not share any of this information with anyone. Do not discuss students with teachers in general conversation in the lounge or other areas structured for social conversation. Student needs

and strengths should be discussed in conference with a co-teacher or administrator on an "as needed" basis.

Cell Phones

The use of cell phones is not permitted during class time or around students at any time. This includes taking pictures, texting, talking, Facebooking, etc. Keep your cell phone put away at all times.

Personal Belongings

When working as a substitute, access to a locked cabinet or desk may or may not be provided. Substitutes are encouraged to leave items of value locked in the car trunk or at home. Substitutes should only take items necessary to substitute for the day. Calallen ISD is not responsible for lost, broken, or stolen personal items.

Lunch

Substitutes are given approximately 30 minutes for lunch. Substitutes are not to leave campus for lunch unless approval is given by the campus administrator. Substitutes assume the duties of the permanent educator. Therefore, substitutes are required to fulfill all duties including, bus duty, before and after school duty, lunchroom duty, etc. Follow the campus guidelines for more information.

Other Responsibilities and Duties for the Day

- Perform any special duties the classroom teacher may have.
- Prevent students from leaving the room unless it is absolutely necessary.
- Check the class roll at the time and in the manner designated by the building principal. Names, dates of absences, and tardies should be listed as instructed.
- Let the principal know if a student needs medication. Only authorized district employees may administer medication.
- Notify the school office, before leaving campus, of any serious problems experienced during the day.
- Assume the same responsibilities as a regular classroom teacher for students, equipment, and other assigned materials.

- Lesson plans, seating charts, attendance rolls, teacher books, and assignments are confidential.
- Active observation and participation is required at all times.
    - Under NO circumstances are you to take a book, newspaper, other reading material, craft, etc. to read or work on while on duty.
    - Accessing a computer or other electronic device for personal use is strictly prohibited while performing your job duties.
- Maintain a level of discipline in the classroom, which is conducive to good learning.
- Notify a neighboring teacher if assistance is needed from the principal's office.
- Document information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.
- Any money collected from students should be deposited in the office along with adequate records. Money must not be left in the classroom.
- Leave a summary of work covered in each class and other information pertinent to the teacher.
- Notify the front office if an emergency arises.
- Substitutes are not given a conference or planning time during the day. You may be required to supervise hallways, lunch, or other areas of the building
- Remain on duty until released by the principal or supervisor and sign out in the office before leaving. Teachers do not release you from duty, the office or administrator releases you from the day.

Discipline

The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems. Your presence, stature and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of the students. The points below offer some sound and proven advice.

- Start the day in the manner in which you wish to continue. Greet students at the door.
- Know what lessons you will present, at what time you present them, and the method you will use.
- Observe carefully pre-scheduled routines (homeroom, breaks, and lunches, etc.)
- Do not threaten - provide obtainable goals with enforceable consequences.
- Be consistent and fair saying please and thank you to the students.
- Stand when presenting a lesson and walk around at all times.
- Speak loudly enough to be heard, but softly enough to obtain attention.

- Contact the principal if you need help. (safety & security)
- If after several attempts at positive redirection a student continues to disrupt the learning environment for other students, you may call the office explaining details of the inappropriate behavior and attempts at redirection for them to escort the student to the office.
- Do Not Leave the Class to escort the student to the office personally!
- Do Not Touch the student to send them out of the classroom towards the office. If the student refuses to leave, contact the office via classroom phone.
- No corporal punishment will be administered to any student for any reason.
- For your physical and legal safety, physical contact with students must be avoided unless it is considered part of the job description. Substitutes who are accused of inappropriate touching or behavior with students will be reported immediately by the school administration to the appropriate officials (police, CPS, etc.) These substitutes will be removed from the substitute list pending the outcome of the investigation. You will not be contacted during the investigation.

Discipline Techniques and Tips

If there are no posted rules in the classroom, follow this set of rules:

1. Raise hand before speaking
2. Remain at desk unless given permission to leave
3. Keep hands, feet and objects to oneself
4. Listen to directions the first time they are given
5. Treat others as you want to be treated
6. Use respectful language

These tips can foster good behavior:

1. Call on every student for answers
2. Give the student time to answer
3. Give clues for answers if the first two students aren't able to answer; often restating the question helps
4. Use positive reinforcement when they answer the question
5. Listen to what students say, and require that other student listen to them

Additional Tips for the Substitute Teacher

1. Greet teachers who are nearby and introduce yourself.
2. Greet students as they arrive. SMILE.
3. Stand at the door during every class change, observing both the hallway and the classroom.
4. Check the room when first entering, after every class change, and before leaving. The room should be left neat, clean and orderly.
5. Do not leave the campus during the school day without permission of an administrator.
6. Protect and safeguard all personal items, equipment, and other school property. Substitutes are issued keys for classrooms and they should be returned to the principal's office at the end of the day.
7. Practice good energy conservation. Turn out lights and turn off all electrical equipment before leaving the room at any time, but leave lights on when students are in the room.
8. Follow procedures for class roll or other duties.
9. Most teachers have their rules posted in the classroom. If so, follow those rules. If not, follow simple and sensible guidelines that maintain safety and learning. If in doubt, ask a professional in the building for guidance.
10. New textbooks and workbooks should be issued only by the regular teacher, another teacher from that grade level, or by the department chairperson.
11. Dress professional for the class you are teaching. Follow district/campus dress code. Jeans may be worn for Spirit Days. No hats or sunglasses.
12. Respect the students- this is in action, tone, word choice, and reaction. (No Profanity including the words: crap, stupid, dumb, shut up, idiot)
13. Use discretion and caution in issuing hall, restroom, and office passes.
14. Enforce all school rules without apology.
15. Report any unusual happenings to the principal immediately. No food or drinks are allowed in the classroom.
16. Do not use your cell phone when with students or monitoring students, including texting or internet.
17. Do not use the school computers or personal computer for personal business.
18. Accompany elementary students to the cafeteria. Supervise students in the cafeteria when required.
19. **Accompany students to recess**. Visibly supervise students on the playground. Watch them!
20. Never leave students unattended. Seek help from district employees to assist in emergencies that would require you to leave the class.
21. Leave the teacher a note explaining what your day was like, leaving information on student's work or behavior is appropriate. Praise, when deserved, is always welcomed by the teacher.
22. Leave the classroom as you found it.

Extra Duties

The substitute teacher will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty or other special duties assigned by the principal. Neglecting these duties will put children at risk of harm.

You are required to stay for the entire day and fulfill all duties unless released by an administrator.

If necessary, substitutes on long term assignments may be required to attend faculty meetings or grade level meetings in the place of the regular teacher.

Substitute Accident Reporting

A substitute who has had an accident in the course and scope of employment, regardless of its seriousness, must report it immediately to the campus administrator. Supervisors and department heads must notify the District's Risk Management Department within eight (8) hours of its occurrence. The substitute's supervisor will coordinate a thorough investigation of each accident involving the substitute including an interview of any witness who may have seen the accident. The substitute's supervisor will prepare preliminary and final reports of the accident detailing the circumstances of the accident and any necessary corrective action to be taken to avoid recurrence of the accident.

Student Illness or Accident

If a child becomes ill while at school:

> Send him/her immediately to the nurse/office with a student escort if necessary. Do not try to diagnose or take care of a student's medical problem yourself. DO NOT LEAVE THE CLASSROOM.

In the case of an accident or injury:

> The school nurse or an administrator should be summoned immediately. DO NOT LEAVE THE CLASSROOM.

Under no circumstances should a substitute teacher/paraprofessional administer medication to a student.

Safety and Security

Safety and Security of all employees and students is the top priority in day-to-day school operations. The District has developed a safety plan that is available online at https://www.calallen.org/Page/7880 . All substitutes are responsible for attending the Substitute Safety Training before being activated as a substitute for the District. As a substitute, safety and security of students is a dominant job responsibility.

Fire and Emergency Drills

Become familiar with emergency drill procedures. Diagrams are posted in each room.

Relationship with Students

Substitutes shall not form romantic or other inappropriate social relationships with students. Any sexual or romantic relationship between substitute and student is always prohibited, even if consensual. Any violation of this policy will result in the district contacting the authorities, and obviously, termination.

Reasons You May Lose Your Opportunity to Substitute

1. Immorality
2. Conviction of any felony or other crime involving moral turpitude
3. Drunkenness
4. Failure to comply with official directives and established school board policy
5. Physical or mental incapacity preventing expected performance
6. Neglect of duties
7. Consistently turning down positions that are offered
8. Failure to comply with dress code
9. Reported violations of cell phone policy

SPONGE ACTIVITIES *(Educational Time Fillers)*

Sample Primary Sponge Activities:
(Managing Instructional Time)

1. Be ready to tell one playground rule….
2. Be ready to tell me the names of the children in our class which begin "J" or "M", etc.
3. Be ready to draw something that is only drawn with circles
4. Be ready to tell a good health habit…….
5. Have a color word on the board. Have the children draw something that is that color
6. Flash fingers – children tell how many fingers
7. Say numbers, days of the week, months – and have children tell what comes next
8. I went to the sporting goods store and I bought ..." – each child names an item
9. What number comes between these two numbers 31-33, 45-47, etc.
10. What number comes before/after, 46,52,13, etc.
11. Have a word written on the board. Children make a list of words that rhyme.
12. Have a word written on the board. Children list words with the same long or short vowel sound.
13. Put spelling words in alphabetical order.
14. Count to 100 by 2's, 5's, 10's, etc. – either oral or written.
15. Use flash cards
16. Think of animals that live on a farm, in the jungle, in water, etc.
17. Give names of fruits, vegetables, meats, etc.
18. Simon says
19. List things you can touch, things you can smell, big things, small things. Etc.
20. List colors you are wearing
21. Clapping games
22. Finger plays
23. "I Spy" – who can find something in the room that starts with M", "P", etc.?
24. Who can find something in the room that has the sound of short "a", long "a", etc.?
25. Count in order by 2's, 5's, etc.
26. Say the days of the week, the months of the year
27. What day is it, what month is it, what is the date, what is the year, how many months in a year, and how many days in a week, etc.?
28. To review the four basic shapes, each child names an object in the room either in the shape of a triangle, circle, or square, etc.
29. Say a word that begins or ends with a certain consonant, blends, etc.
30. Name an object that begins with B, C, etc.

Sample Upper Grade Sponge Activities:
(Managing Instructional Time)

1. List the continents of the world.
2. Make up three names for rock groups.
3. Name as many kinds of windstorms as you can.
4. Name as many balls as you can that are used in sports games.
5. Name as many germs or precious stones as you can.
6. Write the name s of all the girls in class.
7. Name as many teachers at this school as you can.
8. List as many states as you can.
9. Write: (a) an abbreviation (b) a Roman numeral (c) a trademark (d) a proper name (biographical) (e) a proper name (geographical)
10. How many countries and their capitals can you name?
11. How many professional baseball teams can you name?
12. Write down as many cartoon characters as you can.
13. List as many kinds of flowers as you can.
14. Turn to your neighbor. One of you tell the other about an interesting experience you have had. The listener must be prepared to re-tell the story to the class.
15. List all the things in your living room?
16. Write what you would do if you saw an elephant in your backyard.
17. Name as many kinds of ice cream as you can.
18. List five parts of the body **above the neck** that have three letters.
19. List one manufactured item for each letter of the alphabet.
20. List as many nouns in the room as you can.
21. List the mountain ranges of the U.S.
22. Write the twelve months of the year correctly. Stand up as soon as you are finished.
23. Make a list of five things you do after school.
24. List one proper noun for each letter of the alphabet.
25. Write one kind of food beginning with each letter of the alphabet.
26. Name as many holidays as you can.
27. How far can you count and write down by 4's, 5's, 6's, etc.?
28. List as many U.S. presidents as you can.
29. List all the work tools you can think of.
30. List as many models of cars as you can.
31. Name all the colors you know.
32. How many parts of an auto can you list?
33. How many animals can you list that begin with vowels?
34. List as many kinds of trees as you can.

35. Name as many countries of the world as you can.
36. List as many personal pronouns as you can.
37. List as many kinds of transportation as you can.
38. How many different kinds of languages can you name?
39. Write as many homonyms as you can. Ex: past-passed
40. Name as many things as you can that are made of cloth.
41. Name as many things as can wear on your head.
42. Name as many movie stars ad you can (not T.V.)
43. List all the musical instruments that begin with "t".
44. Name as many TV game shows as you can.
45. Name as many politicians as you can.
46. Name as many breeds of dogs as you can.
47. Write the days of the week correctly in order. Stand up when you are finished.
48. List all the kinds of sandwiches that you can.
49. Scramble five spelling words, trade with someone, and unscramble them.
50. List as many things as you can that make people the same.
51. List as many kinds of soup as you can.
52. List all the places you find sand.
53. List as many breakfast cereals as you can.

Sample Secondary Sponge Activities:
(Managing Instructional Time)

1. List as many states as you can.
2. Write: (a) an abbreviation (b) a Roman numeral (c) a trademark (d) a proper name (biographical) (e) a proper name (geographical)
3. How many countries and their capitals can you name?
4. How many professional baseball teams can you name?
5. Turn to your neighbor. One of you tell the other about an interesting experience you have had. The listener must be prepared to retell the story to the class.
6. List all the things in your living room.
7. Name as many kinds of ice cream as you can.
8. List five parts of the body **above the neck** that have three letters?
9. List one manufactured item for each letter of the alphabet.
10. List one proper noun for each letter of the alphabet.
11. Write one kind of food beginning with each letter of the alphabet.
12. Name as many holidays as you can.
13. List as many U.S. presidents as you can.
14. List as many models of cars as you can.
15. How many parts of an auto can you list?
16. Name as many countries of the world as you can.
17. List as many personal pronouns as you can.

18. List as many kinds of transportation as you can.
19. Write as many homonyms as you can. Ex: past-passed
20. Name as many movie stars ad you can (not T.V.)
21. Name as many politicians as you can.
22. List all the places you find sand.
23. List as many breakfast cereals as you can.
24. Make a list of the ten largest things you know.
25. Name as many planets as you can.
26. List all the sports you can think of.
27. List all the foods you can that have sugar in them.
28. List all the foods you can that have milk in them.
29. Name as many rock groups as you can that begin with the letters A-F.
30. Name as many teachers at this school as you can.
31. Name all the models of Chevrolet cars and trucks that you can think of.
32. Name all the parts of speech and give an example of each.
33. Why were these dates important: 1492, 1606, 1776, and 1812?
34. Find these rivers on your map: Mississippi, Rio Grande, Colorado, and Hudson?
35. Name as many airlines as you can.
36. Name as many islands as you can.
37. Name all the types of musical instruments you can think of.
38. Name as many kinds of fish as you can.