

**MIDLAND
INDEPENDENT
SCHOOL DISTRICT
SUBSTITUTE MANUAL**

2018 – 2019

(REVISED 06/04/2018)

WELCOME TO MIDLAND INDEPENDENT SCHOOL DISTRICT!

The purpose of this handbook is to help substitutes and Midland ISD establish a mutual understanding of requirements, policies, and procedures.

It is important that you read this entire handbook before accepting your first assignment. If you are a returning substitute, please re-read this entire handbook as policies may have changed. You are responsible for the material found within the online handbook as well as material found within this handbook.

Midland ISD and the Midland Board of Trustees, and professional staff believe substitutes serve an important role in our total school program. Substitute teachers play a very important role in upholding the high standard of education in our school system. The presence of the substitute teacher must ensure a continuous program of quality instruction for all children. The substitute experience involves new and different situations several times a day, and the work is never easy. Substitute teachers are expected to meet this challenge with personal dedication and in a sincere, conscientious effort.

Substitutes should feel free to call upon members of the Human Resources Staff for assistance.

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Online Handbook Access
www.midlandisd.net>Human Resources Department>Resources for Current Substitutes

GENERAL EMPLOYMENT

Midland ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law.

CONDITIONS OF EMPLOYMENT

All substitutes are employed on an at-will basis and are not considered contractual employees. They are not employed for any specified length of time and have no property rights in the employment. Substitutes are also not guaranteed work at any specific campus, grade level, or other location. Employment hours and assignments may be altered at the discretion of campus administration at any time. The district reserves the right to deny access to specific grade levels, teachers, campuses, and/or locations.

As always, employment is on an at-will basis, and is at the discretion of the building principal or designated supervisor working in conjunction with the Substitute Office.

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HOURS OF EMPLOYMENT

	MORNING SESSION		AFTERNOON SESSION	
PK -6	7:40	11:45	11:46	3:40
Magnet Schools: Bowie, Pease, Washington	7:45	12:00	12:01	4:00
7 – 12	8:20	12:15	12:16	4:15

Hours may vary depending on assignment. However, substitutes accepting a full day assignment are employed for an eight hour day and shall report to duty at least 20 minutes before the school day begins at the assigned campus. ***If the assignment you accepted ends before the end of the work day, do not leave the campus.*** Notify the front office and they will place you in another classroom if needed.

If you have any questions about payroll please contact:

Payroll
432-240-1940

REGARDING ASSIGNMENTS:

- Teacher assistants may ONLY substitute in teacher assistant assignments or in clerical assignments.
- Teacher substitutes may substitute in teacher assistant or clerical assignments, but pay will be at the standard clerical/teacher assistant pay.
- ***Retired Teachers MAY ONLY substitute in a "vacancy" for a maximum 20 days in each vacant position without it affecting their TRS. If there is any question, you may contact TRS at 1-800-223-8778 or you may go to www.midlandisd/stafflink/benefit for information.***
- **Midland Independent School District days worked is based on a school calendar year. Your days worked will reset at the beginning of each school year.**

**MIDLAND INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE PAY DATE SCHEDULE
2018 - 2019**

Substitute Pay Period		Days In Pay Period	Pay date
08-13-18	08-17-18	3	08-31-18
08-20-18	08-31-18	10	09-14-18
09-03-18	09-14-18	8	09-28-18
09-17-18	09-28-18	10	10-12-18
10-01-18	10-12-18	8	10-26-18
10-15-18	10-26-18	9	11-09-18
10-29-18	11-09-18	10	11-23-18
11-12-18	11-23-18	5	12-07-18
11-26-18	12-07-18	10	12-21-18
12-10-18	12-14-18	5*	01-04-19
12-17-18	12-21-18	5	01-18-19
01-07-19	01-18-19	9	02-01-19
01-21-19	02-01-19	9	02-15-19
02-04-19	02-15-19	9	03-01-19
02-18-19	03-01-19	9	03-15-19
03-04-19	03-15-19	5	03-29-19
03-18-19	03-29-19	10	04-12-19
04-01-19	04-12-19	9	04-26-19
04-15-19	04-26-19	9	05-10-19
04-29-19	05-10-19	10	05-24-19
05-13-19	05-24-19	10	06-07-19

Please complete the Substitute Payment Authorization portion of the Employee Absence-From-Duty Report. In order to receive the appropriate pay, you must ***"legibly"*** print your name, ***ID number***, date worked, and 1.0 or 0.5 (for the percentage of the day worked).

* Pay period includes only 1 week

(12-17-18-12-21-18 will be paid on the next pay date of 1/18/19)

PAYROLL HELPFUL HINTS:

- ALL jobs are connected to a confirmation number. Be sure that you are provided a confirmation number for every job accepted. It is important to check out with campus substitute representative at the end of your assignment. Failure to sign out could result in a loss of pay.
- Substitutes MUST keep a record of all confirmation numbers worked. **Note: The only way a deleted job can be found on the AESOP sub system is with a confirmation number.**
- Confirmation numbers are assigned by the system or provided by the campus sub rep.
- DO NOT accept a job from a teacher or paraprofessional without a confirmation number. **Teachers and paraprofessionals cannot guarantee jobs.**
- Substitutes may access their jobs via AESOP at www.aesoponline.com or phone AESOP at 1-800-942-3767
- We advise that substitutes check their assignments daily to ensure accuracy. If you do not see a job on your calendar, you will not be paid. Please contact the sub rep by phone or email to discuss any discrepancies @ 432-240-1804 or mayra.urias@midlandisd.net. Please be sure to include your substitute number in the e-mail.

BENEFITS DEPARTMENT

AMANDA JACQUEZ: 240-1952

JAMES HOISTON (FIRST FINANCIAL): 800-523-8422

FICA ALTERNATIVE PLAN

457 RETIREMENT PLAN FOR SUBSTITUTES

- **Substitutes do not pay into FICA (social security) OR to TRS**
7.50% of your salary is placed into the **457 retirement account**. It is pre-taxed and earns interest.
- **All sub, unless already retired through TRS, are required to pay into a 457 account.**
- **FFGA** (First Financial Group of America) is our third party administrator, licensed financial advisors responsible for managing your account
- **Substitutes are eligible for a 403b** (annuity or pension plan) through MetLife or any other vendor approved by First Financial Group of America. Once approved, annuity amount will be deducted every paycheck.
- **Funds are not available for withdrawal until you have been resigned from the district for one year or until two years after you begin working full time with the district.**

CONFIDENTIALITY

When working with any student under your care it is imperative that you, as a substitute, stay mindful of the role of confidentiality in your job. All students deserve and are guaranteed that their academic, physical, and mental attributes remain absolutely confidential. As a substitute, you will be privy to information as you work with different groups of students in different schools and different areas of substituting. Failure to maintain confidentiality about ALL aspects of a student's performance will result in your removal from a campus, and could result in your permanent removal as a substitute from Midland Independent School District.

- Share information only to one who has the authorization to hear it.
- Share NO INFORMATION about students at any social gathering.
- Do not ask questions about a student's physical condition. You will be told what you need to know.
- If asked about student's personal information, simply reply, "I'm sorry. I do not have that information."
- Avoid using specific student's names outside of school setting.
- Direct any questions about a student to the regular classroom teacher or the special services teacher who works with that student.
- Never joke about a student's condition.

Tips to Keep Confidentiality from Becoming a Problem:

- Be careful with whom you share information. Is that person directly involved with the student's education?
- Avoid using names if you are asked about your job.
- Suggest that questions about a student are best directed to the regular classroom teacher or special services teacher.
- Be careful not to distort, exaggerate, or confuse information.
- Never use information about a student as gossip or as a joke.
- Focus comments on student strengths and be positive.
- No matter who asks you a question about a student, if you don't want to answer nor are unsure whether you should answer, don't. You can do this gently and politely. Be direct and honest: "I'm sorry—I can't say".
- Develop a workable response to questions about student information. Write it down, practice it and use it.

Writing Discipline Reports:

- Ask about discipline procedures (in case of emergencies).
- All elementary campuses will have call buttons for emergencies.
- If it becomes necessary to involve an Assistant Principal, be prepared to provide details regarding your attempt to handle a situation.
- Be specific when writing discipline reports. Do not use vague or general language.
- If you send a student to the Assistant Principal, always follow up with the AP.
- Students may be sent back to class for certain infractions. If this happens, please do not assume you are not being supported. Serious infractions will be handled by the AP's office in an appropriate manner and you may not be directly involved in the end result.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an substitute or group of substitutes that would not occur but for the sex of the substitute or substitutes, when:

- the advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive work environment; or
- submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions.

Substitutes shall not engage in conduct constituting sexual harassment. Sexual harassment is against district policy and is a violation of law. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against substitutes found to engage in such harassment, up to and including termination.

The district forbids retaliation against complainants and will take disciplinary action against anyone who retaliates against complainants, up to and including termination.

A substitute who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the principal or immediate supervisor, in accordance with the district's sexual harassment complaint procedure. However, no procedure or step in that policy shall have the effect of requiring the substitute alleging such harassment to present the matter to a person who is the subject of the complaint.

SUBSTITUTE TEACHERS AND PHYSICAL CONTACT

- Maintain a professional distance when assisting students. It is not appropriate to assume that a touch, a pat, a hand on a student's shoulder is acceptable for a substitute. Additionally, pushing, shoving or physically moving a student from one location to another is unacceptable.
- Inappropriate or overly aggressive physical contact is grounds for immediate dismissal. Understand that special needs students and very young students will initiate a hug. Thank the student, quickly disengage the physical contact, and redirect their behavior. All other forms of physical contact may be grounds for termination. Corporal punishment is prohibited. Students shall not be spanked, paddled, or otherwise physically disciplined for violations in the Code of Student Conduct.
- Avoid being in a room alone with a student. Keep doors open and be visible at all times if working in an area alone with a student.
- Please do not attempt to break up a fight between students. Immediately seek assistance from campus staff.

**STUDENT CODE OF CONDUCT
PARENT & STUDENT
HANDBOOK**

For your information the Student Code of Conduct and Parent and Student Handbook can be found by accessing the following link: <http://midlandisd.net/domain/74>

REPORTING CASES OF CHILD ABUSE/NEGLECT

All substitutes are reminded that under the Texas Family Code 261.101, a certified substitute, including a teacher, counselor, nurse or administrator is required to report suspected child abuse or neglect to Child Protective Services. If, during the course of your substituting, you identify any student that you suspect has been abused or neglected, you should immediately notify the principal's office. Do not confront the student. This is the law of the State of Texas.

**INTERNAL PROCEDURES FOR SEEKING ASSISTANCE
FOR A CHILD AT RISK OR REPORTING CHILD ABUSE**

When a child has reported abuse, please follow the steps listed below:

- If it is sexual abuse, contact Lt. Brunner 432-967-3900 or Chief Barclay 432- 967-3901.
- Do not attempt to gather information from the child victim or witness.
- The outcry witness should contact law enforcement at the following number:
 - Midland Police Department Crimes Against Persons Unit: 685-7149
 - Midland Sherriff's Department if student lives in the county 688-4600
- Have the following information available (if possible)
 - Victim's name, DOB and locating information
 - Suspect's name
 - Type of crime committed
 - Brief summary of reporting person's knowledge of the offense
- Contact MISD Police Department at 689-1059
- Fax a report to the CPS Hotline at 512-832-2090 or call 800-252-5400

The following MISD Board Policies discuss reporting child abuse and can be found in the MISD Board Policy Manual: FFG (Legal), FFG (Exhibit), GRA (Legal) and (Local), DH (Local) and (Exhibit)

WARNING SIGNS OF ABUSE AND MALTREATMENT

Physical

Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults reports injury by a parent or another adult caregiver
- Abuses animals or pets

Consider the possibility of physical abuse when the parent or other adult caregiver:

- Offers conflicting, unconvincing, or no explanation for the child's injury, or provides an explanation that is not consistent with the injury
- Describes the child as "evil" or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child
- Has a history of abusing animals or pets

Neglect

Consider the possibility of neglect when the child:

- Is frequently absent from school
 - Begs or steals food or money
- Lacks needed medical or dental, care immunizations, or glasses
- Is consistently dirty and has severe body odor
 - Lacks sufficient clothing for the weather
 - Abuses alcohol or other drugs
 - States that there is no one at home to provide care

Consider the possibility of neglect when the parent or other adult caregiver:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drug

Sexual

Consider the possibility of sexual abuse when the child:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver
- Attaches very quickly to strangers or new adults in their environment

Consider the possibility of sexual abuse when the parent or other adult caregiver:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

Emotional

Consider the possibility of emotional maltreatment when the child:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the parent or other adult caregiver:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

PROTOCOL TO ASSIST A STUDENT WHO MAY BE AT RISK

- Listen
- Take what the student says seriously
- Assure the student that help is available and you are going to see that they get help
- Do not leave the child alone
- Escort the student to the counselor, Principal or AP
- If you feel that a child has been abused, make a report to CPS. Counselors or administrators can assist you if needed.



TECHNOLOGY RESOURCES

Technology Help Desk – 432-240-1111

Policy CQ

Access to the District's technology resources, including its network access to the Internet, 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

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

Midland ISD may permit remote access to its network from the Internet on a limited basis for authorized staff. Remote access is limited to professional staff who receives written authorization from the campus principal or department director. Paraprofessional and auxiliary employees are not permitted to remotely access the network unless specifically authorized by the superintendent or designee.

Users are expected to maintain the same security standards when operating district computer remotely. Access procedures and passwords are not to be shared with anyone. All policies and rules regarding network use apply to remote access.

Employees who are authorized to use the systems are required to abide by the provisions of the District's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Technology and Information Management Department.

Network Acceptable Use Policy:

Midland ISD is providing students, staff, volunteers, and board members access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. E-mail service is currently provided only to MISD staff. This document contains the rules and procedures for acceptable use of the Midland ISD electronic network.

- The Midland ISD electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-- discovery activities.
- The Midland ISD electronic network has not been established as a public access service or a public forum. Midland ISD has the right to place reasonable restrictions on material that is accessed or posted throughout the network. Parent/guardian permission is required for all students under the age of 18.
- Access is a privilege --not a right. Students, parents, and teachers sign a form every school year (part of the registration packet) indicating familiarity with the acceptable use policy.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Midland ISD electronic network.

TECHNOLOGY RESOURCES (cont.)

General Unacceptable Behavior:

While utilizing any portion of the Midland ISD electronic network, unacceptable behaviors include, but are not limited to, the following:

- Network users will not post information that could cause damage or danger of disruption.
- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Harassing another person Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Using criminal speech or speech in the course of committing a crime such as threats to the President, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Using speech that is inappropriate in an educational setting or violates district rules.
- Abusing network resources such as sending chain letters or "spamming."
- Displaying, accessing or sending offensive messages or pictures.
- Using the Midland ISD electronic network for commercial purposes, or offering, providing, or purchasing products or services through this network.
- The Midland ISD electronic network will not be used for political lobbying.
- Network Users will not attempt to access non-instructional district systems, such as student information systems or business systems, without authorization.
- Students and staff will not connect any networkable device (either wired or wireless) to the MISD network without authorization. Example: The use of a computer brought from home on the network or accessing the internet from any device not owned by the district.
- Students and staff will not attempt to circumvent web filtering through proxies or other means
- Students and staff will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students and staff will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail and Electronic Posting:

- E-mail is not currently being provided for students. However, there are internal messaging options (blogs, etc.) on the classroom website which allow students to communicate. Students may not utilize any E-mail system or Chat Room from a district computer without approval or monitoring by school personnel.
- Web-based e-mail accounts may be restricted or blocked at the discretion of the network administrator, to protect the network from viruses, spam, or bandwidth abuse.
- Students will not establish or access Web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the district.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

TECHNOLOGY RESOURCES (cont.)

Midland ISD Website:

- Classroom websites and opportunities to share information and comments by students are now available. These websites are managed by the teachers.
- Content, access and available features of the website will differ for members of the public, compared to students and staff.
- Classroom teachers are responsible for the content on their classroom web pages.
- Principals and departmental supervisors are responsible for the content on their sections of the Midland ISD web site and taking any corrective action.
- Students' responsibilities when posting on the classroom web pages are to be explained by the teacher.

World Wide Web:

All internet content available to Midland ISD users is filtered through a category-based appliance to comply with the Children's Internet Protection Act of 2001 (C.I.P.A.) The list of inappropriate web sites is constantly updated through a subscription. However, no guarantee can be made that the system will be 100% accurate. It is ultimately the responsibility of the instructor in the classroom to monitor appropriateness of the web sites viewed.

Personal Safety:

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable
- Students will be provided access to information, through their instructors, regarding appropriate safety guidelines for online behavior, pertaining to social networking sites, chat rooms, and "cyber bullying".
- The Midland ISD staff or representatives, working with MISD instructional technology trainers, will provide age-appropriate training and materials for students who use Midland ISD's Internet facilities, both on-line and via a "train-the-trainer" model to the campuses
- This updated network acceptable use agreement will be posted on the Midland ISD Website, under the student resources section, specifically at: www.midlandisd.net/cybersafety
- Students and staff have already acknowledged their agreement to abide by the network acceptable use policy, either through receipt of the student handbook or the employee handbook.

System Security:

- Computer users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Computer users should not provide their password to another person.

TECHNOLOGY RESOURCES (cont.)

- Students and staff must immediately notify a teacher or the system administrator if they have identified a possible security problem. Computer users should not go looking for security problems, because this can be construed as an illegal attempt to gain access.
- Students and staff will not attempt to gain unauthorized access to any portion of the Midland ISD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students and staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Computer users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Computer users will not use sniffing or remote access technology to monitor the network or other users' activity.

Software and Files:

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Midland ISD electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

Technology Hardware:

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

Vandalism:

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement:

- Students and staff will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they are one's own.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

TECHNOLOGY RESOURCES (cont.)

Student Rights:

- Students' right to free speech applies to communication on the Internet. The Midland ISD electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process:

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

PERSONAL USE OF ELECTRONIC MEDIA

Policy CQ, DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn).

Electronic media also includes all forms of telecommunication such as landlines, cell Phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public 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 media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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:

TECHNOLOGY RESOURCES (cont.)

- Confidentiality of student information, including photos. [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail 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 Policy DH (EXHIBIT)] See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

USE OF ELECTRONIC MEDIA WITH STUDENTS

Policy DH

An employee may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with 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.

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

- **Electronic media** includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- **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 uses electronic media to communicate with students shall observe the following:

The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. Such communications must be limited to necessary information concerning the extracurricular activity.

- 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).
-

TECHNOLOGY RESOURCES (cont.)

- 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 and must have written permission from the campus principal or supervisor. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m., except when necessary to notify students about urgent scheduling or transportation issues. 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 Code of Ethics and Standard Practices for Texas Educators, 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 DF]
- 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 any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one electronic communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to the campus principal or departmental direction.

GUIDELINES FOR CLINIC VISITS

Nurse Supervisor

Imo Jean Douglas

imojean.douglas@midlandisd.net

432-240-1524

When sending a student to the clinic:

Teachers need to send each student with Clinic Referral Slip, indicating the primary complaint and the time the student left the classroom to go to the clinic, with the exception of emergencies, in which case the nurse may be requested to come to the site and make an assessment.

Valid reasons for sending a student to the clinic:

- Vomiting (not just spitting up phlegm)
- Bleeding
- Animal bite
- "Not feeling well" persists beyond 45-60 minutes or is extremely sudden and severe
- Obviously ill in an appearance or behavior, compared to other days

GUIDELINES FOR CLINIC VISITS (cont.)

- Symptoms of infection in any area: redness, heat, pain, swelling, pus
- Earache (never put cotton, tissue or anything in the ear)
- Undiagnosed rash
- Exhibits problems related to chronic illness (asthma, diabetes, migraines, allergic reactions)
- Sore throat
- Injury to head, eyes, face, ears
- Bone/joint injury; student should not bear weight, bend or move extremity until assessed.
- Signs of allergic reaction; hives, itching, swelling of mouth/lips, hoarseness, abdominal pain, nausea, vomiting, dizziness or wheezing
- Suspected head lice
- Nosebleed: student should pinch own nose closed, breathe through the mouth, be accompanied to clinic
- Splinters: the site will be cleaned and covered, if it is embedded.
- Reason to call nurse to site:
- Loss of consciousness
- Seizure
- Serious falls or accidents that involve head

DO NOT MOVE THE STUDENT; SEND FOR THE NURSE AND WHEN THE NURSE ARRIVES AN ASSESSMENT WILL BE DONE TO DETERMINE IF 911 CALL SHOULD BE MADE.

GUIDELINES FOR CLINIC VISITS (cont.)

Blood Borne Pathogens are microorganisms, such as viruses or bacteria that are carried in blood and can cause disease in people.

Blood Borne Pathogens may include:

- Hepatitis C
- Hepatitis B
- Human Immunodeficiency Virus

Blood borne Pathogens can be transmitted through contact with infected human blood and other potentially infectious body fluids

Infected body fluids can be transmitting the pathogens(s) through:

- Accidental puncture from contaminated needles, broken glass or other sharps
- Broken or damaged skin (open sores, cuts, abrasions, acne, blisters)
- Mucous membranes of the mouth, eyes or nose


ALWAYS WEAR GLOVES IN ALL EMERGENCY SITUATIONS INVOLVING BLOOD OR POTENTIALLY INFECTIOUS MATERIALS TO TRY TO MINIIZE YOUR EXPOSURE. REMOVE GLOVES INSIDE OUT AND DISPOSE OF THEM. WASH HANDS THOROUGHLY WITH SOAP AND RUNNING WATER FOR AT LEAST 5 SECONDS.

If you are exposed:

- Wash the exposed area thoroughly with non-abrasive, anti-bacterial soap and running water
- If blood has splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes
- Report the exposure to your supervisor as soon as possible.
- Fill out the exposure report form.

If you are latex sensitive or have a student with a latex allergy, please notify health services. Vinyl gloves are available.

Example of Clinic referral:



MISD CLINIC REFERRAL SLIP

Name: _____ Date: _____

Teacher: _____ Time: _____

Check symptoms observed by student and/or teacher:

Asthma	Nausea/Vomiting	Wound
Cough/sneezing	Nose Bleed	Other:
Earache	Rash	
Eye irritation	Sore Throat	
Fever	Stomachache	
Headache	Toothache	

Time left clinic back to class: _____

Nurse: _____

GOING HOME _____ (Nurse Initial)

STUDENT to RETURN back to CLINIC at: _____



Good Morning!

BREAKFAST EXPRESS

The Breakfast Express program provides every student with a complimentary breakfast in the classroom setting. The following procedures will ensure that regulations are met and the process flows smoothly.

OFFICIAL RECORD KEEPING

Each teacher will receive a roster of students for use each day.

On the roster, record the following information;

1. PLACE a CHECK mark by the names of all students as they receive a breakfast.
2. Write in the names of new students and note they are "new".
3. List the names of teachers or staff that received a breakfast and assisted in the breakfast service. These individuals may also receive a complimentary breakfast meal.
4. Use the roster to communicate needs, such as more entrée items, more juice or need 2 more white milk cartons, and list supplies needed such as napkins or straws.

**ONLY TEACHERS MAY MARK ROSTERS, students may not mark rosters.
MARK rosters as students are served.**

Teachers should receive foil sheets, to be used as a placemat, straws, napkins, and plastic trash bags. Students can wrap up and dispose of breakfast leftovers and trash in the foil sheet. Email cnsoffice@midlandisd.net for any assistance.

What is a breakfast according to USDA?

Students may take 1 of each item offered for the day. However, if they do not want all items, they must choose as follows:

IF 4 items are offered, students must take 3. One of the 3 selected must be a fruit or vegetable. Note, some entrée items count as two components, such as breakfast pizza, breakfast buns, or pig in a blanket.

IF 5 items are offered, students must take 3, as long as one is a fruit or vegetable.

STUDENTS MUST RECEIVE 3 COMPONENTS TO BE COUNTED AS A REIMBURSABLE BREAKFAST with 1 item being fruit or vegetable.

Students may not take 2 milks or 2 juices. Students may refuse to accept the meal. PLEASE encourage all students to participate because success depends on total participation!

Share tables are encouraged to reduce waste! Share tables are only for items taken by students which they do not plan to eat.



AFTER BREAKFAST SERVICE, items not taken by students, left over packaged foods, beverages, and fruit should be returned to the cafeteria, along with the plastic tubs, trays, or pans used for breakfast.

AND MOST importantly, the breakfast roster meal count form marked with students that ate breakfast and payments for accounts.

THE LONGTERM SUBSTITUTE

Throughout the school year, requests are frequently made for a substitute to work in the same position for an extended number of days. A long-term assignment is defined as an assignment for an unfilled position or for a single substitute for twenty-five (25) or more consecutive days for teachers or ten (10) days for paraprofessionals working in a clerical or teacher assistant assignment. Working for different employees at a single campus for several consecutive days is not a long-term assignment. The District's goal is to fill long-term substitute teaching positions with a substitute certified in the appropriate area; however, non-certified, degreed substitutes may also be considered when a certified candidate is not available. A substitute should consider the responsibilities and commitment he/she is making before accepting a long-term assignment. The long-term substitute will be actively involved in:

- Implementing and/or creating lesson plans following district guidelines.
- Grading, maintaining accurate grades and submitting grades for report cards in a timely manner.
- Attending all faculty meetings as called by administrators
- Participating in planning sessions with teams, departments, and other curriculum duties.
- Maintaining duty stations both during and after the school day as assigned by administrators on campus.
- Attending district wide staff development. Long-term substitutes are not expected to attend staff development during non-school hours. Long-term substitutes should not be compensated for any work performed during non-school time. Do not assume any extra duties without contacting the substitute representative on campus or the Substitute Office beforehand.

In the event we are unable to fulfill an absence with a long term certified substitute, a non-certified substitute may accept the assignment with the approval of the campus principal and the HR Support Staff Services.

CERTIFIED LONG TERM SUBSTITUTES MUST NOTIFY THE SUBSTITUTE CLERK UPON COMPLETION OF THE 25TH DAY FOR PAPERWORK TO BE SUBMITTED TO PAYROLL.

NON-CERTIFIED SUBSTITUTES SERVING IN A LONG TERM ASSIGNMENT WILL RECEIVE THE STANDARD RATES LISTED IN THE PAY TABEL, DEPENDENT UPN THE NUMBER OF CUMULATIVE DAYS WORKED.

EMPLOYMENT AFTER RETIREMENT

Effective September 1, 2016, the definition of substitute is changing for employment after retirement purposes in order to expand your opportunities to substitute. During the April 2016 TRS Board Meeting, the TRS Board of Trustees adopted a change to TRS Administrative Rule 31.1(b) relating to Definitions. The current rule allows a retiree to substitute without limit in a position held by a current employee – provided the retiree is only working as a substitute. The change in the rule will allow retirees to also serve as a substitute in a vacant position or vacant positions, but for no more than 20 days in each vacant position. Note: If you combine substitute work and any other type of work – you are limited to working no more than one-half the work days in that calendar month. But there are other requirements that you should know before deciding if you can substitute in a vacant position. This change will not be effective until September 1, 2016.

The changes in the definition of a substitute for retirees:

- allow a retiree to serve as a substitute not only in the place of a current employee or a position held by more than one current employee but also in a vacant position for no more than 20 days;
- allow a retiree to serve in more than one vacant position during a school year for up to 20 days in each position;
- prohibit a retiree from serving in a position that was vacated by that retiree, i.e., the retiree cannot substitute in the position the retiree vacated at retirement;
- do not change the requirement that all retirees must observe a one full, calendar month break in all service with a TRS-covered employer after retirement;
- do not change the effect of revoking retirement by working as a substitute during the required one full, calendar month break in service (whether in the place of a current employee or if the position is vacant);
- do not change the requirement that a retiree who retired after January 1, 2011 must have a 12 full, consecutive calendar month break in service from all TRS-covered employers before working full-time (retirees may work as substitutes or as much as one-half time without having a 12 month break in service); and
- do not change the effect of interrupting the 12 month break in service by working as a substitute, whether the position is held by a current employee or is vacant, and requiring the retiree to begin a new 12 full, consecutive calendar month break in service before full-time employment.

CONFERENCE PERIODS

There is no expectation for a conference period. This time is set aside for teachers to create lesson plans, return parent phone calls or completing other activities related to their professional duties. On a day to day basis a substitute would not be doing these things. You may be asked to substitute in other classrooms during that time if there is a shortage of subs for that day.

FINGERPRINTING

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment.

Fingerprinting Reimbursement:

After you have worked a total of 20 days you are eligible for a refund, provided you submit an email to the substitute clerk, so that necessary paperwork can be sent to payroll.

Obligation to Report:

All substitutes of the District have an ongoing duty to report to his or her immediate supervisor when, and if the substitute is arrested or convicted of any crime other than a minor traffic offense.

Please see DH (local)

Consequence of Failure to Report:

Any substitute who fails to report the arrest or conviction of a crime as required under this policy will be subject to disciplinary action up to and including termination.

Consideration by District:

Conviction of a crime is not an automatic basis for termination. The District will consider the following factors in determining what action, if any, should be taken against the substitute who is convicted of a crime during employment with the District: (1) the nature of the offense, (2) the date of the offense, (3) the relationship between the offense and the position to which the substitute is assigned.

SECURITY BADGES

All substitutes must wear an official MISD security badge when on a campus as a substitute teacher, paraprofessional, tester, nurse, interpreter, counselor or administrator. Failure to wear this badge is a breach of district security and could result in the substitute being asked to leave that campus without payment for a job. Failure to wear the badge could result in termination.

New Hire Substitutes:

All new hire substitutes must complete their hiring paperwork, be fingerprinted and have a complete background check prior to receiving their security badge.

- All new hires will receive information regarding obtaining their badge at the time that they receive their Access ID #.
- Substitute must appear in person at the badging office to obtain badge.
- Substitute must wear their badge at all times when performing any duties as a substitute. Failure to wear your badge could result in termination.
- There is a \$5.00 charge for lost or misplaced badges

DRESS CODE

- The dress and grooming of District Employees shall be clean and neat, in a manner appropriate for the assignment, and in accordance with any additional standards established by the supervisor and approved by the superintendent. All faculty and staff shall maintain a neat and professional appearance.
- No shorts, walking shorts or skorts (skort is defined as shorts in the back and skirt in the front). Pants are considered below the knee
- Split skirts or divided skirts are acceptable with matching blazer, vest or coordinated set. (Split/divided skirt should have bigger legs resembling a skirt, not shorts).
- No jeans (except on designated days) or coveralls are to be worn.
- Skirt length for women shall be no shorter than five inches above the knee.
- Halter tops, sleeveless tops with large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Top must cover at least two inches of each shoulder without layering
- No leggings, sweats or wind suits Stirrup pants may be worn if sized appropriately.
- Men shall wear collared or banded shirts
- The administration has the authority to determine any inappropriate dress of faculty and staff.
- Shoes must be worn at all times. NO house shoes or flip flops of any kind.
- Hair color must be of regular hues and tones and should not create a distraction.
- Clothing and accessories should be of a professional nature so as not to create a distraction.

PROFESSIONAL ETHICS

Work Hours:

- School hours vary by campus. Substitutes are responsible for checking the start and end times with the schools at which they choose to teach. Be aware that half-day session times vary as well.
- The substitute must report to the Sub Rep's desk to sign in at least 20 minutes prior to the start of class. The substitute will receive instructions and assignments for the day.
- The substitute may sign out NO earlier than 15 minutes after the school's end time. If the substitute is on an elementary campus, they must perform carpool/bus duty prior to signing out. Failure to sign out appropriately may result in loss of pay:
- Substitutes are expected to familiarize themselves with the locations of schools in their selected areas. A "MapQuest" feature is associated with each assignment on AESOP.
- If a substitute becomes ill and needs to leave an assignment, they must inform the building sub rep immediately so that another teacher may be assigned to cover the class.
- Substitute positions requiring more than four (4) hours of duty will be compensated for a full day. Any position requiring four (4) hours or LESS will be compensated at the half-day rate. The campus reserves the right to alter the current assignment or schedule at the discretion of the principal or campus designee.
- Substitutes are guaranteed a 30-minute duty free lunch. This lunch period is assigned by the campus. Substitutes may not eat in class or leave campus to eat.
- If you have a health condition that requires food/drink at certain times, please inform the campus nurse and the sub rep to make arrangements for you.

PROFESSIONAL ETHICS (cont.)

- The absent teacher's planning/conference period may or may not be available to the substitute teacher because campus administrators/designees may need assistance with teacher-related duties such as covering another teacher's class.
- Substitutes are not guaranteed a conference period unless serving in a long-term position. Long-Term Subs do receive a conference period; however, the principal may request that they cover other classes during this time. Refusal to cover classes as requested may result in the substitute being removed from that campus, and may result in termination.

Late Calls:

- Should a substitute receive a late call request via the system, they should call the campus to confirm that the job is still available and give the sub rep an expected arrival time. It is expected that it will take the substitute no more than one hour (!) to arrive at the school. The substitute has a professional responsibility even though he/she is not a contracted teacher

Substitute Arrives/Is Late:

- If you are running late, make every effort to call the campus sub rep to inform.
- A Campus phone number is featured with each AESOP assignment
- Should a substitute run late, but still be able to arrive prior to the school's start time, the sub rep may elect to allow the sub to take the job if the substitute has called to alert the campus at least 20 minutes prior to the school's start time.
- Should a substitute be unable to arrive by the school's start time, the sub rep may elect to cancel or reassign the job.

Canceling Job Assignments:

- If you must cancel an assignment online or via phone on the day of the assignment, please cancel the job at least 24 hours prior to your scheduled arrival. You are also required to contact the substitute representative at the campus. This is an excellent practice to formulate in the area of "professional courtesy and responsibility".
- Never cancel an assignment with one school to accept an assignment with another school. This is unacceptable and will be addressed accordingly.

Videotapes, Cameras, Recordings, Cell Phones:

- Substitutes may NOT use cell phones to text or call in the presence of students.
- Substitutes may NOT videotape, record, or take photos using a camera or cell phone, any student at any time.
- Substitutes may NOT show personal videotapes or photos, or play personal recordings at any time.
- Substitutes may NOT show Internet videos/recordings without explicit instructions from the teacher, team leader, and department chairperson.

ALL VIDEO AND RECORDED MATERIALS SHOWN IN MISD CLASSROOMS MUST RECEIVE PRIOR APPROVAL OF CAMPUS PRINCIPALS or else may result in immediate termination

SUBSTITUTE DISCIPLINE MANAGEMENT PLAN AND EVALUATION OF PERFORMANCE

The office of HR works collaboratively with the campus administration to resolve concerns regarding substitute performance. Consequences resulting from subsequent actions will be administered by the HR Department as follows:

- Substitutes and teachers may leave feedback on the AESOP sub system.
- Based on the feedback given by teachers, the Director of Support Staff Services may meet with the substitute to discuss the conduct in question

Why the Director of Support Staff Services may want to meet with you:

- Not following the teachers' lesson plans/instructions
- Inappropriate use of technology
- Poor classroom management skills
- Frequently canceling or being late to assignments
- Making inappropriate verbal comments (to students or staff)
- Embarrassing students
- Intimidating students
- Yelling or screaming
- Making comments of a personal nature regarding sensitive subject matters (ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values)
- Inappropriate physical contact such as horseplay, disciplinary measures, or sexual contact
- Sporadic work history
- Inappropriate dress
- Falsification of information on documents used for consideration of employment
- Failure to comply with board policy, campus policy or administrative directives
- Committing acts which constitute lewdness, indecency or pornography
- Committing acts which constitute a felony or a misdemeanor involving moral turpitude
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misappropriation of funds, fraud or organized crime
- Continued campus concerns and requests for blocks

After meeting with the Director the following courses of action will take place:

- The concern can simply be noted in the substitute file
- The substitute will be given a warning
- The substitute will be blocked from the classroom
- The substitute will be blocked from the campus
- The substitute will be blocked from the entire grade level
- The substitute will be inactivated from substituting and resigned from Midland ISD

BEST INTEREST LETTER

Substitutes that are permanently deactivated for inappropriate behavior will receive a 'Best Interest' Letter in the mail. This letter contains the following non-negotiable statement: "After review, it has been determined, in the best interest of the district, that your name be removed from the substitute list and you not continue to substitute for the Midland Independent School District". This letter will be sent if, after meeting with the Director of Support Staff Services, conditions of continued employment are not met.

UNAVAILABILITY AND RESIGNATION

Definitions:

- **Active Substitute:** one who is available to be called by the automated system and accept jobs
- **Inactive Substitute:** one who has been blocked by the Substitute Office and cannot listen to or accept jobs
- **Unavailable Substitute:** one who has blocked a period of time or days of the week so that the automated system will not offer jobs during that time.

Unavailability:

The system allows a substitute to make themselves unavailable for jobs without contacting the Substitute Office. However, it is required that the Substitute Office be notified if a substitute makes themselves unavailable for a period of time that lasts longer than a month. This can be done via e-mail or by calling our office. Throughout the year, the Substitute Office will review all substitute files. If an active substitute has not met the 10-day requirement for substituting without contacting the Substitute Office, the substitute will be made inactive. Leaving these names on the active list causes the computer to spend an excessive amount of time calling people who do not work.

Resignations:

Email the Substitute Management Clerk if you are no longer available to substitute for the district.

CLASSROOM INSTRUCTION

Lesson Plans:

- The substitute should endeavor to preserve the regular routine of the classroom. Lesson plans are meant to provide an organized system to be used by the teacher as well as by the principal, substitute, or monitoring team, indicating how teaching and learning will occur. The plans demonstrate that the instructional strategies needed to deliver curriculum effectively and ensure student achievement have been prepared and documented. Always follow the lesson plans provided by the teacher. Seek help if more activities are needed. Do not bring any materials into the classrooms that have not been authorized by the teacher or campus leadership/academic leaders. Lesson plans should address five basic areas:
- What is to be taught?
 - Brief description of the objectives/skills/concepts and TEKS
- How is the lesson to be taught?
 - Description of the teaching and learning activities
- What variety of materials and resources are used?
 - List of textbooks, kits, visual aids, technology, and other instructional materials to be used
- What are the allocated times?
 - Estimates of time allocated to various components of the lesson
- What informal or formal assessments are to be used?
 - Tests, assignments, projects, competitions, portfolio projects, games, skits, etc. Should you not have lesson plans
 - In your substitute folder, please contact the team leader or department chairperson.
- Leave professional, detailed notes for returning employee. Avoid criticizing the nature of the lesson plans, drawing conclusions about the actions or activities of the students, or any other comments that may be perceived as judgmental.

Classroom Instruction (cont.)

Other Expectations:

- When recording grades, use a temporary roll sheet, unless directed to do otherwise
- When reporting absences, use PEN not pencil
- Under no circumstances should students be allowed to leave the classroom without permission from the office (this includes leaving with a parent or guardian), or without a pass (restroom, library, nurse, office)
- The substitute teacher is to be an active part of the classroom instruction; reading personal materials, sleeping, working on personal work, etc. is unacceptable and cause for inactivation from the sub system and/or possible termination
- NEVER leave the class/classroom unattended

The substitute teacher should not assign written work and leave it to be graded except at the request of the teacher.

- The substitute teacher has the same responsibility as the regular teacher for the students, equipment, and materials assigned to his/her care. All materials should be returned to their proper place and the classroom left neat and clean before the substitute leaves for the day.
- When a student becomes disruptive to the learning environment, the student should be sent to the office with a discipline referral or note stating the nature of the visit. NEVER administer corporal punishment or physical contact of ANY kind.
- All cases of accident or illness must be reported to the principal's office immediately.
- Because of safety precautions, students are not to be kept after school
- The substitute should leave the regular teacher with the summary of the day to include lessons that were completed (or not), discipline problems, etc.
- For long term assignments, the campus administrator should be able to put a substitute teacher in contact with the regular classroom teacher or a point of contact on the campus for any concerns.
- Caution should be used in expressing personal opinions about what is seen or heard in the classroom or on the campus
- Comments comparing one school with another or comparing the students in one neighborhood or campus with another are discouraged.

Under no circumstances should a substitute criticize the curriculum, classroom procedures, campus teachers or administration in front of the students.

Classroom Instruction (cont.)

- A substitute's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- The substitute teacher is expected to perform all of the duties of the regular teacher unless the principal releases the substitute from a particular duty.
- Substitutes are prohibited from substituting in their child's room and are discouraged from working in a relative's room. Failure to comply with this policy will result in a block from the substitute list for that campus and/or the district.
- The substitute is not expected to perform the extra-curricular or co-curricular duties of the regular teacher (football practice, band practice, after school club meetings, etc.)
- A substitute should NEVER leave a class/classroom unattended or leave the campus during regular school hours without checking with the office.

§SPECIAL PROGRAM§

Substitutes are encouraged to accept assignments for both General and Special Education. We ask, however, that you review the list of Special Education Acronyms and the course description for the related class before accepting SPED assignments so that you are familiar with and aware of the expectations for the class.

AP

Adaptive PE -A diversified program of developmental activities, games, sports, and rhythmical movements suited to the interests, capabilities, and limitations of students with general disabilities.

CM/RESOURCE

Content Mastery -An instructional support service for identified special education students who receive their primary instruction in the general education setting.

Resource Classes -For students who need more intensive, individualized instruction, resource services are available. The emphasis is on core academic areas with the focus directed toward skill acquisition, acceleration, and or remediation.

PPCD

Preschool Program for Children with Disabilities -A school-based early intervention service for children age three through five.

MAP - MIDLAND ALTERNATIVE PROGRAM

- A highly structured, alternative setting
- Discretionary or mandatory placement for disciplinary reasons
- Curriculum provided by teachers from home campus
- Monitor/facilitate learning for grades 9-12
- Student day is 8:00 -4:00 (7:45 -4:15 for subs)
- Lunch break is 30 minutes

EMERGENCY PLANS

Chief Arthur Barclay

arthur.barclay@midlandisd.net

432-240-1061

Lieutenant Kevin Brunner

kevin.brunner@midlandisd.net

432-967-3900

In the event of an emergency, you will receive instruction that requires your immediate response. The following outlines basic instruction and response. Since campuses differ in location, design, and demographics, please follow the specific direction of the campus administration.

THINGS TO DO: BEFORE AN EMERGENCY

- Introduce yourself to the nearby staff
- Familiarize yourself with the campus and the classroom
- Determine whether you will be able to lock the classroom door
- Review the evacuation map posted in the classroom
- Review the Crisis Procedures flip chart and emergency information contained in the sub folder
- Seek any needed clarification from regular staff or office staff

THINGS TO DO: DURING AN EMERGENCY

- Stay calm
- Keep students calm and quiet
- Supervise students at all times
- Follow ALL directions
- Refer all questions to administration

PLEASE DO NOT:

- Use a cell phone, unless specifically instructed that it is permissible
- Use a regular phone, unless specifically instructed that it is permissible
- Use the email system, unless specifically instructed to do so
- Release a student to anyone. Student release procedures will be coordinated by the administration.

Emergency Plan (cont.)

GENERAL DEFINITIONS/INFORMATION

Building Evacuation: The rapid exiting of the building upon hearing the fire alarm or receiving the evacuation command.

Site Evacuation: The rapid exiting of the SITE upon hearing instruction to do so

Lockdown: The immediate locking of doors associated with the risk of an intruder or other risk to the campus

Shelter in Place: A dangerous event that is occurring on the campus or on school grounds.

Below you will find basic instructions for the four most common emergency situations. Please be aware that instructions may be modified based on the needs of a particular campus/department. Please be sure that you have the campus Crisis Plan Flip Chart in your sub folder when you arrive on campus. If you do not, you are required to request a copy from the Sub Rep on the campus.

LOCKDOWN

- Quickly check the hallway for students
- Usher students into the classroom
- Lock the classroom door
- Close windows/blinds
- Remain in the classroom until the All Clear, or other instructions are given

SHELTER-IN-PLACE

- Close and lock any exterior windows
- Close and lock doors
- Get personal belongings and grade book
- Get Emergency Crisis Plan
- Get Emergency Kit
- Move to pre-determined Shelter-In-Place Area
- Stay away from door(s) and glass
- Contain and maintain students
- Check for injuries
- Check roll
- Account for any missing students
- Ignore all school bells
- Follow all instructions
- Wait for all-clear signal
- Place GREEN card in door window or under door if everything is OK inside of room
- Place RED card in door window or under door if assistance is needed.

Emergency Plan (cont.)

EVACUATION

- Close and lock any exterior windows
- Close and lock doors
- Get personal belongings and grade book
- Observe any unusual items as you leave
- Lead class safely and quickly to predetermined safe area
- Contain and maintain students
- Check for injuries
- Check roll
- Account for any missing students
- Ignore all school bells
- Follow all instructions
- Wait for all-clear signal

SITE EVACUATION

- Follow all instructions
- Get personal belongings and grade book
- Lead class safely and quickly to predetermined safe area
- Contain and maintain students
- Check for injuries
- Check roll
- Account for any missing students
- Follow instructions for releasing students
- Stay until clear

CLASSROOM MANAGEMENT

- Learn the names of the students as quickly as possible
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Start the day promptly, firmly and concisely
- Be fair, friendly and consistent
- Be sure students understand what is expected of them
- Remind students that their regular teacher expects them to be successful and so do you.
- Reprimand in private
- Use praise generously and respect students
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reason for inactivation in the sub system and/or may be cause for dismissal.
- Refrain from using profanity in students' presence.
- Do not shout above the noise. Pause and wait for students' attention
- Remain calm, cool and collected.
- Listen to students

