

Scurry-Rosser ISD
2021 – 2022
Substitute Handbook



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SCURRY-ROSSER ISD ADMINISTRATION

972-452-8823

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CAMPUS ADMINISTRATION

Elementary School (PK-3) 972/452-8823 ext 1300

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Middle School (4-8) 972/452-8823 ext 1200

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High School (9-12) 972/452-8823 ext 1100

Grant Miller	Principal
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JOB DESCRIPTION: SUBSTITUTE TEACHER

- Encourages and inspires each student to work to his/her capacity.
- Consistently uses effective oral and written expression by practicing correct grammar and vocabulary suited to the student.
- Is cordial, fair, impartial, and consistent in the relationship with students; maintains good class control in an atmosphere conducive to good learning.
- Is emotionally stable and exhibits self-control.
- Is understanding, tactful, and open-minded; exhibits good judgment; displays empathy, kindness, and cultural awareness; accepts criticism or recognition gracefully; shows adaptability.
- Exemplifies personal integrity, which reflects high moral standards and refinement; shows enthusiasm for work; evidence of creative ability and perseverance; is loyal, consistent, and sincere.
- Maintains an attractive appearance by dressing appropriately and in good taste; remains well groomed; displays good posture and poise.
- Is alert, punctual, and accurate; shows initiative, imagination, and resourcefulness; displays common sense.
- Thoroughly understands, practices, and promotes acceptance of standards of professional conduct consistent with the Texas Educator's Code of Ethics, placing emphasis on: pride, respect, and encouragement of profession; tact in speaking of school and colleagues; employing proper channels for interpretation/requests/changes in administrative policies.
- Recognizes the necessity of administrative policies and procedures; loyally supports and complies with them; cooperates in accepting responsibility and activities.
- Maintains confidentiality concerning all student information, both on and off campus.
- Follows the regular teacher's lesson plans to the best of his/her ability.
- Covers all duties assigned to the teacher to whose class he/she is assigned.
- Provides detailed feedback to the regular teacher on the progress of students.

PROFESSIONAL REQUIREMENTS

Applications for substitute teaching must be completed and returned by each individual applicant to the Scurry-Rosser ISD administration office. All applicants for substitute teaching are required, as a minimum, to be high school graduates. The substitute teacher applicant must complete and return to the administration office the following forms prior to being employed as a substitute:

- Substitute Teacher Application
- W-4 Form
- I-9 Employment Eligibility Verification Form (must present valid driver's license and social security card)
- Drug Policy Distribution Form
- Health Insurance Coverage Form
- Completed Fingerprinting/Criminal History Consent Form

- Reasonable Assurance Letter
- Direct Deposit Form

Each approved substitute must also provide: copy of high school diploma or GED, college transcript, or teaching certificate (if a certified teacher).

SUBSTITUTE ELIGIBILITY FOR HEALTH CARE

Scurry-Rosser ISD provides health coverage to employees through TRS-ActiveCare. 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 SRISD.

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 a returning substitute, 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 on the first of each month payable to Scurry-Rosser ISD. If you fail to timely pay the monthly premium, 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.

FINGERPRINTING

Senate Bill 9, passed by the 80th Legislature, requires all non-certified employees, which includes substitute teachers, to submit to fingerprinting. Based on a review of information,

the Texas Education Agency will certify to districts whether applicants are employable under the standards imposed by the bill. The majority of the required paperwork must be completed through secure websites. Information obtained through the background check process will be confidential and maintained separately from other employment documents. SRISD will provide guidance to prospective employees on the completion of the process. In addition, all substitute applicants must be approved before placement on the substitute teacher list. It is the responsibility of the substitute to meet with the principal of each campus where work is desired.

SUBSTITUTE TEACHER SALARY

The daily pay rate for a classroom teacher substitute for the 2020-2021 school year is:

- With HS Diploma: \$61/day or \$30.50/half day.
- With a Bachelor Degree: \$66/day or \$33/half day.
- With Teaching Certificate: \$71/day or \$35.50/half day.

Time sheets must be turned in each day. All employees, including substitutes, are paid on the 25th day of the month. If the 25th falls on a weekend or holiday, paychecks will be released the last work day prior to the 25th. Checks will be automatically deposited.

For payroll purposes, substitute time is calculated from the 1st day of the month through the last day of the month. For example, any days worked from September 1st through September 30th would be paid on the October 25th paycheck. This schedule could vary slightly due to holidays or school closings.

Each substitute should keep a personal record or calendar of each day worked which includes the date, teacher's name, campus, and length of assignment (full or half day). This information should be used to verify the accuracy of each paycheck.

SUBSTITUTE TEACHER LIST

The Scurry-Rosser ISD approved substitute teacher list will be maintained as up-to-date as possible. Please notify the business office in person or by email with any changes to your name, address, or phone number. If you desire your name to be removed from the active substitute teacher list, the business office *must receive a written resignation letter* (emails will not be accepted). All substitute employees must reapply each year.

RESPONSIBILITIES OF THE SCHOOL

When a regularly employed teacher is absent from duty, the principal or designated representative will select a substitute from the approved list. Most calls for substitutes are on short advance notice. The calls are usually made between the hours of 6:30 a.m. and 8:00 a.m.

Classroom teachers are encouraged to have up to three days of emergency lesson plans prepared to be used when an emergency or short notice situation prevents the teacher from adequately preparing for the substitute teacher.

The principal or designated representative will give the substitute teacher directions and information as follows:

- Arrival time and length of day.
- Classroom in which he/she will work.
- Lesson plans, materials and supplies he/she will need.
- Daily duty schedule, including classes and other duties.
- Emergency procedures.

The principal or designated representative will arrange for communication between the regular and substitute teacher when possible, and will try to determine the length of time the substitute will be needed.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

ETHICAL BEHAVIOR

Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

- Confidentiality
Substitute teachers have a grave responsibility to treat most matters pertaining to students with confidentiality. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.
- Criticism/Comparisons
The substitute teacher is encouraged to speak honestly about his/her experiences as a “Guest Teacher” in the district. However, the mission of the district and the goals of the school are thwarted when substitute teachers engage in malicious talk about their teaching experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Under no circumstances should a substitute teacher criticize the full-time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.
- No Solicitation
Substitute teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for personal gain or benefit while on duty or on any SRISD property. Substitutes are also instructed not to promote or market their personal availability as a substitute to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. On the other hand, substitutes are welcome to make reasonable, limited, targeted attempts to inform SRISD educators of their availability to work as substitutes. The exercise of good judgment and common sense is expected in this regard.
- Reporting Child Abuse
Employees who suspect that a student has been or may be abused or neglected should report their concerns to the campus principal, assistant principal, or counselor. School employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g. state agency operating,

licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. **Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400).** Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent.

- Substitute/Student Relationships

Substitutes should establish a position of authority with the students. Extreme caution and good judgment should be exercised in any interaction with students. Substitute teachers may “be friendly” without “befriending” the students. Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

- Management of School Funds

The substitute shall honestly account for all funds committed to his/her charge. Should students turn in money to you, **DO NOT LEAVE FUNDS IN THE CLASSROOM.** Turn money into the office if you leave for lunch, conference or duty assignments.

GENERAL DUTIES

- Accepting and Canceling Jobs

Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. Failure to do so could result in the school excluding that substitute from working on that campus in the future. Repeated failure to do so will result in the substitute being restricted from working anywhere in the district.

- Punctuality

Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. This includes reporting to duty **AT LEAST 15 minutes** before the start of school. Many experienced substitutes advise arriving at school 30 minutes before the start of school in order to allow time to find the office, sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching.

- Leaving the Campus

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should the substitute leave campus unless authorized to do so.

- Other Duties as Assigned

Occasionally, a substitute teacher may be asked to perform duties in addition to those of a substitute teacher. Also, a substitute may be asked to teach in a classroom other than the one he/she had agreed to. In both cases, the substitute is expected to demonstrate **flexibility** and **cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students.

- At the End of the Day

When the children have been dismissed for the day, (or placed safely on the correct school bus) the substitute still has several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. The full-time teacher's desk, files, and other storage areas should be regarded with respect.

All substitutes should take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plans was accomplished and any other important information about the substitute's instructional efforts. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during his/her absence. Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute and to also note the time of departure.

Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

OTHER INFORMATION

- Dress/Grooming

Substitutes should exercise discretion and good judgment in their attire. Dress should be appropriate for the assignment. T-shirts, jeans, and tennis shoes are discouraged in the classroom, except for physical education classes. **No body piercing studs or rings are permitted (except earrings on women). Any personal body tattoos should be covered and not visible.**

- Cell Phones

Cellular phones are allowed on the school campus as long as they are turned off and out of sight during the school day. Students may use cell phones for instructional purposes under the direction of the teacher. No personal calls should be made or received during the instructional day or during after school meetings. Limited personal calls may be made during the planning period or lunch.

- Smoking/Tobacco Products

District policy prohibits the use of tobacco products anywhere on school property as well as at school sponsored events.

- Personal Use of Electronic Communications

Policy DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic 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 limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- Scurry-Rosser ISD Employee Handbook, page 41 Revised Summer 2020 states: An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- o Confidentiality of student records [See Policy FL]

- o Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
- o Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
- o Copyright law [See Policy CY]
- o Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)] See Use of Electronic Communications with Students, below, for regulations on employee communication with students.

HELPFUL HINTS FOR SUCCESSFUL SUBSTITUTE TEACHING

- Arrive **early**, not just at the required time.
- At each school, **familiarize yourself** with locations of fire extinguishers, emergency exit routes, “call buttons” to the office, etc.
- Keep a **sense of humor**; it helps both the digestive system and the climate in the classroom.
- Expect to **be challenged**; it comes with the territory at all grade levels.
- Have some “**emergency plans**” in case lesson plans are either missing or inadequate.
- **Let the teacher know** specifically what lessons weren’t completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.)
- Don’t feel threatened or uncomfortable when **administrators visit** your classroom. They can be a great help in maintaining discipline.
- Make sure the students **know your name** but don’t let them call you by your first name; it diminishes the respect you want to establish and maintain.
- Immediately **familiarize yourself** with the “helpful students” identified by the teacher or others familiar with the class. Mention their helpfulness in your note to the teacher.
- **Expect interruptions.** Fire drills, electrical outages, playground injuries, visits from other teachers, students being “pulled out” for other programs or services are all par for the course.
- When in doubt, confused, or otherwise unable to carry out your duties, **seek help** from another teacher at the same grade level (elementary) or subject area (secondary).
- **Attach all referral slips** (to the office, nurse, etc.) to your note to the teacher.
- **Do more** than required. Your extra efforts will be noted and appreciated.
- Have pride in the profession.
- Do your best at all times on all assignments.
- Keep up with the progress and changes in teaching methods and curriculum.
- Try to attend and become involved in the school district’s programs.
- Maintain dignity.
- **Be patient.**
- Deal with each child in a kind and just manner.
- Do NOT leave students unsupervised.

EMERGENCY PROCEDURES

FIRE, TORNADO, AND OTHER EMERGENCIES

When notified of an emergency, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. All students, upon direction from the teacher, should immediately march out of the room and proceed to the designated exit. They should march in an orderly manner with no talking or pushing. When the students reach the safety zone designated by the teacher, they should face the building but remain in line. Teachers should take roll sheets.

In case of an obstructed fire drill in which an exit is blocked, the first person to reach or detect the blockade should raise his right hand clearly above his head and turn about-face. Each succeeding member of the file should repeat this gesture, and the students should proceed to an alternate exit.

SHELTER IN PLACE

During a disaster drill or event, students are to move away from outside windows and doors, crouch face to walls, and cover head with hands and arms. This must be done orderly and quietly. Classes in portable buildings should move quickly to an interior hallway.

LOCKDOWN

If a situation arises that is deemed unsafe, an announcement for a (lockdown) will be made. Teachers are to immediately lock the classroom door. Students are to remain in the classroom and move away from the view of the door window and outside window.

STUDENTS MUST REMAIN QUIET AND REMAIN IN THE ROOM.

EVACUATION

If it becomes necessary to evacuate the building or district, an announcement will be made. Students and teachers are to move quickly and quietly to their assigned departure sites. Do not stop at lockers. Students should leave backpacks in class, but may take purses.

APPENDIX

Dress and Grooming

Student Dress Code

The district's dress code is established to teach grooming and hygiene, prevent disruption in the buildings and classrooms, and minimize safety hazards to the students. Students and parents may determine a student's personal dress and grooming standards provided that they comply with the guidelines listed on the district website.

Because adults serve as role models for children, SRISD expects adults to dress appropriately when attending school functions or school sponsored activities.

**All school personnel have the responsibility of monitoring student dress at all times.
Final decisions on the appropriateness of school dress rest with the campus administration.**

Faculty Dress Code

Men

Hair must not come down past the top of the shirt collar and the ear lobe must be visible. The hair in the front must be above the eyebrows.

Facial Hair: Hair must be clean and well groomed.

Collared shirts unless otherwise specified in other sections of dress code (i.e. College Day, Jean Friday).

Slacks or Khakis. No shorts or “blue” denim jeans.

Closed toe shoes.

Women

All tops should provide full coverage (no visible cleavage).

Slacks, Capri (Capri pants should reach past the knee).

Dresses and skirts should be no shorter than 3 inches from the top of the knee.

Shoes with heel, wedge, platform or back strap are acceptable. Rubber shoes/flip flops are not acceptable. (If you can wear them in the shower, don't wear them to school.)

All Staff

Tattoos must be covered at all times.

Visible body piercings (including spacers) must be removed other than in the ears of women.

Hats may be worn in designated areas only.

College Day: First Wednesday of each month is designated “College Day”. Staff may wear jeans if they wear a top (t-shirt, sweatshirt, collared shirt) representing the college of their choice.

Staff may wear jeans on Fridays if accompanied by a collared shirt or Scurry-Rosser spirit t-shirt.

APPENDIX Board Policies

Alcohol and Drug-Abuse Prevention

Policies DH, DI

Scurry-Rosser 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:

Alcohol and drug abuse in DH (Local) and DI (Exhibit)

Policy On Line www.scurry-rosser.com

Searches and Alcohol and Drug Testing

Policy DHE

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to their Department Head/Campus Principal. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and may be found at **policy FFI (Local)**

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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.

Employees who believe they have been discriminated against 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 employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation may be found at **policy DIA (Local)**

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

Policies DF Legal and FFH Local www.scurry-rosser.com

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Employees are also required to make a report if they have 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 or disabled person.

Reports to Child Protective Services can be made to the Texas Department of Family and Protective Service at **(512) 438-4800** or to the Texas Abuse Hotline **(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, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee 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 report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse 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 the Scurry-Rosser ISD District Improvement Plan. 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. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare 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 suspects 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 to law enforcement or to Child Protective Services (CPS).

Tobacco Use

Policies DH, FNCD GKA

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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.

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call "911" immediately.

Standards of Conduct

Policies DH,DI (Local)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District. An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or 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.

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)] A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

DRUG-FREE WORKPLACE NOTICE DI(EXHIBIT)

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and

· Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).
[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

SCURRY-ROSSER INDEPENDENT SCHOOL DISTRICT

Substitute Employee Letter of Commitment

I understand and consent to the responsibilities outlined in the Scurry-Rosser Independent School District District's substitute handbook. I also understand and agree that I will be held accountable for observing and adhering to the policies and procedures outlined therein. I understand that any employee who violates the policies and procedures of the substitute handbook may be subject to termination of employment.

I understand that, as a substitute teacher, I am not considered a full-time employee of the district nor am I guaranteed a minimum number of days I will be called to work. I understand that if I elect to enroll in the health coverage offered through TRS-ActiveCare I am responsible for the full premium for the plan I select.

Printed Name of Substitute Employee

Signature of Substitute Employee

Date Signed

