

ROCKSPRINGS ISD

SUBSTITUTE HANDBOOK

2022-2023



TABLE OF CONTENTS

Introduction and Notices	3
Acknowledgement Tear-Sheet	4
Employment Policies Delivery Options.....	5
Substitute User Agreement-District Network and Internet Resources	6
School Calendar 2022-2023	7
Board and Administration Information.....	8-9
Equal Opportunity Employer	9
Important Information About Your Employment in Rocksprings	10
Personnel Records.....	10
Pay Schedules	10
Job Description.....	11
Workday	13
Visitors to the Workplace.....	13
Safety.....	13
Standards of Conduct	13
Sexual Harassment/Inappropriate Conduct.....	14
Inappropriate Social Relationships with Students.....	14
Other Harassment.....	15
Tobacco Use.....	15
Alcohol and Drug Use	15
Weapons	16
Appropriate Language	16
Dress and Grooming Standards.....	16
Searches	16
Important Information about Working with Students in Rocksprings.....	17
Student Records and Confidentiality.....	17
Discipline/Student Supervision and Control	17
Emergency Procedures	17
Reporting Child Abuse or Neglect	18
Parent Relations.....	18
Student Attendance Accounting	18

Lesson Plans	19
Using Film/Movies in Class	19
Fund-Raising	19
Appendix	20
Signature Pages	22-25

INTRODUCTION AND NOTICES

Welcome—or welcome back—to Rocksprings ISD. The purpose of this Substitute Handbook is to inform you of important information about your employment in the district and about working with students of the Rocksprings ISD. This Handbook does not replace the school district’s board-adopted policy manual, which contains all the official policies that govern the operation of the district. This Handbook is not a “contract,” and we can make changes to it at any time.

Nothing in this Handbook supersedes or contradicts any district policy or changes any aspect of the employment relationship between you and the district or any terms and conditions of that relationship. All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the board of trustees or a written employment agreement authorized by the board of trustees or the superintendent.

The following vision statement and goals developed by the Board of Trustees will guide decision making and expenditures during the 2022-2023 school year.

VISION STATEMENT:

Rocksprings ISD envisions our students becoming productive, successful, self-reliant, life-long learners.

GOALS:

1. Provide strong leadership.
2. Hold district employees accountable for student performance.
3. Increase career and technical program offerings.
4. Create balance in offerings and opportunities for all students.
5. Provide students access and staff training on technology.
6. Develop district-wide parent involvement plan to enhance communication.
7. Provide consistent and effective discipline which contributes to student success for all.
8. Continue to effectively and efficiently manage the district’s resources.

We have tried to make this Handbook easy to read and understand. When we say “you” or “your,” we mean the substitute; when we say “we” or “our,” we mean the school district.

I acknowledge that I have received the Rocksprings ISD Substitute Handbook for the 2022-2023 school year and that I am responsible for reading, understanding, and complying with the procedures, guidelines, and requirements contained in this Handbook.

Substitute’s Name: _____
(Please Print)

Substitute’s Signature: _____

Date: _____

Please detach this section and return it to Human Resources. The following pages contain several notices about your rights and responsibilities. Please complete the forms at the end of this handbook and return it to the Human Resources department within 5 days after you receive this Handbook. We recommend that you keep a copy of your signed forms for your own records.

Personal Information Election

Texas Government Code, Section 552.024, states that “each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body relating to the person’s home address, home telephone number, or social security number, or that reveals whether the person has family members.”

Please indicate below whether you wish your home address, home telephone number, or information that reveals whether you have family members to be disclosed to the public by the school district. **We will not provide your social security number to any member of the public.**

I wish to allow public access to

- ☐ my home address;
- ☐ my home telephone number;
- ☐ information that reveals whether I have family members; or
- ☐ none of the items listed above.

Signature

Printed Name

Date

Employment Policies

The Rocksprings ISD publishes its entire policy manual on the district's website/posts its employment policies on the district's website. You also have the right to obtain a paper copy of the district's employment policies if you make a request for them. If you wish to receive a paper copy of employment policies, please sign below and submit this form to the principal so that the office will know how many sets of policies to prepare.

_____ I do not wish to receive a paper copy of the district's employment policies.

_____ I wish to receive a paper copy of the district's employment policies.

(Printed Name)

(Position)

(Signature)

(Date)

Substitute User Agreement—District Network and Internet Resources

I have read the Network and Internet Use policy [CQ (LOCAL)] included in this Handbook and understand the conditions for use of the network and Internet resources provided by the Rocksprings ISD for the purpose of promoting educational excellence and supporting instructional goals.

By my signature below, I agree that any use of the network and Internet under my user ID or account (if provided) will be consistent with that policy. **I understand that district employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy.** Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of the district's policy will be considered misconduct and a violation of the employee standards of conduct.

Substitute's Signature

Date

Substitute's Name, Printed

Campus



ROCKSPRINGS SCHOOL CALENDAR

Jul-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st six weeks = 32
2nd six weeks = 24
3rd six weeks = 24
4th six weeks = 29
5th six weeks = 33
6th six weeks = 31
School year = 173 (Staff = 187)
Color indicates start & end of each six weeks

Jan-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	SD	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	NT	6
7	SD	SD	SD	SD	SD	13
14	SD	SD	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WD – Work day, SD – Staff Development, NT – New Teacher
SCHOOL CLOSURE INFORMATION In the event that school is closed, please go to the school website at www.rockspringsisd.net or the Facebook page for more information.

Feb-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	SD	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Sep-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T--testing days *
December 6-16,
April 18 - April 28,
April 25 - May 5,
May 2 - May 12

Mar-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	BW	11
12	H	H	H	H	H	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	SD	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

G- Graduation
May 26

Apr-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	H	8
9	SD	11	12	13	14	15
16	*17	*18	*19	*20	*21	22
23/30	*24	*25	*26	*27	*28	29

Nov-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	SD	8	9	10	11	12
13	14	15	16	17	18	19
20	H	H	H	H	H	26
27	28	29	30			

Student Holidays - H
Sept. 5 - Labor Day
Nov. 21-25 - Thanksgiving
Dec. 19- Jan. 2 - Christmas Break
March 13-17 - Spring Break
4/7 - Good Friday, 5/29 - Memorial Day

May-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	*1	*2	*3	*4	*5	6
7	*8	*9	*10	*11	*12	13
14	15	16	17	18	BW	20
21	22	23	24	25	WD	27
28	29	30	31			

Dec-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	*6	*7	*8	*9	10
11	*12	*13	*14	*15	*16	17
18	H	H	H	H	H	24
25	H	H	H	H	H	31

The office will be closed 5/29/23 & during the week of July 3-7 th , 2023, and Fridays in June and July.

Full Days – 138 (470 min)
Early Release Days – 35 (375 min)
School Day – 7:45-3:35 pm
Early Release on Friday's – 2:00 pm

Minutes on the calendar – 78,080
Banked Minutes – 2,480

Bad Weather Days
March 10 th , May 19 th

June-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	*19	*20	*21	*22	23	24
25	26	27	28	29	30	

Board and Administration Information

The Board of Trustees meets regularly on the second Tuesday of each month at 7:00 p.m. at the Gilmer Memorial Library. All meetings are open to the public and employees are encouraged to attend if they have an interest in the topics for a particular meeting. Agendas will be posted no later than 72 hours at the central administrative office and on the district's website at www.rockspringsisd.net.

ROCKSPRINGS INDEPENDENT SCHOOL DISTRICT 2022-2023 SCHOOL BOARD OF TRUSTEES

President	Garrett Grooms
Vice-President	Katy Shanklin
Secretary	Dawn Rudasill
Board Member	Paco Ramirez
Board Member	D'andra Sifuentes
Board Member	Brady Hyde
Board Member	Sondee Moreno

RISD Administration

Superintendent

James Oliver

P.O. Box 157

Rocksprings, TX 78880

(830) 683-4137

Elementary Secretary

Sarah J. Cottle

P.O. Box 157

Rocksprings, TX 78880

(830)683-8116

Principal

Leslie K. Smith

P.O. Box 157

Rocksprings, TX 78880

(830) 683- 4135

Dean of Students

Charles Wright

P.O. Box 157

Rocksprings, TX 78880

(830) 683- 2140

High School Secretary

Norma Vasquez

P.O. Box 157

Rocksprings, TX 78880

(830)683 -4136

Librarian Director

Kristen Satterfield

P.O. Box 157

Rocksprings, TX 78880

(830)683-8130

HR/Superintendent Secretary

Patricia Flores

P.O. Box 157

Rocksprings, TX 78880

(830) 683-4137

Business Manager/Accounts Payable

Cecily Iselt

P.O. Box 157

Rocksprings, TX 78880

(830) 683-8110

Testing Coordinator

Kristin Shanklin

P. O. Box 157

Rocksprings, TX 78880

(830)683-8125

Cafeteria Supervisor

Rachel Rangel

P.O. Box 1 57

Rocksprings, TX 78880

(830) 683-8119

Maintenance Supervisor

Transportation Supervisor

Technology Support

Paul Meeks

David Chidester

Mario Gonzales

Equal Opportunity Employer

Rocksprings ISD is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, religion, national origin, age, disability, or status as a veteran.

The District's Title IX coordinator is James Oliver, (830) 683-4137, P.O. Box 157, Rocksprings, Texas 78880. Our ADA Coordinator is James Oliver, (830) 683-4137, P.O. Box 157, Rocksprings, Texas 78880. Employees with disabilities may contact the ADA coordinator or campus principal to initiate interactive reasonable accommodation plans when necessary or appropriate.

IMPORTANT INFORMATION ABOUT YOUR EMPLOYMENT IN ROCKSPRINGS ISD

Personnel Records We will maintain records about you at both the campus and central administrative offices. You have the responsibility to make sure that all required records, including your official service record, certificates, licenses, professional development records, and the like are submitted to the appropriate offices when requested. If you have a name or address change, you must notify us within five days. We will use the address and phone number on file to contact you with official communications, so it is critical that you keep these numbers up to date.

Under the Texas Public Information Act and because you are a public employee, **most of the records we have and keep related to your employment, including your salary, are available to anyone upon written request.** Employees may direct that their home addresses and telephone numbers not be released by completing the form, "Personal Information Election," at the beginning of this Handbook. Official written evaluations for teachers and administrators are confidential and will not be released. If we receive a request for copies of your personnel records, we will consult with the school's attorneys to determine which records must be released and will take the necessary steps under the Public Information Act to withhold records that are confidential.

Professional employees who obtain additional certification while employed with the District must provide copies of those certificates to the central office. If you agree to obtain additional certification at our request, you must submit transcripts and ExCET registration forms and test results related to that additional certification to the central office.

We will maintain the following personnel records at the central administrative offices.

Substitutes:

- Application
- References
- Criminal history record report
- Signed employee notices, including Drug-free Workplace
- Completed I-9 Form
- Completed W-4 Form

- Copy of social security card
- Notice of reasonable assurance (noncontract employees only)

Pay Scale Substitutes:

Substitute Teacher	Non Degreed	\$70.00 per day
	Certified/Degreed	\$85.00 per day
	More than 10 continuous days for an individual teacher:	
	Non Degreed	\$70.00
	Certified/Degreed	Daily rate based on state salary scale up to 15 years experience
	Cafeteria Sub	\$60.00 per day

Job Description- (Substitute Teacher)

Report to: Campus Principal

Primary Purpose:

Provide students with appropriate learning activities and experiences as prepared by the assigned teacher to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

GED High School Diploma

Special Knowledge/Skills:

Demonstrated competency in subject area assigned

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

Prefer at least one year of working with students

Major Responsibilities and Duties:

Instructional Strategies

1. Implement the teacher's lesson plans.
2. Use appropriate activities, materials, and equipment that reflect needs of students assigned.

Student Growth and Development

3. Help students improve study methods and habits.
4. Be a positive role model for students.

Classroom Management and Organization

5. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
6. Manage student behavior in accordance with Student Code of Conduct and student handbook.
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

8. Maintain a professional relationship with colleagues and students.
9. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

10. Keep informed of and comply with school regulations and policies for classroom teachers.

Supervisory Responsibilities:

None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

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

Approved by Principal

Date

Reviewed by Substitute

Date

Workday The work day is not the same as the instructional day. The work day for employees is:

- 7:30 a.m. to 4:00 p.m. for teachers (30 minute duty free lunch)
- 7:45 a.m. to 3:45 p.m. for instructional aides (30 minutes duty free lunch)
- 7:30 a.m. to 4:00 p.m. for office support staff
- 7:30 a.m. to 4:00 p.m. for central administration staff

If you wish to leave campus during the school day for any reason other than taking a duty-free lunch, you must receive permission from the principal or your direct supervisor and sign out in the office indicating the time and purpose for leaving campus and sign in when you return.

Visitors to the Workplace Any visitor for you during the working day must check in with the appropriate campus office to have their Driver's License scanned through the Raptor System in order to receive permission to go to your work site. Ordinarily we will not allow personal visitors to disrupt classroom instruction, so substitutes should inform potential visitors of the time scheduled for a conference period or lunch period. We will not allow frequent or lengthy visits by friends or family to interfere with your performance of your assigned duties.

Safety: We strive to maintain a safe and healthy work environment. All substitutes share the responsibility for helping to keep the workplace safe and to avoid injury to themselves or others. We will provide training from time-to-time for all employees on how to avoid accidents in the workplace. Violating safety standards pertinent to your assignment can result in disciplinary action. We remind you that you must report a job-related injury immediately to your principal so that the district can complete required reports under the workers' compensation statutes and rules.

We comply with the state Hazard Communication Act and maintain current lists of hazardous chemicals used in the district and current Material Safety Data Sheets. If you want or need this information, please contact the principal.

Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students, employees, or substitutes are least likely to be in the building or on the grounds.

Standards of Conduct: We expect all district employees to treat each other, students, and parents or other patrons of the district with common courtesy and respect at all times. We hold our students to a high standard of conduct, as expressed in the Student Code of Conduct, and we expect no less of our employees. All district employees serve as role models for our students and must conduct themselves at work and in public as honest, law-abiding citizens.

The Educators' Code of Ethics is included in the Appendix of the Handbook. By law, it applies to all district employees who hold a certificate issued by the State

Board of Educator Certification. By local policy, it applies to all employees in the district. You should read and be familiar with the standards and expectations expressed there because these are the standards and expectations we will impose on you.

If you are arrested for or convicted of a felony or any crime of moral turpitude, you must report that fact to Human Resources within 3 days. Offenses involving moral turpitude include without limitation theft or attempted theft of any kind, fraud of any kind, sexual offenses, any assaultive or violent offense, bribery, perjury, drug or alcohol offenses, offenses constituting abuse or neglect under the Texas Family Code, or any other offense contrary to justice, honesty, modesty, or good morals.

Sexual Harassment/Inappropriate Conduct We do not allow employees to engage in sexual harassment of other employees, students, parents, patrons, or vendors to the school. No district employee is permitted to have a sexual or romantic relationship with a student, regardless whether the student or parent welcomes or approves of the relationship.

Sexual harassment is any unwelcome conduct of any kind that is based on a person's sex or that would not occur but for the sex or gender of the person and that is so severe or pervasive that it deprives a person of the benefit of his or her job or education. Isolated incidents of inappropriate sexually charged conduct may not amount to sexual harassment, but they are still prohibited under our standards of conduct and should be reported to an administrator so that he or she can look into the situation.

We provide mandatory training periodically for all employees on how to recognize, prevent, and avoid sexual harassment.

If you believe you are the victim of sexual harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on sexual harassment and the process for bringing a complaint is included in the Appendix to this Handbook.

Inappropriate Social Relationships with Students School employees are always in the public eye, and the expectation is that they will always observe professional boundaries in their personal relationships with students. District policy also prohibits employees from having "inappropriate social relationships" with students. So there is no confusion or misunderstanding about the District's standards on this issue, the following interactions or communications with students will generally be considered an "inappropriate social relationship":

- Communications with students, whether by telephone, email, instant message, or text message at any time, unless the communication is directly related to your assigned duties and responsibilities, e.g., the student's homework, class or team activity, school club, or other school-sponsored activity
- Engaging in personal conversations with students about either the student's or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other

- Taking a student away from school during the school day without obtaining express permission of the student's parent or the principal
- Visiting students at their homes when a parent is not present or inviting a student to your home without prior express permission of the student's parent
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the parent's knowledge and permission
- Playing "favorites", e.g., allowing specific students to get away with conduct that is not permitted from other students

Other Harassment We also do not allow employees to harass each other or employees based on race, color, gender, national origin or ethnicity, religion, age, or disability.

Harassment on these bases includes physical, verbal, or nonverbal conduct when it is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with someone's work performance; creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects someone's employment opportunities.

If you always conduct yourself in the workplace with common courtesy and respect for your co-workers, harassment will never be a problem for you. You should be sensitive to the desires of your co-workers in making or displaying personal religious expressions in the workplace and should not engage in unwelcome religious discussions or proselytizing in the workplace.

If you believe you are the victim of harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on harassment and the process for bringing a complaint is included in the Appendix to this Handbook.

Tobacco Use We do not allow any use of any tobacco product on school property, indoors or outdoors, at any time by any person. This prohibition includes any tobacco use in a school-owned vehicle. Because you are a role model for students, we also prohibit you from using any tobacco product in the presence of students when you are serving in any school-related capacity. If you are a tobacco user, you must leave school property—with the permission of your supervisor—in order to smoke or otherwise use a tobacco product.

Alcohol and Drug Use You are prohibited from using or being under the influence of alcohol or any illegal drug or controlled substance at work or at any school-sponsored activity, whether you have an official role in that activity or not. If we have any reason to believe that you are under the influence of alcohol or drugs at school or while engaged in any school activity, we may transport you to a medical facility and require you to be tested, at our expense, to determine blood alcohol level or other relevant information.

We conduct pre-employment and random testing for drug and alcohol use for all transportation department employees and other employees in safety sensitive positions. If you are required to have a commercial driver's license or drive a school-owned vehicle as any part of your assigned duties and responsibilities, you will be subject to drug and alcohol testing. We are required to make a report to Texas Department of Public Safety if you test positive for alcohol or drugs, refuse to provide a specimen for testing, or provide an adulterated or diluted, or substitute specimen for testing. If you have questions about the details of the drug testing program for employees, talk to your supervisor and also see policy DHE (LEGAL) and (LOCAL).

You cannot provide alcohol or illegal or prohibited drugs to students and must not allow students to use alcohol or illegal drugs in your presence, at any time or place. You are also prohibited from providing any type of over-the-counter medication or dietary supplement to students. Only designated school employees may administer prescription medications or over-the-counter medications to students.

Weapons You cannot bring any firearm or any other prohibited weapon on school property unless you have written permission from the principal or superintendent. A list of prohibited weapons and their definitions is in the Code of Student Conduct and in board policy at FNCG (LEGAL).

Appropriate Language As a role model for students in the school setting, all substitutes are expected to refrain from using profanity or vulgar language, both in the presence of students and to each other.

Dress and Grooming Standards You must maintain a clean, neat, modest, professional appearance at school and school activities. Food service and maintenance/custodial employees may be required to comply with specific dress and grooming standards for health and safety reasons. Your supervisor will provide more detailed information about these requirements.

Searches We can search you, your work area, your vehicle on school property, or your other possessions or property at school with or without your consent if we have a reasonable basis to believe that the search will turn up evidence of work-related misconduct. Any search we conduct will be reasonably related in scope to the circumstances that justified the search in the first place.

IMPORTANT INFORMATION ABOUT WORKING WITH STUDENTS IN ROCKSPRINGS ISD

Much of the information in this section of the Handbook applies primarily to teachers and other professional employees working directly with students on a daily basis. Some of the information, however, applies to all employees. We will use the term “employees” when we mean everyone and “teachers” when we mean professionals. We will also continue to use “you” and “your” as appropriate.

Student Records and Confidentiality: Education records and information maintained about students that is related to their education are confidential under federal law. You will often learn personal information about your students and their families in the course of your work for the district. You must not discuss students or their families—their conduct, their academic achievement or academic failings, or personal information—with anyone unless you need to share the information with another employee or someone working with the school district for a reason related to the child’s education.

Discipline/Student Supervision and Control: The board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. You will receive a copy of the Code and must be familiar with the rules of conduct. Each employee has the responsibility to be mindful of student conduct at all times and to intervene if students are harming each other or school property. In other situations, if you observe student misconduct, promptly inform the principal or assistant principal. In most circumstances, only professional employees will actually impose or administer disciplinary consequences. Employees can use reasonable restraint of students to prevent injury to the student or other students or employees, or to prevent property damage. However, students with disabilities can be restrained only in emergency situations.

Classroom teachers have the authority and responsibility to develop and communicate rules for classroom behavior. We expect you to handle minor disturbances in the classroom through these rules. However, if a student engages in classroom conduct that violates the Code of Conduct, complete a discipline referral form and send the student to the office.

Any employee who observes students acting in any way that could be construed as harassment or bullying under the code of conduct must promptly report the conduct to the principal and should intervene to correct or stop the conduct when possible. If you reasonably believe the conduct is sexual abuse of a child, then you must also make the required report to Child Protective Services or local law enforcement.

Classroom teachers should not leave students unattended at any time and must not leave them unattended for more than a minute or two in an emergency. This rule is particularly important at the elementary grades, but also applies at the secondary grades. If you must leave your classroom during instruction because of an emergency, inform the office so that we can make arrangements to have an adult present in the classroom while you are gone.

Emergency Procedures: We have developed a district-wide plan for use in case of dangerous weather or other emergency or crisis situations. This plan is to be posted at each campus office. You must be familiar with these procedures and follow them. Your calm demeanor and confidence in dealing with an emergency or crisis situation at school will help your students remain calm so that they can respond as needed. We will conduct emergency procedure exercises periodically—some announced to staff, some unannounced.

In situations where weather conditions may interfere with the school schedule, listen to Junction Radio Station 93.5, watch KENS-5, or check the district's website. The superintendent will make all decisions regarding the necessity for an early release, delay start time, or school closure because of the weather. The superintendent will also send out a phone message through our School Reach Program.

Reporting Child Abuse or Neglect: We provide annual training to all staff on recognizing the signs of child abuse or neglect. All employees have a legal duty to make a report to local law enforcement or to Child Protective Services if they have reason to believe that a child has been or may be abused or neglected. A report that a parent or other person responsible for the care, custody, or welfare of a child may have abused or neglected the child must be reported to Child Protective Services. Professionals and paraprofessionals who hold an aide certificate have a legal duty to make this report orally within 48 hours and to follow that with a written report. You have not fulfilled this duty if you simply make a report to your supervisor. While we want you to inform the principal if you believe a report is required, you must still make the report yourself. If you are not certain whether you have observed child abuse or neglect, you should err on the side of reporting. Professionals can receive sanctions against their certificates and any person can face criminal charges for knowingly failing to make a report of known or suspected child abuse or neglect. Your identity will be protected when you make a good faith report.

Child Abuse Reporting Hotline: 1-800-252-5400

Edwards County Sheriff: 1-830-683-4104 or 1-830-683-5110

Parent Relations: We generally encourage parents to visit their children's classroom occasionally, but parents must make prior arrangements with you and you need to let us know in advance. Parents or other visitors must always check in at the principal's office and receive a Visitor's Pass. Do not allow parents to come directly to your room to pick up a child unless you have received prior specific authorization from the principal.

Only materials that have been approved by the principal can be sent home with students in their backpacks or otherwise.

Student Attendance Accounting: We rely on accurate student attendance accounting for state funding and for determining one of the school's ratings under the Academic Excellence Indicator System. You must complete daily attendance records for each class. Students will be tardy if they arrive after 8:00 a.m.

The official attendance count for the day is taken at 8:40 a.m. – 8:50 a.m. during 2nd period.

Accurate record keeping is also necessary because of the attendance for credit law, which requires that students be present for 90% of the days class is taught in order to get credit for the class. The campus attendance committee ultimately determines whether credit will be granted for a student with excessive absences.

Lesson Plans: All substitutes must follow lesson plans prepared by teacher. The lesson plans provided indicates the plan of instruction for each class period.

Using Film/Movies in Class: Movies can be used effectively for instruction in many courses but must never be used in the classroom as a reward or for entertainment.

Before you show a movie to a class, however, you must discuss the activity with your principal, including how the movie is related to the TEKS for the class or subject. Movies should always be age-appropriate for the students in the class. As a general rule, R-rated movies will not be used in the classroom. However, with principal permission, specific notice to parents, and specific parent permission, R-rated films may be shown to high school students when they are determined to be of significant instructional value. You must plan an alternate instructional activity that will accomplish the same instructional goals for students who do not have parent permission to view the film.

Fund-Raising: Instructional time is not to be used to administer or facilitate fund-raising efforts of student or other organizations.

You cannot keep funds collected from students for any purpose in your classroom or at your home.

APPENDIX

Board Policies CQ (LEGAL), (LOCAL), (EXHIBIT): Network and Internet Use

<http://pol.tasb.org/Policy/Code/422?filter=CQ>

Educators' Code of Ethics

Board Policies DIA (LEGAL) and (LOCAL): Freedom from Harassment

<http://pol.tasb.org/Policy/Code/422?filter=DIA>

Board Policies DPB (LOCAL): Personnel Positions, Substitute, Temporary, and Part-Time Positions

<http://pol.tasb.org/Policy/Code/422?filter=DPB>

Board Policies EFE (LEGAL), (LOCAL) (EXHIBIT): Copyrighted Materials

<http://pol.tasb.org/Policy/Code/422?filter=CY>

ACKNOWLEDGEMENT FORM

I _____ acknowledge that I have received the
_____ Substitute Handbook for the 2022-2023 school year
and that I am responsible for reading, understanding, and complying with
the procedures, guidelines, and requirements contained in this Handbook.

Employee's Name:

(Please Print)
Employee's Signature:

Campus Assigned:

Date: _____

Sign & Return to HR- Patty Flores

Date

Personal Information Election

The Public Information Act allows employees, public officials, and former employees and officials to elect whether to keep certain information about them confidential. *See* Tex. Gov't Code § 552.024 (a). Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

Please note that any official's business or communications made in your official capacity are subject to the Public Information Act, regardless of the medium of communication.

This form should be completed and signed by the employee no later than the 14th day after the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.

(Print) Name
ALLOW PUBLIC ACCESS?

	YES	NO
Home Address		
Home Telephone Number		
Personal Cell Phone Number (if not paid for by the district)		
Information that reveals whether you have family members		
Emergency Contact Information		
Personal E-mail Address		

If you are an elected official, please make the additional election below. The Social Security numbers of employees are never released, so this election is only necessary for board members.

Social Security Number		
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_____/_____
Signature Date

Employment Policies

The Rocksprings ISD publishes its entire policy manual on the district's website/posts employment policies on the district's website. You also have the right to obtain a paper copy of the district's employment policies if you make a request for them. If you wish to receive a paper copy of employment policies, please sign below and submit this form to the principal so that the office will know how many sets of policies to prepare.

I wish to receive a paper copy of the district's employment policies.

(Printed Name)

(Position)

(Signature)

(Date)

Sign & Return to HR- Patty Flores

Employee User Agreement—District Network and Internet Resources

I have read the Network and Internet Use policy [CQ (LOCAL)] included in this Handbook and understand the conditions for use of the network and Internet resources provided by the Rocksprings ISD for the purpose of promoting educational excellence and supporting instructional goals.

By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with that policy. **I understand that district employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy.** Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of the district's policy will be considered misconduct and a violation of the employee standards of conduct.

Employee's Signature

Date

Employee's Name, Printed

Campus

Sign & Return to HR- Patty Flores