

# **Academy Independent School District**



## **Substitute Handbook**

# Welcome to Academy ISD

There is no  
substitute for a  
great substitute.  
Thank you to  
all substitute  
teachers out  
there, we're  
grateful for  
your service.

coolcatteacher

**Billy Harlan, Superintendent**



# Academy Independent School District

704 E. Main St., Little River-Academy, TX 76554

254.982.4304

## **Board of Trustees**

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## **Superintendent Of Schools**

**Billy Harlan**



## A Message from the Superintendent

Thank you in advance for your time to serve the students and staff of Academy ISD as a substitute teacher. It is our hope that you have a positive experience while providing this integral role in our classrooms. With your help, we are able to provide our teachers with the ability to be away from the classroom while trusting that their students' instructional needs are still being met.

Best Regards,

***Billy Harlan***

Superintendent of Schools



## A Message from Human Resources

Substitute teachers are a vital part of the Academy ISD teaching family, providing consistency in instruction for our students when teachers are out of the classroom. We want students to come to school each day knowing they will be in a safe, challenging environment which will enable them to thrive and achieve their personal best. Your commitment to instructional excellence is valued and appreciated.

Please contact us in the HR office at 254.982.4304 if we may be of assistance to you. We enjoy hearing from you and encourage you to provide productive feedback!

Sincerely,

Logan Chaney, Executive Director of Administration

# **SUBSTITUTE**

**Job Description  
Work/School  
Calendar Payroll  
School Report  
Times**

# **INFORMATION**

**Job Title:** Substitute Teacher/Paraprofessional

**Wage/Hour Status:** Exempt

**Reports To:** Principal

**Pay Grade:**

**Dept.** Assigned

**Date**

**/School:**

**Revised:**

### **Primary Purpose:**

Enables students to continue their education with minimal interruption in the absence of the regular classroom teacher

### **Qualifications:**

High School diploma or equivalent

Completion of the Academy ISD Substitute Orientation Process

Have the interpersonal skills to work well with children, parents and school staff

### **Major Responsibilities and Duties:**

1. Reports to the building principal [school secretary] upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains effective classroom management and supports building wide standards and policies for safety and health.
4. Teaches the lesson outlined and described in the lesson plans as prepared by the absent teacher.
5. Assumes responsibility for overseeing pupil behavior in class and during teacher assigned locations and times.
6. Completes a summary of work completed at the end of each teaching day and leaves it for the regular classroom teacher.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
8. Maintains required inventory, equipment and records.
9. Performs building duties as assigned by the principal.
10. Other duties as assigned.

### **Terms of Employment:**

On a daily basis as called. Salary is to be established by the Board.

### **Supervisory Responsibilities:**

This job requires supervision of the classroom and students.

## **Physical Demands:**

Moderate physical activity, which includes standing, stooping, bending, lifting, walking and moving small stacks of books and other classroom equipment

Ability to see within normal parameters

Ability to hear within normal parameters

May have biological exposure to bacteria and communicable diseases

## **Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate (verbal and written)

Ability to instruct

Ability to maintain emotional control under stress

Ability to make rational and quick decisions

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **Evaluation:**

The Superintendent or designee shall have authority to remove a substitute teacher's name from the list.

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



## 2023-2024 ACADEMY ISD 4-day Instructional Calendar - Board Approved 4/27/23

July 2023						
S	M	T	W	T	F	S
						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					
August 2023						
S	M	T	W	T	F	S
		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		
September 2023						
S	M	T	W	T	F	S
					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
October 2023						
S	M	T	W	T	F	S
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				
November 2023						
S	M	T	W	T	F	S
			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		
December 2023						
S	M	T	W	T	F	S
					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						

**ACADEMY ISD**  
704 E. Main St.  
254-982-4304  
Little River Academy, TX 76554

Aug 1 All Faculty/Staff First Day  
Aug 8 First Day of School  
Sept 4 Labor Day  
Oct 27 Parent Conf (PK-5) / Prof Dev (6-12)  
Nov 20 - 24 Thanksgiving Break  
Dec 22 - Jan 5 Winter Break  
Jan 15 MLK Day  
Mar 11 - 15 Spring Break  
May 23 Last Day of School  
May 25? AHS Graduation  
June 3 - 27 Summer School  
STAAR Testing Windows: Dec 5 - 15; April 9 - May 3

[www.academyisd.net](http://www.academyisd.net)  
ECC/AES 7:40 a.m. - 3:40 p.m.  
AMS/AHS 7:50 a.m. - 3:50 p.m.

Professional Development  
ECC/AES Parent Confs/Prof Dev  
Flex Day  
Graduation  
AISD Closed  
Nine Weeks begins  
Nine Weeks ends  
Bee Camp (20 days)



January 2024						
S	M	T	W	T	F	S
	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			

February 2024						
S	M	T	W	T	F	S
				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		

March 2024						
S	M	T	W	T	F	S
					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						

April 2024						
S	M	T	W	T	F	S
	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				

May 2024						
S	M	T	W	T	F	S
			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	

June 2024						
S	M	T	W	T	F	S
						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						

### # of Days/Minutes

Total Faculty/Staff Workdays	170
Total Instructional Days	158
Total Instructional Minutes	75,840
Required Minutes	75,600
Banked Minutes	240

### 1st Semester Instructional Days

38 days	1st Nine Weeks
40 days	2nd Nine Weeks
1st Sem 480 mins x 78 days = 37,440	

### 2nd Semester Instructional Days

35 days	3rd Nine Weeks
45 days	4th Nine Weeks
2nd Sem 480 mins x 80 days = 38,400	

## Substitute Pay

### **Professional Assignments (Teachers)**

Daily Rate (Full Day)

\$80.00	Degreed (Bachelors or Higher)
\$70.00	Non Degreed
\$100.00	Long Term

## \*Long Term Teacher Substitute

The district goal is to fill all Long Term Teacher assignments with current teacher substitutes who are fully certified in the assigned subject area. Available positions are posted in Frontline and applicants must submit an updated resume to the Principal's contact information listed for the assignment.

Long Term Teacher, Substitute eligibility, is based on appropriately qualified status, in the grade/subject area of the teaching assignment. All Long Term Teacher Substitutes must be approved by HR. Long Term Teacher Substitute Assignments can be revoked or revised based on campus concerns regarding substitute performance and/or student need.

## Automatic Deposit

Direct deposit is required for substitutes to remain active in the substitute system. **If you change your banking information, you will need to personally notify the PAYROLL Department immediately in order for your payroll check to process accurately and timely.** Direct deposit is required for substitutes to remain active in the substitute system.

## Pay Dates

Payday is the 16th of each month.

## Job Availability

While we understand that substitutes are "At Will" Employees, the expectation is that substitutes are hired to pick up assignments. In order to maintain an accurate list of substitutes available for work in the district. AISD deactivates and purges individuals who are not actively working from the substitute roster at the end of each school year.

## 2023-2024 School Schedule and Substitute Reporting Times

**\*AISD Professional Substitutes** are to report 25 minutes before the start of the school day and remain 15 minutes after.

**\*AISD Paraprofessional Substitutes** are to report 25 minutes before the start of the school day and may leave at the same time as the students.

Campus:

Early Childhood Center (PK-K) - 7:40am - 3:40pm  
Elementary School (1st - 5th grade) - 7:40am - 3:40pm  
Middle School (6th-8th grade) - 7:50am - 3:50pm  
High School (9th - 12th grade) - 7:50am - 3:50pm

### Half Day Assignments

Any substitute can be hired for one-half (1/2) day at half the above stated daily rates. You're compensated work hours include 30 minutes before the instructional start time.

### Special Education Classroom Aide Positions

Substitutes are encouraged to accept assignments for both General and Special Education.

### Classroom Instruction

- The substitute should endeavor to preserve the regular routine of the classroom. She/he is to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with another teacher, team leader, and department chair or campus administration for assistance.
- 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 reasons for deactivation from the substitute system.
- 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 and equipment used by the substitute teacher are to be returned to the proper authority or location before the substitute leaves the campus.
- When individual students cause behavioral problems which are disruptive to the learning environment, the substitute teacher should refer those students to the campus administration with a discipline referral or note explaining the circumstances. NEVER administer corporal punishment or physical contact of any kind.
- The substitute should leave the regular teacher a brief summary of the day's activities by class period. The teacher needs to know what portion of the lesson each individual class was able to complete.

## Classroom Management

**Classroom management can be the most challenging aspect of a substitute's job. The following suggestions may be helpful to you.**

- 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.
- Use praise generously and show respect for students.
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for deactivation from Frontline (Substitute System).
- Vocabulary should be appropriate for the classroom.
- Remain calm and relaxed. Don't lose your cool.
- Monitor with movement

**Note:** The HR office works collaboratively with the campus administration to resolve concerns regarding substitute performance. Consequences resulting from subsequent investigations are under the direction of the office of Human Resources.

## Discrimination, Harassment and Retaliation

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner that encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive or otherwise inappropriate conduct. Such conduct is inappropriate and will not be tolerated. Substitutes receive training regarding Discrimination, Harassment and Retaliation during the substitute orientation.

## Professional Ethics

- The substitute has a professional responsibility even though he/she is not a contracted teacher.
- 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.
- The substitute is responsible for carrying out the lesson plans left by the teacher.
- 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.
- The substitute teacher 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 school staff.
- A substitute teacher is looked upon as a professional; therefore he/she should exercise discretion and good judgment in their choice of apparel and conversation.

### Common Causes for Removal from the AISD Substitute System

**Unprofessional conduct on the campus or in the classroom include, but are not limited to:**

- Not following the teachers' lesson plans/instructions
- Frequently canceling or being late to assignments
- Inappropriate use of technology devices
- Poor classroom management skills
- Not canceling an assignment properly
- Making inappropriate verbal comments (to students or staff)
- Embarrassing Students: academically, physically, mentally or emotionally
- Intimidating or frightening students
- Yelling or screaming or telling students to "shut-up"
- Making personal comments regarding sensitive subject matters (i.e. ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values, sexuality)
- Inappropriate physical contact such as horseplay, disciplinary measures, or sexual contact

- Sporadic work history (**not working the mandatory six assignments per every four month period**)
- Inappropriate dress (see substitute dress code)
- 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, misapplication of funds, fraud or organized crime
- Continued campus concerns and requests for campus block

## Substitute Discipline Management Plan

Campus concerns regarding substitute conduct or job performance are forwarded for review along with the documentation of the concern.

Documentation includes an overview of the concern along with the supporting statements from the substitute, teacher (s), staff or students as appropriate.

- Initial concerns are sent by the campus to the HR office via e-mail as soon possible (**preferably the same day as the concern**).
- Campus administration must **investigate** the incident and forward subsequent documentation in a timely manner.
- Once a concern has been raised; substitutes are **temporarily deactivated** from Frontline and notified to contact Kortney Moore, District Substitute Coordinator.

### **DCI: Deactivated for a Call-In**

DCI is a **Temporary Block**. We're waiting on you to call in.

**DCI does not mean you have been permanently removed.**

**Depending on the nature of the concern, the statements provided, the substitute input and the conference with the Substitute Coordinator, one of the following courses of action will take place:**

- The concern can be dismissed, and the substitute reinstated.
- The concern can be simply noted in the substitute file and the substitute reinstated to

full active status.

- The substitute can be given a warning and then reinstated to full active substitute status.
- The substitute can be blocked from the campus submitting the concern.
- The substitute can be blocked from an entire campus level (i.e. all high schools).
- The substitute can be blocked from **ALL AISD** campuses and removed from the active substitute list permanently.

## Best Interest Letter

Substitutes that are permanently deactivated from the substitute roster 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 Academy Independent School District.”** Please note that a Best Interest Letter can be sent at any time during the substitute application or employment process.

## Administering Medication to Students

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who is required to take medication during the school day must bring a written request from his/her parent and the medicine, in its original, properly labeled container. Only properly licensed, nurse substitutes working in the nurse’s office may dispense medication.

## Alcohol & Drugs

Academy 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.

## Assignment (Accepting)

Substitutes can accept assignments via the phone or internet in “Real Time” on a 24 hour basis. Once you have been processed into Frontline you will receive a Welcome Letter with your ID Number and PIN Number. The Welcome Letter will explain how to access Frontline. An overview of the Frontline procedures is included in the Frontline Quick Start Guide.

## Assignment (Canceling)

**Only the campus can cancel assignments.** There is no way for you to do this yourself in



Frontline, and the Substitute Office cannot cancel it for you.

- Verbally cancel an assignment in a timely manner.
  1. Call the Frontline Campus Contact (s) & follow up with a written email.
  2. If unable to reach the Campus Contact (s) call the main school line and speak to an office staff member, then follow up with an email to the Frontline Campus Contact.
- Email the Campus Frontline Contact (Not the HR Office)
  1. Note in the email when you called (date and time) and who you spoke with.
  2. Reiterate your reason for canceling.


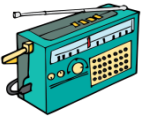
**Note: The email is to be sent in addition to the phone call. It does NOT replace the phone call.**

### **Bad Weather Days**

The closing of schools due to inclement weather is the decision of the district administration. The decision to cancel school will be made as early as possible and the radio and TV stations listed below will be notified. They, in turn, will announce the closure. The Frontline calendar will be closed for inclement weather after the district has made the official announcement.

Please **Do NOT call school offices or teachers** for such information.

In the event of inclement weather Academy ISD will announce school closing or delay using the media outlets below.

 TELEVISION STATIONS	 RADIO STATIONS
44 (FOX) KWKT-TV Fox 44	WACO-FM (100)
06 (NBC) KCEN-TV Ch 6	KWTX-fm (97.5)
25 (ABC) KXXV-TV Ch 25	KBRQ-FM (102.5)
10 (CBS) KWTX-TV Ch 10	KWTX-AM(1460)
	KWBT-FM (94.5)

### **Change of Address/Phone Number**

Once active employment status is completed, personal information (i.e., address, phone and email) can be updated by Substitutes via the AISD website Staff Resources page.

**All name changes must be completed in the Payroll Office.**



## Classroom Guidelines and Procedures

Substitutes can expect to find a Subfolder prepared by the classroom teacher outlining specific duties and responsibilities to govern the day. In the event that a Subfolder is missing or lesson plans/activities for the day are not identified, the substitute needs to notify the campus administration of the missing information and check with the department head, team leader or neighboring teacher for assistance.

## Computer Access and Use

Due to the confidential information that is contained on the teacher's computer, access to technology is limited for regular substitutes. Substitutes are not permitted to access district employee's computers unless the teacher leaves instruction to use technology in their Lesson Plans. Failure to comply with the policy will result in the termination of substitute employment.

- Do not use any technology Passwords or ID's that were not assigned to you.

## Continuation of Employment

Academy ISD will afford substitute employees the opportunity to return for continuation of employment by attending a mandatory returning substitute orientation as well as signing a new Letter of Reasonable Assurance. This opportunity is available to all substitutes who have **performed their duties in an acceptable manner during the course of the year and have ended the year with an active status**

## Crisis Management

Each campus has a crisis management plan for emergencies. The plan includes procedure for emergencies such as fires, tornadoes, and other evacuations. These procedures are posted in each classroom. The substitute is responsible for familiarizing themselves with these procedures.

## Dietary Supplements

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance enhancing compounds to a student with whom the employee has contact as part of his or her school district duties.

## Dress Code

All substitutes shall maintain a neat, clean and professional appearance. Employees will follow the rules below:

## Daily professional standard for substitutes:

- No Shorts
- Pants are considered below the knee
- **No overalls or coveralls of any color**
- Skirt length for women shall be no shorter than five inches above the knee.
- No sweats or wind suits
- No leggings as pants (allowed if worn under appropriate length dress or extra-long shirt/sweater).
- Stirrup pants may be worn if sized appropriately.
- 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. Tops must cover the entire torso at all times, even in movement.
- Sleeveless shirts/tops must cover undergarments.
- Cleavage must be covered.
- Men shall wear collared or banded shirts.
- No T-shirts (see exception below)
- Shoes must be worn at all times.
- No house slippers
- No rubber or plastic flip-flops

## Dress Code Notes:

- Approved Long Term Substitutes may participate in any campus special dress code days. Substitutes in PE and Self-Contained Special Education classes may dress in attire that is appropriate for the unique classroom environment and activities for the learning process

## HIPAA Privacy

Individually identifiable health information that relates to an individual's past, present or future physical/mental health condition(s) to the provision of health care to that person is **confidential**.

Substitutes are expected to maintain confidentiality and limit disclosure to those individuals who have an "educational need to know."

## ID Badge

All substitutes are required to check in with the campus front office to obtain a "sub" badge. The ID badge must be worn to all assignments.

## Items Requiring School Approval

- Students are not excused to leave school under any circumstance without school approval.
- No written communication should be sent to parents without permission from the principal.

- Accidents involving students must be reported to the office immediately.
- Students cannot be kept after hours.

## **Academy ISD Social Media Guidelines**

Academy ISD supports the use of social media as a means to facilitate communication. The responsible use of social media by district employees can be both a beneficial and effective way to communicate with both parents and students alike. The following guide serves as AISD expectations for departments, classrooms, campuses, and organizations, and employees.

### **Authorization for a AISD Social Media Account:**

- Each social media account will be approved by a campus principal or non-campus department supervisor.
- Any existing sites or pages that represent Academy ISD are subject to review by campus and department administrators and may be amended or, when necessary, removed.

### **Social Media Content:**

- All AISD-authorized social media accounts must follow the District's Acceptable Use Policy, SBEC Code of Ethics, Board policy DH (LEGAL)(LOCAL)(EXHIBIT). Online behavior should reflect the same standards of what is published in the Academy Independent School District Employee Handbook.
- All content that is illegal, obscene, pornographic, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, inhospitable to a reasonable work environment, otherwise injurious or objectionable, violates law, policy, or these guidelines is unacceptable and may be removed.
- FERPA and District Directory Information limit the release of private student information. District employees are responsible for becoming familiar with the rules. Do not post an image/video/name of students whose parent has not agreed to the AISD Media Release Form.
- Respect copyright and fair use guidelines. See U.S. Copyright Office - Fair Use.

### **Employee and Account Administrator Responsibilities:**

- All AISD employees need to be aware of their responsibilities concerning their personal social media accounts and will be held accountable for content on their social media accounts.
- Be sure to include a disclaimer stating that the information is unofficial and representative of your views and opinions, and not necessarily the views and opinions of Academy ISD.

### **District Role:**

- Use of District logos must be requested and approved through the Business Office.
- The District does not endorse or take responsibility for content posted by third parties.
- The District does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos or images – including pictures of campus buildings.

## Parking on Campus

Substitutes at the high school level are required to have a parking permit for their vehicle prior to reporting to a job. There is no fee for a staff permit.

Clearance forms for obtaining the permit will be given to substitutes in the front office at the assigned campus.

## Resigning

Substitutes who wish to have their name **removed** from the Active Substitute List must send a notice or resignation letter to Billy Harlan, Superintendent. You will then be deactivated from the Master List, which will prevent you from receiving phone calls or accessing the system. You can resign by mail, email or fax. (See below)

By US Mail: Billy Harlan, 704 E. Main St., Little River Academy, TX 76554.  
By Email: Billy.harlan@academyisd.net

## Restart (Returning) Substitute Application Process

Substitutes who have performed their duties in an acceptable manner during the course of the year and have ended the year with an active status are eligible to return.

## Security

Principals are responsible for the security on their campus and are required to contact proper authorities should any problems arise on a school campus. Criminal history investigations are made on all employees and picture identification badges are supplied for substitutes processed by the AISD Technology Dept.

## Student Code of Conduct

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the Academy Independent School District. The behaviors are listed in Levels I, II, and III. When a student is found to have engaged in misconduct which may be classified into any of the three levels, that student will be subject to disciplinary action by the classroom teacher, assistant principal and/or principal. The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property/school transportation, at all school-sponsored events/activities, field trips, sporting events, assemblies, evening school-related activities, and when the actions affect the mission's or operations of AISD.

Substitutes are encouraged to review the Student Code of Conduct prior to reporting to work and familiarize themselves with campus guidelines and procedures.

## Substitute Feedback

An optional electronic evaluation process is available for both substitutes and teachers to complete. You may access the on-line feedback form from your Frontline home page following the completion of each assignment.

- Your feedback is sent to the Human Resource office for review.
- General Evaluations should not be used to report Campus Concerns. Please email Campus Concerns to the HR Office.

### **Workers Compensation**

All district employees, in accordance with laws of the State of Texas, are covered by the district's workers' compensation fund. Injuries occurring during the course and scope of the substitute's job duties are covered. In the event of an injury while on duty, the substitute must notify the campus nurse. An incident report will be completed at that time and forwarded to the Academy ISD Business Office. All substitutes will complete the Employee Acknowledgement of Workers' Compensation Network Form, which governs the Workers Compensation benefits, as part of their hiring packet.

**SUBSTITUTE**

DIRECTORIES  
RESOURCES  
&  
FAQ'S

**INFORMATION**

## Frequently Asked Questions

**1. What do I do if I have accepted an assignment but need to cancel?**

Frontline does not give the option to cancel an assignment after you have accepted it. Proper procedure to cancel an assignment is to call the Campus Frontline Contact and let them know the reason you must cancel. If you are unable to reach the Frontline Contact, then call the main school line and **SPEAK TO** an office staff member. Next, follow up with an email to the campus contact. The phone number and e-mail address for individuals is listed on the Frontline Campus Contact document located on the substitute webpage.

**2. How much notice should I give when I need to cancel an assignment?**

As soon as you know you cannot honor your commitment you should contact the campus. The longer you wait to cancel the harder it is for the campus to get someone to replace you. A delay in canceling can cause you to be blocked from that campus.

**3. What do I do if I am going to be late?**

Call the campus Frontline contact person (if unable to reach them, then call the school's main line and speak directly to an office staff member) as soon as you can to let them know you are on your way and why you are late.

**4. I created a Non-Work day in Frontline but now would like to work on that day. How do I delete it from the system?**

When you log into Frontline you will see your current month calendar as well as the next two months. Click on the day you have marked as a Non-work day. You will see a small trash can next to the non-work day information. Simply click on the trash can, confirm your section and it will be deleted. See the Frontline Quick Start Guide for more information.

**5. Is it really necessary to wear my substitute ID badge and Lanyard?**

Yes. All district employees are required to wear their ID badges and Lanyards at all times. This is a safety measure we have in place to show who we are and that we are current employees of the district. Failure to wear your badge to an assignment could result in you being dismissed without pay for the day.

**6. What do I do if I lose my badge?**

If you have lost your badge you will need to stop by the front office and report that the badge is missing. (There is a \$5.00 replacement fee).

**7. When is the best time to look for assignments?**

Frontline is in real time so assignments are posted and can be accepted 24 hours a day, 7 days a week. Note: Substitutes can see an assignment up to 7 days in advance.

**8. Why can't I log into Frontline?**

If you cannot log into Frontline, after you have been activated into the system, please call the Sub Coordinator. There may be a technical problem, or you may have been deactivated for a call in. Deactivation occurs when someone at the campus brings a concern to our attention that affects you and we need to speak with you before you pick up any more assignments. All Frontline related issues should be directed to the Substitute Coordinator.

**9. What do I do if I need to use the technology in the classroom?**

Do not use other employees' passwords. If the teacher leaves instructions to use technology, use your Personal Login and Password to activate the system and follow the Lesson Plan as indicated.

**10. What if the teacher leaves her Technology access codes for me to use?**

Teachers are not permitted to share their access codes. Substitutes are to utilize their own User ID and Password to access Technology, and fulfill the requirements of the assignment.

**11. Can I leave campus for lunch?**

Yes, subs are entitled to a 30 minute lunch and must be in the classroom at the beginning of the period following lunch. If you do leave you must check out and leave your classroom key in the office and check back in when you return.

**12. Will I be given a conference period?**

Substitutes are not guaranteed a conference period. The conference period is not an off period/block. This time is set aside for teachers to create lesson plans, set up conferences, return parent phone calls or complete 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 substitutes on that day.

**13. How and when do we get paid?**

The pay schedule is posted in this handbook as well as online.

**14. What do I do if I have a problem or concern about a campus or assignment?**

Please contact Logan Chaney in the in Central Office as soon as you can (preferably the same day) so the problem can be investigated and resolved.

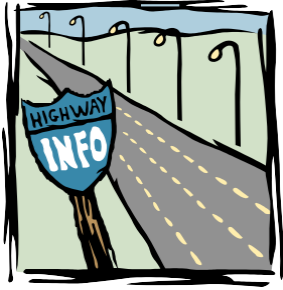
**15. How often do I have to work to avoid being deactivated for inactivity and how do I get back on the active list?**

You must work a minimum of 6 assignments per every 4 months. A sporadic work history can result in deactivation. Substitutes are asked to work a minimum of eight assignments per semester. Contact the HR Specialist for a review of your status if you want to return following deactivation due to inactivity.

**16. What do I do if I no longer wish to substitute?**

Please submit in writing (or e-mail) to the HR Office a request to be removed from the substitute list.





# Substitute Resources

All things AISD:

AISD Website:

<https://www.academyisd.net/>

Frontline

[http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide\(English\).pdf](http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide(English).pdf)

# The Basics of Using and Managing Frontline

## Find and Accept Available Jobs

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266187-Finding-Available-Jobs?>

## Choose Preferred Schools

[http://help1.frontlinek12.com/customer/portal/articles/1495503-choosing-your-preferred-schools?b\\_id=3220](http://help1.frontlinek12.com/customer/portal/articles/1495503-choosing-your-preferred-schools?b_id=3220)

## Adjust Times you receive calls from Frontline

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384928-Setting-and-Changing-Call-Times?>

## Viewing and Managing Scheduled Jobs

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266167-Viewing-and-Managing-Scheduled-Jobs?>

## Viewing Job History

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266207-Viewing-Job-History?>

## Turning Off Reduced Calling

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003385028-Turning-Off-Reduced-Calling-Mode?>

## Additional Resources:



**ProTeacher!** Substitute **teacher's** advice and tips for teaching in elementary classrooms resources  
<http://www.proteacher.com/020019.shtml>



Substitute Teaching-Tricks of the Trade-By: Mr. Sturgeon

A complete description of the good, the bad and the ugly of subs:  
[www.qnet.com/~rsturn/](http://www.qnet.com/~rsturn/)



The Discipline Help Website-provides substitutes access to information and assistance in dealing with a wide array of student misbehaviors in the classroom: [www.disciplinehelp.com](http://www.disciplinehelp.com)



The Utah State University Substitute Training Website -contains articles and resources for substitutes. There is also a self-assessment test one can take to test their readiness and effectiveness as a substitute teacher.  
[www.subed.usu.edu](http://www.subed.usu.edu)



Classroom Management for Substitutes Teachers  
By: S. Harold Collins



A Survival Kit for the Substitute and New Teacher: The Blue Print for Having a Successful Day  
By: Jennifer Gaither



Mastering the Art of Substituting - By: S. Harold Collins



Lifesavers for Substitutes – By: Mary McMillian



Substitute Teaching: A Handbook for Hassel-Free Subbing  
By: Barbara Pronin



The First Days of School – By: Harry & Rosemary T Wong

## **SCORE A FOUR!**

### **Four Ways to be Prepared**

- Arrive early
- Obtain needed administrative information
- Scout the classroom
- Locate needed teaching materials

### **Four Ways to Take Charge**

- Start the class decisively
- Take roll efficiently
- Give directions concisely
- Use a controlled voice

### **Four Ways to Clarify Expectations**

- Use a classroom discipline plan
- Give specific directions about desired behavior
- Give specific feedback about actual behavior
- Circulate frequently around the classroom

### **Four Ways to Communicate the Significance of Learning**

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of class



## HAVE YOU?

### **Check List for Substitutes**

1. \_\_\_\_\_ Reported to the office upon arrival?
2. \_\_\_\_\_ Asked about special activities going on that day?
3. \_\_\_\_\_ Reviewed all of the contents of the substitute folder?
4. \_\_\_\_\_ Looked for the emergency wall chart and evacuation maps?
5. \_\_\_\_\_ Prepared all the materials needed for the day?
6. \_\_\_\_\_ Wrote your name on the board?
7. \_\_\_\_\_ Introduce yourself to the neighboring teachers or department head?
8. \_\_\_\_\_ Turn off and put away your cell phone?
9. \_\_\_\_\_ Started class on time?
10. \_\_\_\_\_ Followed the teacher's lesson plans?
11. \_\_\_\_\_ Involved all the students in some way?
12. \_\_\_\_\_ Fulfilled the teacher's extra duties?
13. \_\_\_\_\_ Picked up the students' work?
14. \_\_\_\_\_ Left the room orderly, with items used returned to their proper place?
15. \_\_\_\_\_ Left a note for the teacher?
16. \_\_\_\_\_ Followed the ends of the day check out procedures?
17. \_\_\_\_\_ Take your classroom keys to the front office.



## Reminders

- Report to work **30 minutes** before the start of school.
- Always sign in at the beginning of the day and out at the end of the day in the front office.
  - Make sure your name is written legibly so there are no errors in your pay.
- **ALWAYS WEAR YOUR BADGE** – Substitutes are required to wear ID badges and Lanyard to all assignments.
- **DO NOT USE CELL PHONES IN CLASSROOMS OR HALLWAYS** - Turn them off during instructional time. This includes usage of Facebook, social media and web browsing.
- If you're going to accept an assignment late, or you will be late to an assignment, **call the campus** contacts, if unable to reach them, and then call the campus.
- If you need to cancel an assignment, **call the campus** contacts, if unable to reach them, then call the campus.
- No tobacco products/alcoholic beverages on campus.
- Do not leave campus without notifying the **Campus Substitute Coordinator**.
- Always follow the teacher's lesson Plan.
- Leave a note for the teacher – good or bad.
- Familiarize yourself with the department head or team leader; contact him/her with any questions/problems.
- **DO NOT USE** school computers, telephones, radios, electronic mail, internet access, VCR's, DVD's, etc., unless it is specified in writing by the teacher
- **DO NOT BRING YOUR OWN TECHNOLOGY**. Do not bring your own laptop or other technology devices