



# Substitute Handbook

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# **Introduction**

The purpose of this handbook is to provide information that will help with the questions and pave the way for a successful year. Not all district policies and procedures are included. The policies included have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Human Resources Office.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, substitute teachers may refer to the policy codes that are associated with the handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in the Superintendent's Office and are accessible directly from the Burleson ISD website at [www.burlesonisd.net](http://www.burlesonisd.net).

## **Our Mission**

The mission of the Burleson Independent School District, an innovative partnership with parents and community, is to prepare each student to be a responsible, contributing citizen, able to achieve maximum personal potential and embrace change by addressing individual student differences through exemplary curriculum, programs, and staff in a progressive and safe environment.

## **Our Beliefs**

Beliefs are the shared statements from our school district and community as to their fundamental convictions, values and character. We believe that...

- Every person has inherent worth.
- Every person is responsible for his or her attitudes and actions.
- The family plays a critical role in the development of the individual.
- Maximum effort is necessary for anyone to achieve full potential.
- Higher expectations produce greater results.
- Strong moral character is essential to the success of our community.
- Learning is a lifelong venture.
- Awareness and understanding of diversity strengthens the community.
- Society benefits when individuals contribute to the welfare of others.
- Belief in God gives meaning to life.
- A safe environment is essential to a sense of well-being and personal growth.
- Patriotism is essential to sustain our freedom, and democratic form of government.
- The quality of schools in a community is directly related to the quality of life in that community.

## **Our Strategic Parameters**

- We will not tolerate behavior that diminishes the dignity or self-worth of any individual or group.
- Site-based decisions will always be consistent with the strategic plan.
- New programs will only be accepted if they are consistent with the strategic plan, benefits clearly exceed cost, and they have provisions for adequate funding, staff development and program evaluation.
- No program or service will be retained unless benefits continue to justify costs and it is making an optimal contribution toward the mission of the strategic plan.
- Student performance on all state assessments will always exceed the state average.
- We will always operate in a fiscally responsible manner by balancing the educational needs of our students with our community's ability to pay.

## **Board of Trustees**

Shawn Minor, President  
Andy Pickens, Vice President  
Pat Worrell, Secretary

Michael Ancy  
Staci Eisner  
Beverly Volkman-Powell  
Ryan Richardson

## **Superintendent's Council**

Dr. Bret Jimerson	Superintendent
Jerry Hollingsworth	Assistant Superintendent of Educational Operations
Brenda Mize	Chief Financial Officer
Coby Kirkpatrick	Executive Director of Human Resources & Student Services
April Chiarelli	Executive Director of Learning
Cretia Basham	Executive Director of Instructional Leadership

# Aesop

## Substitute Placement System

### **When Aesop calls you**

The automated system will call during the following times:

Morning - 5:30 am – 11:59 am

Evening - 5:30 pm – 10:00 pm

*(Aesop does not call on Friday evening through Sunday evening.)*

When you answer the phone, say “Hello” and Aesop will present the following options:

**If you are interested in a job, Press 1**

Aesop will play you the School District Name and the School Name.

**Enter your PIN followed by the pound key (#)**

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press 1
- To hear the assignment again, Press 2
- To reject but allow additional Calls today, Press 3
- To reject this assignment and prevent additional calls today, Press 4

When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

**To prevent further calls today, Press 2**

**If you are unavailable, Press 3**

**To prevent Aesop from ever calling, Press 9**

If you select this option then Aesop will never call you again.

### **When you call Aesop**

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key (#)
3. Enter your PIN followed by the pound key (#)

Pressing the star key (\*) will always take you back one menu level anywhere in the phone system.

**To hear a list of available assignments, Press 1**

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press 1

- To hear the assignment again, Press 2
- To reject this assignment and not hear it again, Press 3
- To listen to the next assignment, Press 4
- To replay a bypassed assignment, Press 5
- To return to the Main Menu, Press 6

When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

#### To review or cancel your upcoming assignment, Press 2

- To review your assignments for the next 7 days, Press 3
- To return to the previous menu, Press \*

Aesop will now read off all the details of the assignment.

- To hear this again, Press 2
- To cancel this assignment, Press 3
- To listen to the next assignment, Press 4
- To return to the Main Menu, Press 6

#### To review or cancel a specific assignment, Press 3

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press 3
- To listen to the next assignment, Press 4
- To return to the Main Menu, Press 6

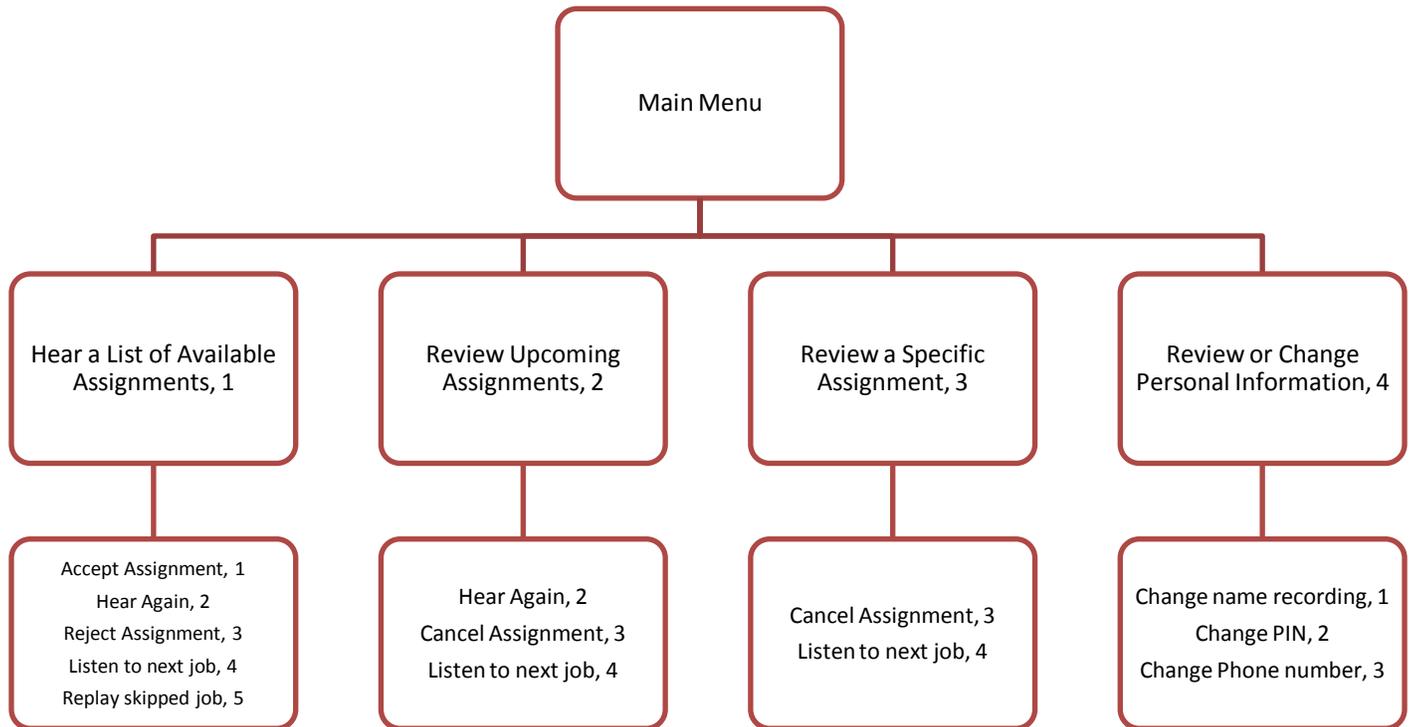
#### To review or change your Personal Information, Press 4

- To review or change your name recording, Press 1
- To change your PIN, Press 2
- To change your phone number, Press 3

### Special Things to Note

- The phone number that appears on Caller ID is: 1-800-942-3767
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say “hello” in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press 2 –To prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct PIN.

# Aesop Menu at a Glance



# **Substitute Responsibility**

## **Position Function**

The substitute teacher is responsible for managing an assigned classroom, carrying out the appropriate learning activities, and following the lesson plan developed by the classroom teacher of record in order to ensure student learning activities and experiences are not interrupted during the classroom teacher's absence.

## **Major Responsibilities**

1. Present the lesson plans and subject matter that fulfill requirements of the teacher of record's curriculum program in a manner that students understand.
2. Follow the teacher's lesson plans.
3. Study the schedule for the day regarding taking attendance, lunch, homeroom, assembly programs and read about other important information for that grade level or subject
4. Follow the teacher's instructions regarding the grading of student's work.
5. Meet other teachers in the area and ask for help when needed.
6. Become acquainted with the fire and safety drill regulations and assigned exits.
7. Become familiar with the teacher's classroom rules and regulations.
8. Serve as a positive role model for students.
9. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.
10. Establish and maintain efficient classroom management procedures and standards of student behavior.
11. Allow students to leave class or early only with official permission.
12. Refer any major disciplinary problems to the principal or other designated administrator.
13. Maintain all necessary and reasonable precautions to protect students, equipment, materials and facilities.
14. Maintain a cooperative and professional relationship with all colleagues, students and parents.
15. Maintain prompt and regular attendance for each substitute assignment.
16. Be flexible and adapt to our different kinds of instructional settings.
17. Performs all other tasks and duties assigned.
18. Leave the teacher a brief summary of each class and work completed, or not completed, as well as any other information that will be helpful.
19. Leave the classroom neat.

## **Reporting Instructions**

Upon arrival at the assigned school, the substitute teacher should report to the main office. The substitute will be given a substitute badge in exchange for his/her car keys. The badge must be returned to the office before the substitute leaves for the day. The substitute teacher may obtain instructions about the school routines, fire-drill regulations, lunch periods, and other aspects of the regular teacher's work.

**In order to get paid, the substitute must sign-in everyday in the office. Failure to sign –in will result in loss of pay for the day.**

At the end of the day, the substitute will report to the office to return the substitute badge and sign out for the day. The substitute needs to report any problems encountered in the assignment and receive any instructions the administration may have for the next day. The substitute teacher can return the "Report from Substitute Teacher" if the campus principal or designee has requested it.

## **Duties and Instructions for Substitute Teachers**

The substitute teacher should:

- Locate the substitute folder. The folder should contain the seating chart, classroom rules and consequences.
- Review the regular teacher's lesson plans, which are to be followed unless the principal states otherwise.
- Conduct classroom introductions and write your name on the board where every student in the room can see it.
- Greet the students at the door.
- Check the class roll to be sure that all students are accounted for and report absences to the designated office.

Prepare a short summary of what has been done during the regular teacher's absence.

All discipline cases that cannot be handled in the room, without damage to morale or undue loss of teaching time, are to be referred to the principal or assistant principal. Under no circumstances should a substitute teacher administer corporal punishment or grab a student.

Report all student injuries to the office immediately. Under no circumstances should a substitute teacher administer medicine internally or externally to a student.

Substitute teachers must report any personal injury while on the job to the main office immediately.

## **Work Hours**

School hours vary from campus to campus. The starting times can range from 7:15 am -8:30 am. Refer to the school listing in this handbook for specific times. The substitute must report to school on time and remain on the campus until the end of the school day. Plan to arrive at least 15 minutes prior to the start time and at least 15 minutes after the dismissal bell or until released by the administrator/designee.

Substitutes are responsible for familiarizing themselves with the location of schools and their start times.

Substitute positions requiring more than four hours of duty will be compensated for a full day's pay. Any position requiring four hours or less will be compensated at ½ the daily rate. Having employed a substitute for a full day, a campus can assign you duties to fill a full day.

## **Late Calls**

In the event you receive a call later than 8:00 am you will be given credit for the full assignment if you arrive at school within one hour of the call, no later than 9:30 am.

## **Job Cancellations**

Substitute jobs can be canceled for a variety of reasons. It is the teacher/campus administrator's responsibility to cancel the job in Aesop.

As a substitute, there are four ways of knowing if a job has been canceled.

1. If you receive a call to work on a day that you had already accepted an assignment.
2. You will receive an email notification from Aesop.
3. You will receive a phone call from Aesop.
4. There will be a notification on your homepage of Aesop.

A good practice would be to check the system before leaving for your assignment.

## **Professionalism**

Substitute teachers should not make any comments to students or any campus personnel, which are degrading, demeaning or insulting.

Substitute teachers should not initiate physical contact with students or campus personnel: patting on the shoulder, hugging, pulling, grabbing, or pushing.

Do not hesitate to ask for immediate help from a neighboring teacher.

Do not leave your students unattended for any reason. It is not appropriate for a substitute teacher to leave students under the care of a teacher aide. Another teacher or administrator must supervise students.

Your assignment is to teach students and, if they are working on an assignment at their desk, you should be circulating among the students, helping them and monitoring their progress.

Substitute teachers should leave the room neat.

## **Professional Dress Code**

All faculty and staff maintain dress and grooming standards that are neat, clean and appropriate for the professional workplace. All will adhere to the following guidelines.

### **Slacks, Pants, Leggings, Shorts**

***Appropriate:*** Slacks/pants similar to Dockers and other makers of cotton and synthetic material pants; wool pants; dressy capris; leggings if top/blouse is no more than two inches above the knee.

***Inappropriate:*** Jeans; exercise, yoga, or sweatpants; coveralls; any pants too form fitting or low rise for free movement.

***\*Coaches must wear wind pants over when in the academic classroom.***

### **Skirts and Dresses**

***Appropriate:*** Dress and skirt length no shorter than three inches above the knee; casual dresses.

***Inappropriate:*** Short, tight skirts; mini-skirts; spaghetti strap or strapless dresses without a covering for shoulders.

### **Shirts, Tops, Blouses, Jackets**

***Appropriate:*** Casual shirts; dress shirts; sweaters; golf-style shirts; sleeveless tops that are four fingers wide across the shoulder; turtlenecks; suit or sport jackets.

***Inappropriate:*** Crew neck, Hanes style “undershirt” t-shirts; halter or tank tops; spaghetti strap tops; sleeveless tops with large armholes; sweatshirts; tube tops; low cut front or back tops; racer back tops; shirts that do NOT cover the torso completely’ even with movement; revealing or sheer tops.

### **Shoes and Footwear**

***Appropriate:*** Loafers; boots; flats; dress heels; open-toed sandals; clogs; mules; leather deck type shoes; neat, clean sneakers or conservative athletic walking shoes **as approved by administration or on jean days.**

***Inappropriate:*** Flip flops; shoes made of rubber (rubber sole shoes only, excluded); 5 toe, barefoot running shoes; house shoes.

## **Jewelry, Hair, Hats and Other items**

***Appropriate:*** Ear piercings; natural colors for hair, hair must be neat and clean.

***Inappropriate:*** Any visible piercings with the exception of the ears; unnatural hair color; hats or head coverings in the building at anytime; distracting or inappropriate tattoos.

**Jean Days:** **Jean for fundraisers or incentives as approved by the superintendent's office AND other discretionary days as designated by the superintendent.**  
*\*Jeans must be neat and clean with no frayed edges, no holes, no sagging. Jeans cannot be too low rise or too tight.\**

**Sprit Shirt Days:** **Sprit shirts may be worn no more than one day a week if designated by the principal.**

*Certain job assignments might allow for dress code lenience as determined by administration.*

**If you have any question as to whether or not your attire is appropriate, please do not wear it. The administration has the authority to determine any inappropriate dress for faculty and staff.**

## **Sexual Harassment**

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

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

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

## **Other Prohibited Harassment**

Harassment of a district employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

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

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

### **Reporting Procedures**

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a campus administrator. Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy. Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

### **Inclement Weather**

In the event of inclement weather, the substitute office will place a web alert notification on Aesop, the substitute placement system. Burleson ISD will report closing information to the following media outlets:

- NBC5 / KXAS - TV
- WFAA / News 8
- KDFW / Fox 4
- KTVT / CBS 11 TV
- 94.9 KLTY Radio
- WBAP News/Talk 820

### **Reporting Exceptional/Poor Performance**

Campus administrators may report exceptional and/or poor performance and choose which substitutes teach at their campus. When an administrator recognizes a substitute's exceptional and /or poor performance the administrator will:

1. Notify the Substitute Coordinator with all of his/her concerns.
2. Follow up the verbal request by completing a Substitute Evaluation Form.
3. Forward the copy to Human Resources for review.

### **Excluded from a Campus**

If you have been excluded from three campuses you will no longer be active on the substitute list.

## **Removal from Substitute List**

If for any reason your situation changes and you are no longer available to serve as a substitute for Burleson ISD, please provide written documentation to the District Substitute Office at the BISD Administration building in the Human Resource Department. This will prevent unnecessary calls to your home.

# **Teacher Responsibility**

## **Responsibility of the Regular Teacher**

Teachers must provide the following:

- Copies of textbooks, manuals and workbooks currently being used.
- Daily lesson plans in sufficient detail.
- Weekly time schedule of classes.
- A list of student names and a seating chart for each class.
- A list of students in various reading groups.
- A list of supervisory responsibilities such as days on duty at noon, recess, bus duty, hall duty, etc.
- Fire drill and other emergency procedures.
- Important or unusual information about any child (special schedules, health, medication, etc.)
- Forms for reporting attendance.
- A list of classroom rules and regulations.
- Special instructions as needed: grading, games, unusual activities.
- Notify the campus secretary by 2:00 pm if you will or will not be returning the next day so the same substitute can be retained.

Teachers must create a proper attitude toward the substitute teacher by:

- Refraining from criticism of a substitute's work in the presence of pupils. (If the substitute's work deserves criticism, the criticism should be registered with the principal.)
- Preparing the pupils for work with the substitute teacher and emphasizing that they should exhibit helpfulness, consideration, good manners and proper behavior.

Complete a "Substitute Evaluation" upon returning to work.

# **Principal/Designee Responsibility**

## **Responsibility of the Principal/Designee**

- Ensure that the absent teacher's lesson plans are complete and adequate.
- See that emergency drill charts, seating charts and all special arrangements are available to the substitute teacher.
- Give the substitute information about special duties, absence reports and bell schedules.
- Provide an escort to the classroom on the first day of an assignment, if needed.
- Introduce the substitute to a classroom teacher who can help, if necessary.
- Assist in locating keys, textbooks, grade books and folders which contain the information needed by the substitute teacher. Also, provide building information regarding lunchroom, restrooms, emergency exits and other building information.
- Give substitute information about handling the discipline in that school and information about any unique problems.
- Make sure substitute knows if he/she is needed for the next day.
- Evaluate the performance of substitute teachers.
- Recommend substitutes with outstanding service to the personnel office.

**IMPORTANT!** If you do not work within a two month period, you will be removed as a Burleson ISD substitute teacher. If you wish to substitute teach again, you will need to reapply. Rehire is based on past employment performance and at the discretion of the District Substitute Coordinator.

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Burleson ISD

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DH  
(local)

## **Employee Standards of Conduct**

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH (EXHIBIT)]

All District employees 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.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

### **VIOLATIONS OF STANDARDS OF CONDUCT**

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

### **ELECTRONIC MEDIA**

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

### **USE WITH STUDENTS**

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

### **PERSONAL USE**

An employee shall be held to the same professional standards in his or her 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.

## **SAFETY REQUIREMENTS**

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

## **HARASSMENT OR ABUSE**

Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

## **RELATIONSHIPS WITH STUDENTS**

Do not text, email or call students. Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

## **TOBACCO USE**

Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

## **ALCOHOL AND DRUGS**

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

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

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

## **EXCEPTIONS**

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

## **NOTICE**

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.

## **ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation;
  - Deliberate violence;
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
  - Acts constituting abuse under the Texas Family Code.

## **VIDEO / AUDIO MONITORING AND RECORDING**

Video/audio recording equipment shall be used for safety purposes on buses and in common areas on District campuses.

## **CUSTODY OF RECORDINGS**

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law.

## **POSSESSION OF TELECOMMUNICATIONS OR OTHER ELECTRONIC DEVICES**

Students shall not: Display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device when not being used in an educational format under the direct supervision and/or with the consent of a teacher or administrator as specified by campus policy and the District Acceptable Use Regulations.

## **Student Code of Conduct**

The Board shall adopt a Student Code of Conduct for the District, with the advice of its District-level committee. The Student Code of Conduct must contain all of the following:

1. Specify the circumstances, consistent with Education Code Chapter 37, Subchapter A, under which a student may be removed from a classroom, campus, or disciplinary alternative education program (DAEP).
2. Specify the conditions that authorize or require a principal or other appropriate administrator to transfer a student to DAEP.
3. Outline conditions under which a student may be suspended, as provided by Education Code 37.005 [see FOB], or expelled, as provided by Education Code 37.007 [see FOD].
4. Specify whether consideration is given, as a factor in suspension, removal to a DAEP, or expulsion, to:
  - a. Self-defense;
  - b. Intent or lack of intent at the time the student engaged in the conduct;
  - c. A student's disciplinary history; or
  - d. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
5. Provide guidelines for setting the length of removal to a DAEP or of expulsion. Except as provided by Education Code 37.007(e) (Gun-Free Schools Act [see FOD]), the District is not required to specify a minimum term of removal or expulsion.
6. Address the notification of the parent or guardian of a student's violation of the Student Code of Conduct that results in suspension, removal to a DAEP, or expulsion.
7. Prohibit bullying, harassment, and making hit lists and ensure that District employees enforce those prohibitions.

“Bullying” means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

- a. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

- b. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety.

“Hit list” means a list of people targeted to be harmed using:

- c. A firearm, as defined by Penal Code 46.01(3) [see FNCG];
- d. A knife, as defined by Penal Code 46.01(7) (any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument); or
- e. Any other object to be used with intent to cause bodily harm.

8. Provide, as appropriate for students at each grade level, methods, including options, for:

- a. Managing students in the classroom and on school grounds;
- b. Disciplining students; and
- c. Preventing and intervening in student discipline problems, including bullying, harassment, and making hit lists.

The methods adopted must provide that a student who is enrolled in a special education program under Education Code Chapter 29, Subchapter A, may not be disciplined for bullying, harassment, or making of hit lists until an admission, review, and dismissal (ARD) committee meeting has been held to review the conduct. [See FOF]

## **CHANGES IN SCOC**

Once the Student Code of Conduct is promulgated, any change or amendment shall be approved by the Board.

## **POSTING**

The Student Code of Conduct shall be posted and prominently displayed at each school campus or made available for review at the office of the campus principal.

*Education Code 37.001*

## **NOTICE TO PARENTS**

Each school year, the District shall provide parents with notice of and information regarding the Student Code of Conduct. *Education Code 37.001(d)*

## **NONCUSTODIAL PARENT**

A noncustodial parent may request in writing that, for the remainder of the school year in which the request is received, the District provide that parent with a copy of any written notification that is generally provided to a student’s parent or guardian, relating to student misconduct under Education Code 37.006 or 37.007. The District may not unreasonably deny the request. Notwithstanding this requirement, the District shall comply with any applicable court order of which the District has knowledge. *Education Code 37.0091(a)*

## **NO UNSUPERVISED SETTING**

Except for students who are suspended or expelled, no student may be placed in an unsupervised setting as a result of conduct for which a student may be placed in a DAEP. *Education Code 37.008(h)*

## **CONTINUATION OF DISCIPLINARY ACTION**

If the District takes disciplinary action against a student and the student subsequently enrolls in another district or school before the expiration of the period of disciplinary action, the district or school taking the disciplinary action shall provide to the district or school in which the student enrolls, at the same time other records of the student are provided, a copy of the order of disciplinary action.

“Disciplinary action” means a suspension, expulsion, placement in an alternative education program, or other limitation in enrollment eligibility of a student.

“District or school” includes an independent school district, a home-rule school district, a campus or campus program charter holder, or an open-enrollment charter school.

*Education Code 37.021*

## **OPPORTUNITY TO COMPLETE COURSES**

If a student is placed in in-school suspension or other alternative setting other than a DAEP, the District shall offer the student the opportunity to complete, before the beginning of the next school year, each course in which the student was enrolled at the time of removal. The District may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school.

*Education Code 37.021*

## **CORPORAL PUNISHMENT**

Reasonable corporal punishment is not prohibited in order to preserve an effective educational environment, free from disruption.

## **REASONABLE AND MODERATE**

Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and condition of the student, the type of instrument to be used, the amount of force to be used, and the part of the body to be struck shall be considered before administering any corporal punishment.

*Baker v. Owen, 395 F.Supp. 294 (M.D.N.C. 1975), aff'd, 423 US 907 (1975); Ingraham v. Wright, 430 US 651 (1977)*

## **MAINTAIN DISCIPLINE**

The use of force, but not deadly force, against a student is justified if the teacher or administrator is entrusted with the care, supervision, or administration of the student when, and to the degree the teacher or administrator reasonably believes the force is necessary, to further the purpose of education or to maintain discipline in a group. *Penal Code 9.62*

## **VIDEOTAPES AND RECORDINGS**

A District employee may, without consent of a child’s parent, make a videotape or recording of the child if the videotape or recording is to be used only for purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses. *Education Code 26.009(b)(1)* [See FNG]

## **REPORTS**

The District shall annually report to the Commissioner:

### **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAMS**

1. For each placement in DAEP:
  - a. Information identifying the student, including the student’s race, sex, and date of birth, that will enable TEA to compare placement data with information collected through other reports;
  - b. Information indicating whether the placement was based on:

- (1) Conduct violating the Student Code of Conduct;
  - (2) Conduct for which a student may be removed from class by a teacher [see FOA and the Student Code of Conduct];
  - (3) Conduct for which placement in a DAEP is required [see FOC and the Student Code of Conduct]; or
  - (4) Conduct occurring while a student was enrolled in another district and for which placement in a DAEP is permitted by Education Code 37.008(j);
- c. The number of full or partial days the student was assigned to the program and the number of full or partial days the student attended the program; and
  - d. The number of placements that were inconsistent with the guidelines on length of placement in the Student Code of Conduct.
2. For each expulsion:
- a. Information identifying the student, including the student's race, sex, and date of birth, that will enable TEA to compare placement data with information collected through other reports;
  - b. Information indicating whether the expulsion was based on:
    - (1) Conduct for which expulsion is required, including information specifically indicating whether a student was expelled for bringing a firearm to school; or
    - (2) Conduct for which expulsion is permitted;
  - c. The number of full or partial days the student was expelled; and
  - d. Information indicating whether:
    - (1) The student was placed in a juvenile justice alternative education program;
    - (2) The student was placed in a DAEP; or
    - (3) The student was not placed in a juvenile justice or other DAEP; and
  - e. The number of expulsions that were inconsistent with the guidelines on length of expulsion in the Student Code of Conduct.

*Education Code 37.020*

## **Subchapter B. Civil Immunity**

### **§ 22.051. Immunity From Liability for Professional Employees**

(a) A professional employee of a school district is not personally liable for any act that is incident to or within the scope of the duties of the employee's position of employment and that involves the exercise of judgment or discretion on the part of the employee, except in circumstances in which a professional employee uses excessive force in the discipline of students or negligence resulting in bodily injury to students.

(b) This section does not apply to the operation, use, or maintenance of any motor vehicle.

(c) In this section, "professional employee" includes:

(1) a superintendent, principal, teacher including a substitute teacher, supervisor, social worker, counselor, nurse, and teacher's aide;

(2) a student in an education preparation program participating in a field experience or internship;

(3) a school bus driver certified in accordance with standards and qualifications adopted by the Department of Public Safety; and

(4) any other person whose employment requires certification and the exercise of discretion.

Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995.

## **Burleson ISD Schools**

**Burleson High School**  
100 Elk Dr.  
Burleson, TX 76028

Substitute Contact: Linda Beauchamp  
Phone: 817-245-0000  
Hours: 8:30 am - 4:30 pm  
Parking: Park in the faculty parking lot on Elk Dr. at the front of the building. There are no reserved spaces.

**Centennial High School**  
505 Pleasant Manor  
Burleson, TX 76028

Substitute Contact: Kellye Meador  
Phone: 817-245-0250  
Hours: 8:30 am - 4:30 pm  
Parking: Park in the faculty parking lot. There are no reserved spaces.

**Crossroads Learning Center &  
Right Turn Discipline Center**  
505 Pleasant Manor  
Burleson, TX 76028

Substitute Contact: Thomas Hare  
Phone: 817-447-5890  
Hours: 7:00 am - 3:30 pm  
Parking: Park in the faculty parking lot. There are no reserved spaces.

**Hughes Middle School**  
316 SW Thomas Street  
Burleson, TX 76028

Substitute Contact: Kenna Clark  
Phone: 817-447-5750  
Hours: 8:15 am - 4:15 pm  
Parking: Park in the faculty parking lot on the north side of building, or on street in front of school. Please do not park in the front lot, numbered spots are reserved, the rest for parents.

**Nick Kerr Middle School**  
517 SW Johnson Avenue  
Burleson, TX 76028

Substitute Contact: Monica Williams  
Phone: 817-447-5810  
Hours: 8:15 am - 4:15 pm  
Parking: Park in the faculty parking lot on Johnson Ave, in front of the school. There are no reserved parking spaces.

**STEAM Middle School**  
900 Hillside Drive  
Burleson TX 76028

Substitute Contact: Tammy Vasquez  
Phone: 817-245-1503  
Hours: 8:15 am – 4:15 pm  
Parking: Park in the faculty parking lot

**The Academy at Nola Dunn**  
201 S. Dobson St  
Burleson, TX 76028

Substitute Contact: Mara Hoyler  
Phone: 817-447-5895  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty parking behind the school. There are no reserved spaces.

**Ann Brock Elementary**  
12000 Oak Grove Rd.  
Fort Worth, TX 760628

Substitute Contact: Deanette Sullivan  
Phone: 817-245-3800  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty parking lot. There are no reserved spaces.

**Bransom Elementary**  
820 S. Hurst Rd.  
Burleson, TX 76028

Substitute Contact: Kristina Villarreal  
Phone: 817-245-3600  
Hours: 7:30 am - 3:15 pm  
Parking: Park in faculty parking lot. There are no reserved parking spaces.

**Clinkscale Elementary**  
600 Blakely Street  
Burleson, TX 76028

Substitute Contact: Wendy Daughabaugh  
Phone: 817-245-3900  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty parking behind the school. There are no reserved parking spaces.

**Frazier Elementary**  
1125 Summercrest Blvd.  
Burleson, TX 76028

Substitute Contact: Ann Smith  
Phone: 817-245-3000  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty parking behind the school. There are no reserved parking spaces.

**Hajek Elementary**  
555 NE McAlister Rd.  
Burleson, TX 76028

Substitute Contact: Debbie Holderby  
Phone: 817-245-3700  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty parking lot. There are no reserved parking spaces.

**Mound Elementary**  
205 SW Thomas Street  
Burleson, TX 76028

Substitute Contact: Cynthia J. Johnson  
Phone: 817-245-3100  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty lot behind the school. There are no reserved parking spaces.

**Norwood Elementary**  
619 Evelyn Lane  
Burleson, TX 76028

Substitute Contact: Dana Larabell  
Phone: 817-245-3400  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty parking lot on the south side of the school. There are no reserved parking spaces.

**Stribling Elementary**  
1881 E. Renfro  
Burleson, TX 76028

Substitute Contact: Sara Ramsey  
Phone: 817-245-3500  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the faculty parking lot. There are no reserved parking spaces.

**Taylor Elementary**  
400 NE Alsbury Blvd.  
Burleson, TX

Substitute Contact: Dorinda McCoy  
Phone: 817-245-3200  
Hours: 7:30 am - 3:15 pm  
Parking: Park in the west and south faculty parking lots. There are no reserved parking spaces.

## Substitute Pay Schedule

The substitute pay schedule is set by the Board of Trustees.

<b>Position</b>	<b>Daily Rate</b>
Substitute Teacher – Certified	<b>\$80.00</b>
Substitute Teacher - Bachelors Degree	<b>\$75.00</b>
Substitute Teacher – High School Diploma / GED	<b>\$70.00</b>
Long Term Substitute Teacher – Certified; 31+ day assignment	<b>\$115.51</b>
Long Term Substitute Teacher – Bachelors Degree; 11-30 day assignment (Pay increased on 11 <sup>th</sup> day)	<b>Base + \$5.00/day</b>
Substitute Teacher – Bachelors Degree Required 31+ day assignment	<b>\$85.00</b>
Substitute Paraprofessional	<b>\$70.00</b>
Substitute Paraprofessional 11+ days (Pay increased on 11 <sup>th</sup> day)	<b>\$75.00</b>
Substitute Nurse – Registered Nurse	<b>\$100.00</b>
Substitute Nurse – Registered Nurse Field Trip requiring over night stay	Base pay + \$13.36 per hour for the overnight hours example( 3:45 pm – 7:45 am)

A substitute's gross pay will be for all days worked within each month's workday time period. Please refer to the payroll cut-off day/payday calendar found in this manual. Any day worked after the payroll cut-off date will be included on the next month's paycheck.

**It is the responsibility of the substitute to confirm their days worked in Aesop by the payroll cut-off date. Any adjustments made after the payroll cut-off will be processed on the next month's payroll.**

**Note:** You must have at least **90** college hours to substitute in a long-term assignment.

A substitute will be paid according to the payroll schedule found in this manual through Direct Deposit.

You will be able to print/view your paycheck through the Employee Access system through the BISD website at [www.burlesonisd.net](http://www.burlesonisd.net). If you would like a hardcopy of your pay stub you will be able to retrieve it from this site, the payroll department will not provide paper copies month to month.

As allowed by the IRS code Section 3121(b) (7) (F), the Burleson Independent School District will be using an Alternative Plan for your Social Security deductions. As a part-time employee of BISD, a 457(b) contract with Life Insurance Company of the Southwest (LSW) has been established for you through our Alternative Plan to Social Security. Under the Social Security Alternative Plan, about the same amount that was previously taken out of your paycheck to pay your Social Security taxes will be contributed to a 457(b) plan with LSW. A 457 (b) is a tax deferred way to invest for retirement using affixed guaranteed annuity.

**\*\*\*Attention\*\*\***

Effective 10/1/2014

New regulations implemented by the Affordable Care Act stipulate that all Substitutes are given the opportunity to work up to, but not more than 16 days per calendar month.

The ACA considers any part of a day to be a full day.

Situations requiring long-term substitutes will be processed on an individual basis.

It is the responsibility of the substitute to regulate and monitor the amount of days that you work in a calendar month. A calendar month is from the 1<sup>st</sup> day of the month to the last day of the month. Example... September 1<sup>st</sup> to September 30<sup>th</sup>.

A half day worked is considered one of the 16 calendar days for the month.

A substitute is not allowed to work more than the 16 days in a calendar month unless it is approved by the District Substitute Coordinator.

Situations requiring long-term substitutes will be processed on an individual basis.

