



Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

ARLINGTON ISD
SUBSTITUTE HANDBOOK
2020-2021

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WELCOME

Welcome—or welcome back—to the Arlington Independent School District. Thank you for being a part of our team and helping us serve our students and staff as a Substitute or Temporary Employee. Substitutes play a vital role in upholding the high standard of education in our school district by ensuring a continuous quality of instruction for all students when teachers are out of the classroom. As a substitute, you may experience new and challenging situations several times a day. You are expected to meet these challenges with personal dedication and a sincere conscious effort.

The purpose of this handbook is to inform you of important information about your employment in the district and about working with the students of the Arlington ISD. This handbook does not replace the school district’s board-adopted policy manual, which contains all the official policies that govern the operation of the school district. Substitutes are expected to abide by all district policies and procedures either in the Employee Handbook or in the District’s Board Policies.

The District’s Board Policies, Strategic Plan, and the Employee Handbook can be found on the District’s website at www.aisd.net.

Kimberly Brown

Coordinator- HR Substitute Services and Temporary Workforce

SubServices@aisd.net

Chanel Knox, Specialist- HR Substitute and Temporary Workforce

Liz Olson, Specialist Support- HR Substitute and Temporary Workforce

The substitute office is located at 1203 W. Pioneer Parkway, Arlington, TX 76013.

The Substitute Office is open for services in-person during the following times:

Mondays, Tuesdays, Thursdays 8:00am-4:30pm

By appointment only on Wednesdays and Fridays

2016-2021 STRATEGIC PLAN

We believe that:

- Our success depends upon
 - o A commitment by all to a clear and focused vision
 - o Effective teaching and leadership
 - o A positive culture that promotes continuous improvement by all
 - o An engaged community
- Our students can excel

Vision

The Arlington Independent School District will be a premier school district and a leader in education

Mission

The mission of the Arlington Independent School District is to empower and engage all students to be contributing, responsible citizens reaching their maximum potential through relevant, innovative, and rigorous learning experiences.

Goal

100% of AISD students will graduate exceptionally prepared for college, career, and citizenship

Performance Objective Categories

- Academic Achievement
- College Readiness
- Workforce Readiness
- Leadership, Citizenship, and Responsibility

DISTRICT ADMINISTRATORS

Superintendent

Dr. Marcelo Cavazos

Chief Academic Officer

Dr. Steven Wurtz

Chief Financial Officer

Cindy Powell

Assistant Superintendent of Administration

Michael Hill

Assistant Superintendent of Human Resources

Scott Kahl

Assistant Superintendent of Research and Accountability

Dr. Kevin Barlow

Assistant Superintendent of Technology

Chad Branum

Area Superintendent

Beth Hollinger

Area Superintendent

Dr. Christi Buell

Area Superintendent

Tracie Brown

Area Superintendent

Dr. Theodore Jarchow

EQUAL OPPORTUNITY EMPLOYER

The Arlington ISD is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, color, religion, national origin, age, disability, status as a veteran, sexual preference, genetics, or any other legally protected status.

TYPES OF SUBSTITUTE ROLES

A substitute works as a temporary, on-call, at-will employee. **It is not a permanent full-time or a permanent part-time position.** It is an opportunity for employment on an “as-needed” basis. Arlington ISD does not guarantee any amount or period of work. A substitute may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to summer, winter, fall, or spring break.

SUBSTITUTE- TEACHER

Substitute teachers may work in a teacher capacity, or as a paraprofessional substitute (see below). The district seeks to employ candidates with a bachelor’s degree; however, a minimum of forty-five (45) college hours is required.

- A. Degreed Substitute Teacher- must have a Bachelor’s Degree
- B. Non-degreed Substitute Teacher- must have at least forty-five (45) college hours

The following requirements must be met before an applicant can be hired as a substitute teacher:

- Official transcripts from a college/university showing degrees confirmed or completion of at least forty-five (45) college hours and latest degree awarded
- Completed digital interview (RIVS)
- Complete fingerprinting process- criminal background check
- Attend substitute orientation. Substitute orientations are by invitation only. A substitute may be required to attend additional trainings prior to renewal.

SUBSTITUTE- PARAPROFESSIONAL

Paraprofessional substitutes may **not** work in a teacher capacity. Paraprofessional roles include, but are not limited to, classroom assistants and clerical staff, such as attendance clerks and secretaries.

The following requirements must be met before an applicant can be hired as a substitute teacher:

- High school diploma, GED, or college transcript from an accredited entity
- Completed digital interview (RIVS)
- Fingerprints complete- criminal background check
- Attend substitute orientation. Substitute orientations are by invitation only. A substitute may be required to attend additional trainings prior to renewal.

SUBSTITUTE PAY RATES

SUBSTITUTE TEACHER

The following pay rate is for 1-10 days of service:

| | |
|-------------------------|----------|
| Degreed Substitutes | \$80/day |
| Non-Degreed Substitutes | \$75/day |

The following pay rate is for 11 or more consecutive days of service in any combination of assignments:

| | |
|-------------------------|----------|
| Degreed Substitutes | \$95/day |
| Non-Degreed Substitutes | \$85/day |

These higher rates will remain in effect until a break in service occurs. Weekends, emergency closures, school holidays, winter and spring breaks will not affect continuous service. Half day assignments and accepting clerical or classroom assistant assignments will also not affect continuous service.

The following rate is for substitutes who are certified in the subject area they are teaching **and** the assignment lasts 21 or more consecutive days:

| | |
|---------------------------------------|---|
| Degreed and Certified in Subject Area | \$125/day (starting on day 1 of assignment) |
|---------------------------------------|---|

SUBSTITUTE- PARAPROFESSIONAL

Paraprofessionals are paid the following rate regardless of the duration of the assignment.

| | |
|------------------|-----------|
| Paraprofessional | \$10/hour |
|------------------|-----------|

HALF DAY ASSIGNMENTS

If a degreed/non-degreed professional substitute **works** four and one half (4 ½) hours or more as a substitute teacher, then the substitute will qualify for a full day of pay. Principal/designee will make the determination.

If a degreed/non-degreed professional substitute works less than four and one half (4 ½) hours as a substitute teacher, the substitute will qualify for a half day of pay. Principal/designee will make the determination.

All paraprofessional jobs are paid hourly.

SUBSTITUTE INCENTIVE PAY PROGRAM

Degree/non-degreed substitutes who work as a Substitute Teacher on Fridays, at any campus, will receive an additional \$10.

Campus incentives are also offered at select campuses. The campus and day incentive is subject to change at any time. The link below will provide a list of campuses who receive an additional \$10/day (half-days will receive \$5/day).

Please follow this link to see the schools that qualify for this semester:

<https://docs.google.com/spreadsheets/d/1n5kkh8AxhPdHrcwQzeLT07TgSkMckopde6vj7oioDdw/edit#gid=0>

Paraprofessional substitute pay is currently \$10/hour. Paraprofessionals are not included in the incentive pay program at this time. Nurses and Tutors are also excluded from the campus and incentive pay program at this time.

SPECIAL EDUCATION TEACHER ASSIGNMENTS

Substitute Teachers who work in place of the teacher in an ABLE or SEAS Special Education classroom will earn \$125/day.

Substitute Teachers who work in place of the teacher in all other Special Education classrooms will earn \$100/day.

These assignments do not qualify for any additional incentives. The rate for these assignments are set.

Please follow this link to read a description of services in our Special Education classrooms:

https://drive.google.com/drive/folders/1_podDjCuFP-ejnLB1zXeT71GTdFzViue

SUBSTITUTE VERIFICATION FORMS

Substitute verification forms include your name, your employee identification number, the name of the employee you substituted for, the dates you substituted, and the job identification number. You should receive a Substitute Verification form for each assignment you work. An administrator or designee at the campus must sign this form. Check the verification form for accuracy before you leave the campus. We encourage you to keep these forms for your records and verify that you were paid for every day you worked.

JOB AVAILABILITY

Substitutes must work at least four (4) assignments every month. Although 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, Arlington ISD reserves the right to resign individuals who are not actively working.

2020-2021 PAY SCHEDULE

All substitutes are paid monthly for all the work in the full month prior. For example, all of the days worked in October will be paid on November 20th.

| For work performed in: | Pay Period Start Date | Pay Period End Date | Substitute Pay Date |
|------------------------|-----------------------|---------------------|---------------------|
| August 2020 | 8/1/2020 | 8/31/2020 | 9/19/2020 |
| September 2020 | 9/1/2020 | 9/30/2020 | 10/20/2020 |
| October 2020 | 10/1/2020 | 10/31/2020 | 11/20/2020 |
| November 2020 | 11/1/2020 | 11/30/2020 | 12/17/2020 |
| December 2020 | 12/1/2020 | 12/31/2020 | 1/20/2021 |
| January 2021 | 1/1/2021 | 1/31/2021 | 2/19/2021 |
| February 2021 | 2/1/2021 | 2/28/2021 | 3/19/2021 |
| March 2021 | 3/1/2021 | 3/31/2021 | 4/20/2021 |
| April 2021 | 4/1/2021 | 4/30/2021 | 5/20/2021 |
| May 2021 | 5/1/2021 | 5/31/2021 | 6/18/2021 |
| June 2021 | 6/1/2021 | 6/30/2021 | 7/20/2021 |
| July 2021 | 7/1/2021 | 7/31/2021 | 8/20/2021 |

FICA Alternative Plan

In lieu of paying into Social Security, you will be paying a portion of your pre-tax earnings into a FICA Alternative Plan.

Note: If you are a TRS retiree and do not currently contribute to Social Security, you will not participate in the FICA Alternative plan.

HOW THE PLAN WORKS

When you pay into a FICA Alternative Plan, seven and one half percent (7.5%) of your pre-tax earnings will be deducted from your pay check. Due to these deductions being taken on a pre-tax basis rather than a post-tax basis, there is no real change to your take home pay. All of your contributions to the plan are tax deferred and are placed into a retirement plan that earns no less than one percent (1%) interest. Earning funds accumulated in the FICA Alternative Plan can provide additional retirement benefits above those you may have earned from Social Security.

DISTRIBUTIONS FROM THE PLAN

Upon request, you are entitled to receive a full distribution (100% of your contributions plus any earned interest) from the plan if you meet one of the following criteria:

- Separation from Arlington ISD
- Employee becomes disabled
- Death of employee
- Employee is no longer eligible to participate in the plan (i.e. job changes to permanent employment) **and** no contributions are made for two (2) years.

Distributions are processed by the plan administrator, National Benefits Services. Your distribution is not subject to a penalty. All distributions are processed quarterly and will be paid thirty to forty (30-40) days after each quarter. Distributions will be paid directly to you, your beneficiary or another designated qualified plan.

AISSD has automatically enrolled you in the plan. However, you received an enrollment form during orientation to designate your beneficiary. The enrollment form should be mailed to the address on the reverse side of the form.

If you have questions regarding the FICA Alternative Plan, please contact the National Benefits Services at 1-800-274-0503.

POLICIES

ADMINISTRATION OF MEDICATION

You are prohibited from providing any type of over-the-counter medical or dietary supplements to students. Only designated school employees may administer prescription medications or over-the-counter medications to students in accordance with board policy. You are responsible for securing any personal medication so that students are not exposed to your personal medication.

ALCOHOL AND DRUG USE

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

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

You cannot provide alcohol or illegal or prohibited drugs to students and must not allow students to use alcohol or illegal drugs in your presence, at any time or place.

ATTENDANCE

Punctual and consistent attendance at work is a fundamental requirement of your employment in the Arlington ISD. Excessive "no shows" or repeated tardiness in reporting for duty or early departures can result in disciplinary action up to and including termination. If you are going to be late for work, you must contact the campus administrator or secretary. This contact must be made every time you are late unless you have provided Human Resources with more specific long-term information from your health care provider.

CANCELING ASSIGNMENTS

Substitutes are considered members of the educational team and are essential to the day-to-day operations on a campus. Do not cancel assignments less than 48 hours before the start of the assignment. If there is an emergency and you are unable to fulfill your commitment, please contact the campus substitute coordinator.

CELL PHONES

Do not expect to leave the classroom for personal calls. Messages may be delivered to you from the school office. Please do not call the substitute office while on an assignment unless it is an emergency or if you have an off period. Personal cell phones should **not** be used while you are supervising or responsible for students, including but not limited to playground duty, cafeteria duty, before or after school duty, etc. Keep cell phones secured. Students should use the phones in the front office if they need to call their parent.

EMERGENCY CLOSINGS

The district may close or delay school because of bad weather or emergency conditions. When such conditions exist, the local media will broadcast the information and AISD will update their website/Facebook page. The Substitute Service center will **not** notify you of the delay. You will not be paid for any day that AISD is closed; however, your continuous pay is not affected due to school closings.

ON THE JOB INJURIES

The Arlington ISD provides workers' compensation coverage for all District employees, including substitutes and temporary employees. If you are injured while performing your duties for the district, you must notify the campus administrator immediately and complete a first report of the injury form (found on the Intranet), so that we can comply with our responsibilities under workers' compensation laws. For questions concerning on the job injuries, please contact the Risk Management Office at (682) 867-7649.

HARASSMENT

Sexual Harassment

We prohibit employees from engaging in sexual harassment of other employees, students, parents, patrons, or vendors to the school. No district employee is permitted to have a sexual or romantic relationship with a student, regardless of whether the student or parent welcomes or approves of the relationship.

Sexual harassment is defined as any unwelcome conduct of any kind that is based on a person's sex or that would not occur but for the sex or gender of the person and that is so severe or pervasive that it deprives a person of the benefit of his or her job or education.

Isolated incidents of inappropriate sexual conduct may not amount to sexual harassment, but they are still prohibited under our standards of conduct and must be reported to the Substitute Office.

Other Harassment

We also do not allow employees to harass each other based on race, color, gender, sexual orientation, national origin, or ethnicity, religion, age, disability, or any illegal reason.

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

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

If you believe you are a victim of harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Substitute Office.

INAPPROPRIATE SOCIAL RELATIONSHIPS WITH STUDENTS

School employees are always in the public eye and the expectation is that they will always observe professional boundaries in their personal relationships with students. District policy also prohibits employees from having inappropriate social relationships with students. Substitutes should not provide students personal information including their phone number or email address. To eliminate confusion or misunderstanding about the District's standards on this issue, the following interactions or communications with students will generally be considered an inappropriate social relationship:

- Communications with students, whether by telephone, email, instant message, social media (Facebook, Instagram, Snapchat, Twitter, etc.), text message, or any other form of electronic or digital communication at any time.
- Inappropriate personal conversations with students about either the student's or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other. Please refer students to appropriate authorized personnel.
- Taking or exchanging photographs of students

- Taking a student away from school
- Visiting students at their homes or inviting a student to your home
- Giving gifts to students at school or any time without the principals and parent/guardian's knowledge and permission
- Playing favorites e.g., allowing specific students to get away with conduct that is not permitted from other students that is not justified by differential educational requirements of that student.

ITEMS REQUIRING SCHOOL OFFICE APPROVAL

1. Students are not excused to leave school without the permission of the school office. Any outsider who comes to the classroom for information about a student or who comes to the classroom asking that a student be released from school must be directed to the front office.
2. Students who have been absent because of a contagious illness are not to be readmitted without office permission.
3. No written communication should be sent to parents without permission from the principal. The long-term substitute teacher should arrange for a parent conference only after consultation with the principal.
4. Phone or email contact with parents by students or substitutes must be approved by the school office.
5. Substitutes may distribute business cards and handout their personal information to the school office only. **Please do not put these items in teacher or staff mailboxes.**

JURY DUTY

As a substitute, you will not be paid for jury duty. However, you may still qualify for consecutive day pay. Submit proof that you attended jury duty along with the Request for Continuous Pay form to SubServices@aisd.net for evaluation on a case by case basis.

NETWORK ETIQUETTE (NETIQUETTE)

System users are expected to observe the following network etiquettes:

- Identify yourself: use a signature (a footer with your identifying information) at the end of the message.
- Include a subject line: give a brief description in the subject line that summarizes the topic of the message.

- Be polite: messages typed in capital letters are the online equivalent of shouting and are considered rude. Avoid sarcasm- people who don't know you may misinterpret your meaning.
- Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is inappropriate.

PARKING

You may park in spaces designated for visitors. Substitutes who work at a high school should ask the security officers where they can park. Please do not park in staff parking unless an employee has given you permission. Tickets are issued by the Security Department if you park in an incorrect space.

PERSONAL USE OF ELECTRONIC MEDIA

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's account/page, including content added by the employee, the employee's friends, or members of the public who can access the employee's account/page, and for web links on the employee's account/page. The employee is also responsible for maintaining privacy settings appropriate to the content.

It is important to recognize the school district business that is conducted on a private, personal, or non-AISD computer, cell phone, email, or other form of electronic communication is subject to the Texas Public Information Act.

VISITORS

Do not plan to have anyone visit while you are on duty as a substitute.

TECHNOLOGY RESOURCES AND SYSTEM ACCESS

Due to the confidential information that is contained on a teacher's computer, access to the information is limited. Substitutes are not permitted to login to district systems (i.e. TEAMS, Outlook 365, etc.) using another district employee's login and password. Please check with the building administrator for instructions.

Access to the District's electronic communications system is a privilege, not a right. Access to the District's electronic communication system, including the Internet, will only be available to substitutes with the building administrator's permission and strictly be used for instructional and administrative purposes. This includes access to the District's wireless network. Electronic mail transmissions and other use of electronic communication systems are not private and may be monitored at any time by designated District staff to ensure appropriate use.

TOBACCO USE

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

TRS RETIRED EMPLOYEES

Individuals receiving retirement benefits from the Texas Retirement System (TRS) may contact TRS at 800-223-8778 or 512-542-6400 with any questions or concerns regarding employment after retirement. Information is also available on the TRS website at www.trs.state.tx.us.

WEAPONS

You cannot bring any firearm, location restricted knives, or any other prohibited weapon on school property or any grounds or building where a school-sponsored activity takes place. A list of prohibited weapons and their definitions is in the Student Code of Conduct and in board policy FNCG (Legal). Any substitute who violates this policy will be subject to termination.

PROCEDURES

CHANGING PERSONAL INFORMATION

You can change your address, phone number, email address, and emergency contact online through the Employee Service Center. If you need to have your name changed, a copy of a legal document (divorce decree, marriage license, or other court document) and a social security card with the new name must be submitted to the Substitute Office. Name changes cannot be made in TEAMs.

EMERGENCY SITUATIONS

It is important that you acquaint yourself with fire and disaster drill procedures and follow each school's procedures posted in the classroom.

Each classroom has a Fire Drill and a Tornado Drill map posted by the classroom door (sometimes on the back of the door). Please review each map for classroom exits and locations. In addition a crisis management folder should be available. Substitute should familiarize themselves with the fire and safety drill regulations and assigned areas. They must account for all students under their supervision.

HANDLING HAZARDOUS AND FLAMMABLE MATERIALS

When dealing with hazardous/flammable materials or chemical spills, the substitute should contact the building principal or custodian to do clean up and disposal. The substitute **should not** attempt to do clean up.

When an occurrence of a biological spill takes place, the substitute should notify the custodial staff for immediate clean up. Custodians are trained to use the proper materials to clean and sterilize areas.

RESIGNING AS A SUBSTITUTE OR TEMPORARY EMPLOYEE

Substitutes and temporary employees can resign by informing the Substitute Office in writing. Verbal resignations are not accepted. At will employees are free to resign at any time, for any reason or for no reason. If a substitute or temporary employee becomes a full-time AISD employee, then no action is required. At the time of your resignation, you are required to turn in your substitute badge.

SUBSTITUTE EXCLUSIONS

If a campus/department's administration deems your services unacceptable, they will notify the Substitute Office. You will then be informed of the concerns via email and given the opportunity

to respond. **You should not contact the campus.** Depending on the nature of the issue, you may be blocked from accepting assignments district wide and an in-person meeting will be scheduled with the Substitute Office.

Multiple incidents may result in you no longer being able to substitute for the district. You may be excluded from substituting in the entire district after one incident, depending on the severity of the issue.

Common reasons for exclusions:

- Not following the lesson plan/instructions
- Frequently cancelling or showing up late for assignments
- Inappropriate use of technology/frequent cell phone use
- Poor classroom management skills
- Making inappropriate comments
- Yelling at students or telling them to “shut up”
- Inappropriate physical contact

VERIFICATIONS OF EMPLOYMENT

The district requires that a signed release from the substitute or temporary employee be on file *before* a verification of employment can be completed. The Substitute Office will not give verbal verifications. Please allow forty-eight (48) hours for a request for verification of employment to be completed.

STANDARDS OF CONDUCT

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

The Educator's Code of Ethics is included in the appendix of this handbook. By law, it applies to all district employees who hold a certificate issued by the State Board of Educator Certification. By local policy, it applies to all employees in the district. You should read and be familiar with the standards and expectations expressed, since these are the standards and expectations imposed on you.

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

DRESS CODE

All employees must maintain a clean, neat, modest, professional appearance at school and school activities. The determination of appropriate dress is left to the discretion of the principal or immediate supervisor. In general, a business casual style is appropriate dress. The district has the right to ask a substitute change attire if it is of such a nature that disrupts the classroom.

All employees must display school identification at all times, while on school property.

Unacceptable attire for Substitutes

- Articles of clothing that are ripped, torn, transparent, or has holes that expose undergarments and/or skin
- Low-cut blouses, tops, or sweaters with plunging necklines. The display of cleavage is unacceptable.
- Shirts, blouses and dresses that do not cover the back, waist, or midriff. This includes but is not limited to, crop tops, tube tops, halters, and spaghetti straps less than two inches in width.
- Articles of clothing that do not reach below the knee such as skirts or capris
- Shorts, cut-offs, sweat pants, or wind pants (exception made for PE classes)
- Clothing that is excessively tight-fitting
- Beach shoes, flip-flops or slippers
- Vulgar, obscene, or offensive prints on T-shirts
- Sagging pants
- No jewelry affixed to the nose, cheek, lip, or eyebrow
- No cell phone ear pieces during class times

Reasonable accommodations shall be made for employees who, because of sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of the district dress guidelines.

SUBSTITUTE SERVICE CENTER

It is the substitute's responsibility to search for assignment in the online Substitute Service Center. Changes to assignments cannot be made the day of the job.

Do not accept jobs if you are not prepared to stay the entire assignment. Arriving late or leaving early from an assignment leaves the campus in a difficult situation and is not allowed.

Paraprofessional Substitutes may only accept paraprofessional assignments. If you are offered a teaching/professional position by the teacher or campus, you should decline.

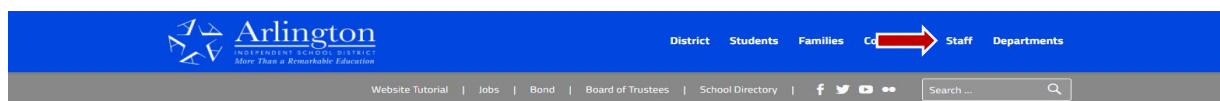
In the event that an error has been made and two substitutes arrive for the same job, the substitute assigned to the job will be retained. If there is another job available, the unassigned substitute will be assigned a new job number. If the substitute declines the other position, he/she will not be paid. If there are not any assignments available at the campus, the substitute coordinator should contact the Substitute Office or the substitute should look for additional work on the Substitute Service Center.

Substitutes are subject to reassignment to a different position at the campus by the principal or designee.

HOW TO LOGIN

To access the Substitute Service Center, please follow the instructions below:

1. Go to www.AISD.net
2. Click on "STAFF" at the top of the page



3. In the first column, select Substitute Service Center

- [Employee Email Search](#)
- [Employment](#)
- [Employee Handbook Acknowledgement](#)
- [Employee Handbook - English](#)
- [Employee Handbook - Spanish](#)
- [Employee Service Center](#)
- [Fingerprinting Information](#)
- [Intouch/Teacher Messenger](#)
- [Intranet](#)
- [Lynda.com](#)
- [myTrack](#)
- [Office 365 | Training](#)
- [PD360](#)
- [Polaris](#)
- [Professional Learning](#)
- [Report Card Dates](#)
- [Required Internet Postings](#)
- [Substitute Service Center](#)
- [Suicide Prevention Resources in Texas: Where to Go If You or a Family Member Need Help](#)
- [TEAMS](#)
- [Tech Help Request](#)
- [Testing Information](#)



- [Committee Information](#)
- [District Improvement Plans](#)
- [District Level Instructional Decision Making](#)
- [Committee \(DIDC\)](#)
- [Election Information](#)
- [HB5 Information](#)
- [History](#)
- [No Child Left Behind: HQ Compliance](#)
- [Organizational Chart](#)
- [POLARIS](#)
- [Student Demographics](#)

Benefits Information


- [Benefits Web Site](#)
- [Leaves](#)
- [Retirement](#)

4. Enter the last four (4) of your Social Security Number and the PIN number that was given to you at orientation

Note: If you cannot remember your PIN, click "To Retrieve PIN, Click Here" and complete the fields

5. Click the "SIGN ON" button

Substitute Logon

 **Arlington**
INDEPENDENT SCHOOL DISTRICT

Welcome to the Arlington Independent School District Substitute Management Center

Please log in using the last 4 digits of your social security number and PIN.

Login

Last 4 of SSN: *

PIN: *

[Sign On](#) [To Retrieve PIN, Click Here](#)

WITHIN THE SUBSTITUTE SERVICE CENTER

- **Pre-Arranged Jobs:** The campus or teacher schedules pre-arranged jobs. This allows the teacher/campus to hold the job for a specific, preferred substitute. The substitute should still "Accept" or "Reject" this assignment depending on if they are available to work.

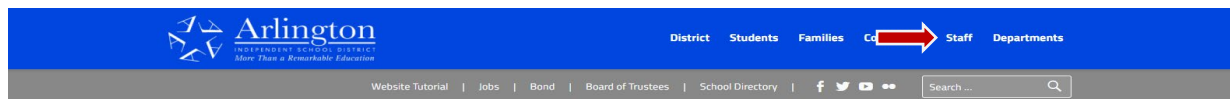
- **Search for Jobs:** This option displays any open jobs that are available to you. Jobs are selected from this screen. To accept an assignment- Highlight the job you want then click the “Accept” button.
- **Accepted Jobs:** This screen shows all of the jobs that you have agreed to, but have not worked. You can cancel assignments if you are not able to work. However, do not cancel assignments less than 48 hours before the start of the assignment.
- **Job History:** This screen shows all of the jobs that you have already worked. You can use this page to compare with your pay stub to verify you were paid correctly
- **Availability:** Allows you to set times when you will not be available, so teachers and campuses cannot prearrange the substitute.
- **Location Restrictions:** Allows you to filter out schools where you would not like to substitute.
- **Documents:** Helpful documents and links including the Substitute Handbook

EMPLOYEE SERVICE CENTER

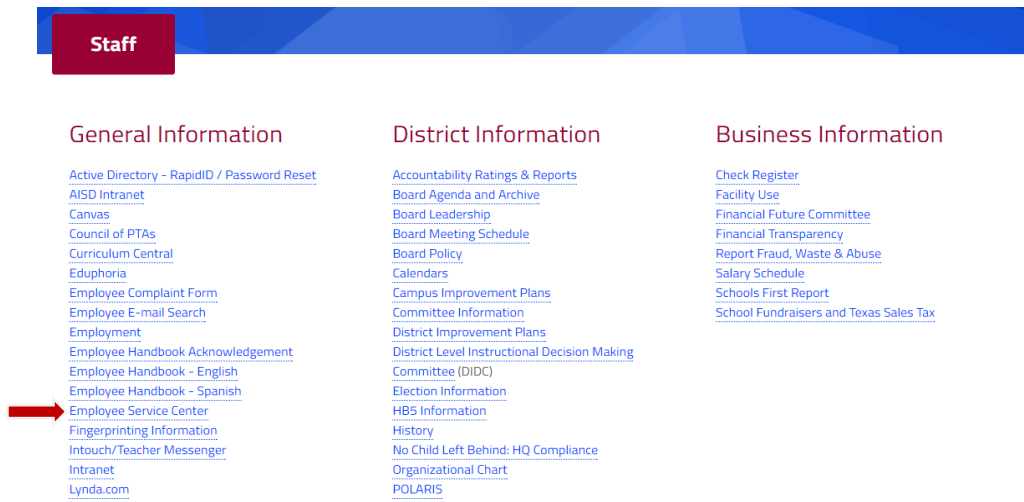
HOW TO LOGIN

To access the Employee Service Center, please follow the instructions below:

1. Go to www.AISD.net
2. Click on “STAFF” at the top of the page



3. In the first column, select Substitute Service Center



4. Enter your USER ID and password: Your AISD User ID was sent to your personal email address after orientation.



Employee Service Center

Welcome to the Arlington Independent School District Employee Service Center

Please log in with your TEAMS user ID and password.

Login

User ID: *

Password:

[Sign On](#)

[Forgot Password](#)

[Forgot User ID](#)

Need an Account? [Register](#)

SUBSTITUTE RESPONSIBILITIES

Substitutes are considered members of the educational team and are expected to observe the same code of conduct as regular employees. It is important that you maintain a professional attitude toward students, staff, and responsibilities. A friendly, cheerful and cooperative attitude toward AISD personnel and students will help start the day right and keep it running smoothly. Your attitude will contribute greatly to your acceptance by faculty and staff.

Individual criticism of students, teachers, campuses, or districts destroys public confidence in the school system, in the teaching profession, and the community. **Complaints from substitutes should be directed to the building principal or the Substitute Office.**

SCHOOL HOURS AND DAILY SCHEDULE RESPONSIBILITIES

You should plan to be in the classroom 15-20 minutes before school starts.

| School Level | Normal Schedule | Early Release Schedule |
|-------------------------|--|------------------------|
| AM Pre-K | 8:10 AM – 11:16 AM | 8:10 AM – 10:10 AM |
| PM Pre-K | 12:29 PM – 3:35 PM | 10:10 AM – 12:10 PM |
| Elementary | 8:10 AM – 3:35 PM | 8:10 AM – 12:10 PM |
| Junior High | 8:45 AM – 4:10 PM | 8:45 AM – 12:45 PM |
| High School | 7:35 AM – 3:00 PM | 7:35 AM – 11:35 PM |
| Alternative Schools | 9:30 AM – 4:45 PM | 9:30 AM – 1:30 PM |
| Newcomer Center | 8:20 AM – 3:35 PM | 8:20 AM – 12:20 PM |
| Venture | 8:00 AM- 4:35 PM | |
| ACHS @ TCC-SE | Mon- Thur: 8 AM – 4 PM Friday: 8 AM – 1:30 PM | 8:00 AM – 12:30 PM |
| Career Technical Center | 9:25 AM- 4:50 PM | |

1. You are expected to remain on duty the entire day and follow the same schedule as the regular employee, including responsibilities such as hall duty, cafeteria duty, playground duty, and any other duties assigned by an administrator/designee.

2. Substitutes will receive a 30-minute duty-free lunch period. You will not be required to supervise students during your lunch period. However, you are not guaranteed a conference or planning period. Many days you may be asked to work in another area/classroom during that time.
3. You should not leave the building during the school day without notifying the front office.

ARRIVAL AT SCHOOL

1. Report to the front office.
2. Present your job number, name, employee number and the name of the employee for whom you are substituting.
3. Consult the campus regarding
 - a. Procedures for checking attendance
 - b. Special activities
 - c. Special duties assigned to the teacher
 - d. Map of the school
 - e. Phone numbers of administrators on campus
4. In the classroom, assemble materials needed for the day and write your name on the board.
5. Introduce yourself to neighboring teachers.
6. Acquaint yourself with fire and safety drill maps and assigned exits.
7. Review the classroom's daily schedule, classroom expectations, lesson plans, seating charts, and any other materials needed.
8. If a lesson plan is not available, ask for assistance from other teachers or the front office. You may not bring your own materials into the classroom.
9. Assist with supervision of halls and corridors, especially when students are coming into or leaving the classroom/building.

CLASSROOM MANAGEMENT

1. **Write your name on the board:** say, "My name is Mr. /Mrs. /Ms. _____, I will be your teacher today."
2. **Begin instruction or activities immediately:** have the students work on an assignment while you are taking role. Many teachers use "bell ringer" tasks, such as writing in a journal or completing a worksheet. Follow the lesson plans left by the teacher.
3. **Actively monitor students:** do not sit behind the teacher's desk. Walk around the room and monitor the students to ensure they are on task.
4. **Learn student's names.**

5. **Maintain good classroom management:** work to maintain a high rate of positive interactions with students. Ignore negative behavior, but reward/praise behaviors that comply with classroom expectations.
6. **State expectations clearly:** students need to know exactly what they are supposed to do, how they are expected to do it, the necessary tools to accomplish the tasks, and how much time they have to complete it. For example: “Please take out your textbooks and complete questions 1-10 on page 394. You have 20 minutes to complete the assignment and are expected to work alone.”
7. **Be positive in your demeanor:** model the behavior you want from students. Try to acknowledge students who are doing something correctly.
8. **Use appropriate vocabulary:** use vocabulary appropriate to the school setting. Inappropriate language will not be tolerated. No profanity. Abstain from inappropriate stories, remarks, or conversations that could be construed as objectionable in any way.
9. **Treat students with dignity and respect:** sarcastic or belittling remarks are inappropriate.
10. **No physical contact:** substitutes should refrain from any type of physical contact when correcting students or in any other situation.
11. **Do not leave students unsupervised.**
 - a. **Student Teachers:** a student teacher may be in charge of the class if teaching duties have been assigned. The substitute is to remain in the classroom at all times to assist both the student teacher and the students. Check with the principal/designee for clarification.
 - b. **Teacher Assistants-** the teacher assistant should render the same service to the substitute teachers as to the regular teacher. The assistant is not expected to assume the responsibilities of the regular teacher unless the principal of that campus gives approval.
12. **Do not give students food or gum.**
13. **If in doubt ask for help:** Team leaders and department chairpersons are excellent resources and can provide assistance.
14. **Prepare students for closure to a lesson.** Give a two minute warning to give students time to complete the assignment and prepare to move on to the next task.
15. **Report all student incidents immediately to the campus principal/assistant principal/nurse/designee.**

DISCIPLINE

Most discipline issues can be handled in the classroom, between the substitute teacher and the student. If additional discipline action is needed a written office referral is required. Please

complete all sections and send the student to the office with the referral. You should call the office to inform them you are sending the student. You may also send a responsible student with them.

If you feel like a situation is approaching crisis stage, maintain a low-key response, allow a cooling off period and if necessary send a responsible student for assistance.

END OF THE DAY

1. Organize all assigned work for the teacher.
2. Leave a brief summary of the work that was completed or not completed, as well as any other helpful information. Include both positive and negative aspects of the day (problems, helpful students, parent's notes, etc.).
3. Make sure the room is neat and orderly before you leave.
4. Check out with the front office and receive your Substitute Verification Form.

SUBSTITUTE PARAPROFESSIONAL RESPONSIBILITIES

Bilingual Classroom Assistant- assist the teacher by monitoring and working with student-class instruction is primarily in Spanish

Campus Technology Manager- oversees the daily operation of the computer lab and manage inventory of campus technology

Classroom Assistant Special Education- ABLE- assist teachers with instructional plan for students in the Academic and Behavioral Learning Environment (ABLE) program.

Classroom Assistant Special Education- Alt Curriculum- assist teacher with instructional plan for each student with special needs.

Classroom Assistant Special Education- Deaf Education- assist teacher with instructional plan for students in the deaf education program

Classroom Assistant Special Education- Inclusion- assist teacher with instructional plan for each student served via Special Education in the general education and small group resource setting.

Classroom Assistant Special Education- PPCD- assist teacher with instructional plan for Preschool students with special needs

Classroom Assistant Special Education- SEAS- assist teacher with instructional plan for students in the Social Emotional and Academic Skills (SEAS) program.

Classroom Assistant Special Education- VAC- assist teacher with instructional plan for students in the pre-vocational/vocational adjustment program.

Clerk- maintain daily attendance records, answer phones, greet visitors

Elementary Classroom Assistant- assist the teacher by monitoring and working with students

Library Assistant- assist the librarian with daily operation of the library, checking in books, assisting students with books, shelving books

Physical Education (PE) Assistant- assist the PE teacher with lessons and activities

Secretary- general office duties such as data entry, phone calls, attendance, maintaining calendar

The link below provides descriptions of services and support in Special Education:

https://drive.google.com/drive/folders/1_podDjCuFP-ejnLB1zXeT71GTdFzViue

2020-21 CAMPUS DIRECTORY

If you are going to be late for work or are unable to report, you must contact the campus administrator or secretary. This contact must be made every time you are late unless you have provided Human Resources with more specific long-term information from your health care provider. This link provides contact information for campus administrators and substitute coordinators on campus: [Campus Contact List](#)

EMPLOYEE STANDARDS OF CONDUCT

EDUCATORS' CODE OF ETHICS (AS CITED IN AISD BOARD POLICY)

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the professional, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a

parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- i. The nature, purpose, timing, and amount of the communication;
- ii. The subject matter of the communication;
- iii. Whether the communication was made openly or the educator attempted to conceal the communication;
- iv. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- v. Whether the communication was sexually explicit; and
- vi. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

SUBSTITUTE CHECKLIST

At home

- Dressed appropriately
- Have my substitute badge
- Leave early enough to arrive at least 20 minutes before school

Prior to entering the classroom

- Report to the front office
- Ask about hall passes, bus duty, lunch procedures
- Ask how to refer a student to the office
- Obtain necessary keys
- Ask how to report students who are tardy or absent
- Find the restrooms, staff room, and other important locations
- Introduce yourself to neighboring teachers

In the class before school

- Enter the room with confidence
- Write your name on the board
- Review classroom rules
- Locate school evacuation map
- Read the lesson plans
- Locate all materials needed
- When the bell rings stand in the doorway and greet students

Throughout the day

- Implement lesson plans as left by the teacher
- Be fair and follow through on rewards/consequences you establish
- Be positive and respectful to students and staff

At the end of the day

- Make sure all class materials are accounted for
- Remind students of homework
- Have students clean area around their desk
- Neatly organize papers turned in by students
- Leave notes for the teacher
- Turn off lights and make sure room is in order before you close the door
- Turn in keys to the office/Check-out

FREQUENTLY ASKED QUESTIONS

- **I am a Degreed Professional Substitute, do I still make \$80/day when I work a classroom assistant or clerk assignment?**

No, all paraprofessional jobs i.e. classroom assistants, clerks, etc. earn \$10/hour.

- **How much do I make when I work a half-day assignment?**

Half-day assignments are any assignment less than 4.5 hours. Paraprofessional jobs are paid \$10/hour and teacher assignments are paid half of the normal daily rate. (See pg. 8 for pay rates).

- **I'm keep trying to login to TEAMS, but the system tells me to contact an administrator.**

There are a few entry points into TEAMS. The link for TEAMS at www.aisd.net is for full-time employees to access their student records/employees/etc. If you are trying to view your pay stubs or change your W-4 information, please click on "Employee Service Center." If you are trying to find a substitute assignment or view past assignments, please click on "Substitute Service Center." Then enter your login information accordingly. (More information starting on pg. 22)

- **When I try to login to the Substitute Service Center or the Employee Service Center it never comes up.**

TEAMS works best with Google Chrome. You can download Google Chrome online free.

- **I am substituting for an Orchestra Teacher that is required to travel; do I receive mileage pay?**

No, substitutes do not receive travel/mileage pay.

- **What is the status of my application?**

We process applications in the order we receive them. In order to expedite the process make sure you have attached an *official* copy of your transcripts or High School Diploma/GED. You will be contacted for a digital interview if we are interested in moving forward.

- **I am a Texas certified teacher, but I am not receiving the long-term pay.**

The campus must send a Request for Long-Term Substitute form to the Substitute Office, so that your pay can be changed manually. If a campus does not send this form, the system does not automatically award long-term pay.

- **I recently received my Bachelor’s degree (or 45 college hours), when will my pay increase?**

You must provide the substitute office with a copy of your *official* transcripts before your pay can be changed. Please note: if you recently graduated, we must see that your degree is conferred on your transcripts. It typically takes colleges 3-5 weeks to update the system to reflect this on your transcripts.

- **I am in a certification program (TX Teacher, ECAP, etc) and passed all my tests. The program says I qualify to be the teacher in the classroom. Should I be receiving the long-term pay?**

Even though you may qualify for a full-time teaching opportunity, the Substitute Office only approves long-term pay if we can see a certification on the Texas Education Agency website. Please check your green screen on TEA to see if your certification has been updated. (More information regarding requirements of long term pay on pg. 8)

- **I am trying to use the AISD app, but it’s not working.**

AISD’s app is primarily used to communicate with parents and the community about events, weather updates, etc. The app is not compatible with TEAMS. In order to use your mobile device to look for assignments or see your pay, you will have to access www.aisd.net through your web browser.