

LONGVIEW ISD



SUBSTITUTE HANDBOOK 2023 - 2024

If you have difficulty accessing the information in this document because of a disability,
please contact the Human Resources Office.

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Employee Handbook Receipt

Employees must acknowledge receipt of the Longview ISD Employee Handbook.

The Employee Handbook may be viewed at any time on the Longview ISD website at <https://w3.lisd.org/district/departments/human-resources/employee-handbook>.

The information in this handbook is subject to change. Changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, you accept responsibility for reading and abiding by the changes.

Employees have the option of receiving the handbook in electronic format or hard copy. If you wish to have a bound hard copy of the handbook, please send a request via email to the Human Resources department.

Employees have an obligation to update personal information such as phone numbers, addressees, etc. Employees are responsible for contacting their supervisor or the Human Resources department if they have questions or concerns or need further explanation.

Notice

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Shalona McCray, Chief Human Resources Officer, at smccray@lisd.org.

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 noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These 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, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/Home/Index/540>.

Vision Statement

Believing in excellence for all, the District will guarantee the highest level of academic achievement and character development of each learner by providing challenging curriculum and exemplary instruction within a safe environment.

School Calendar

LONGVIEW INDEPENDENT SCHOOL DISTRICT 2023 - 24 DOI Academic Calendar

JULY						
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- KEY**
- Holidays
 - New Employee Orientation
 - Staff Development Days / Parent-Teacher Conference Day
 - Early Release for staff and students
 - EOC/STAAR Testing Windows
 - Bad Weather Make-up Days (if needed)



GRADING PERIODS

- 1st six weeks Aug. 9 - Sept. 15
- 2nd six weeks Sept. 18 - Oct. 27
- 3rd six weeks Oct. 30 - Dec. 19
- 4th six weeks Jan. 4 - Feb. 16
- 5th six weeks Feb. 20 - April 5
- 6th six weeks April 8 - May 24

Note: Students do not attend school on holidays, Staff Development days / Teacher Preparation days and Parent- Teacher Conference days.

Campus Directory

BRAMLETTE STEAM ACADEMY - (ETAA)	903 803-5600	FOREST PARK MAGNET SCHOOL - (ETAA)	903 446-2510
111 Tupelo, 75601	FAX: 903 803-5601	1644 N. Eastman Rd. 75601	FAX: 903 446-2501
Nikita Mumphrey - Principal	5613	Ryan Carroll - Principal	2526
Sherelle Hollins - Secretary	5619	Ivie Abron - Secretary	2520
Clerk	5600 or 5611	Erika Islas - Receptionist	2510
Dara Brazile - IB PYP Academic Dean	5676	LaKesha Williams - AP	2536
CLARENCE W. BAILEY ELEMENTARY (TCIS)	903 803-5200	Sonya Taylor - IB MYP Academic Dean	2519
1011 S. Mobberly, 75602	FAX: 903 753-2961	FOSTER MIDDLE SCHOOL - (TCIS)	903 446-2710
Julie Hope - Principal	5211	1504 Martin Luther King Blvd.	FAX: 903 446-2793
Carlette Yett - Secretary	5210	Mary Taylor - Principal	2729
Citlalli Arroyo-Estrada - Clerk	5200 or 5216	Elizabeth Fisher - Secretary	2725
Sandra Gonzalez - IB PYP Academic Dean	5259	Archila Richardson - Receptionist	2710
HUDSON PEP ELEMENTARY - (TCIS)	903 803-5100	Mike Perkins - AP - 8th Grade	2708
1311 Lilly Street, 75602	FAX: 903 803-5101	Joey Sanders -AP 7th Grade	2730
Christi Coleman-Principal	5110	Francine Sparks -AP 6th Grade	2713
Lakista Moore - Secretary	5112	Christi Shobert- IB MYP Academic Dean	2719
Georgetta McAlister-AP	5158	JUDSON STEAM ACADEMY - (TCIS)	903 446-2610
Estefany Acosta - Receptionist	5100 or 5111	5745 Judson Rd., 75605	FAX: 903 663-0275
Caitlyn Vogl - IB PYP Academic Dean	5163	Melanie Pondant - Principal	2611
J.L. EVERHART ELEMENTARY - (ETAA)	903 803-5400	Jacquelyn Simpson - Secretary	2625
2919 Tryon Road, 75606	FAX: 903 803-5401	Bonita Harris - Clerk	2610
Dr. Crystal Locke-Principal	5411	Brandon Broussard- AP	2653
Quanisha McGee - Secretary	5410	Danny Stanley - AP	2667
Jessica Guana - Clerk	5400 or 5409	Tracey Fernandez- IB MYP Academic Dean	2662
Samantha Chastain - IB PYP Academic Dean	5418	LONGVIEW HIGH SCHOOL - (TCIS)	903 663-1301
JOHNSTON-MCQUEEN ELEMENTARY- (ETAA)	903 803-5300	201 E. Tomlinson Pkwy., 75605	FAX: 903 663-7180
422 FM 2751, 75606	FAX: 903 803-5301	Shameika Allen - Interim Principal	7272
Christy Scott - Principal	5317	Mitzi Martin - Secretary	7120
Michelle Smith - Secretary	5310	Savannah Rodriguez - Receptionist	7100
Sherri Norris - Receptionist	5316	Ramon Hernandez - Associate Principal	7188
Brandi Patterson -IB PYP Academic Dean	5371	Steven Brown - AP / Dual Credit	7326
NED E. WILLIAMS - (TCIS)	903 803-5500	Donna Clark - AP / JKL, 504/RTI	7286
5230 Estes Parkway, 75603	FAX: 903 803-5501	Nastascia Horton - AP/MYP Coordinator	7164
Dorcas Dunlap - Principal	5511	Chuck Isaac - AP / Boys Discipline	7171
Deymi Arias - Secretary	5510	Sonya Jones - AP /Girls Discipline	7279
Nancy Ashley - Clerk	5500 or 5512	LEGHS - (LEAP)	903 381-3921
Christina Eagan -IB PYP Academic Dean	5549	410 South Green St., 75601	FAX: 903 381-3925
WARE EAST TX MONTESSORI ACADEMY - (ETAA)	903 803-5700	Kristi Means - Principal	3920
601 W. Garfield Ave., 75602	FAX: 903-803-5701	Tabitha Johnson - Secretary	3922
Trina Roberts - Secretary	5710	Naomi Martinez - Campus Clerk	3921
Monserrat Gallegos - Clerk	5700 or 5713	DADE Center - (LEAP)	903 381-3970
Davia Morrison-IB PYP Academic Dean	5716	410 South Green St., 75601	FAX: 903 381-3976
EAST TX MONTESSORI PREP ACADEMY - (ETAA)	903 803-5000	Isiah Gates-Administrator	3971
400 North Eastman Rd.	FAX: 903 803-5001	Kimberly Austin - Secretary	3970
Dr. Jacqueline Burnett - Director	5011	PLAYING FOR KEEPS	903 381-3980
Vanessa Currington - Secretary	5010	510 Martin Luther King Blvd.	FAX: 903 381-3981
Casilda Barajas- Receptionist	5016	Lisha Fluellen - Director	3982
LaTosha Johnson - AP	5012	Kay Davis - Secretary	3980
Brenda Bell	5020	Karla Rodriguez	3991

Equal Employment Opportunity

In its efforts to promote nondiscrimination and as required by law, Longview ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Shalona McCray, Chief Human Resources Officer, 1301 East Young Street, Longview, Texas 75602, smccray@lisd.org, 903-381-2262. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Kristal Linton, Director of Special Programs, 1301 East Young Street, Longview, Texas 75605, klinton@lisd.org, 903-381-2278.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Substitute Pay Rules

SUBSTITUTE TYPE	Daily Pay Rate
Long Term Substitute Degreed/Certified	\$180.00
Substitute is a Certified Teacher	\$150.00
Substitute is Degreed (Bachelor or higher)	\$120.00
Substitute is Non-Degreed	\$100.00
Substitute serving as Instructional Assistant	\$85.00
Nurse Substitute is RN Licensed	\$150.00
Nurse Substitute is LVN Licensed	\$100.00

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact Payroll Department for more information about the automatic payroll deposit service.

Timesheets

It is the responsibility of the substitute to keep a record of jobs and dates worked at each campus. Discrepancies in pay and/or number of days worked should be directed to the Secretary of the campus in question.

Other questions or concerns regarding paychecks should be directed to the Longview ISD Payroll department.

Substitute Payroll Schedule and Information

2023 – 2024 Substitute Pay Schedule

Month	Pay Day	Pay Period
September	09/15/2023	08/01/2023-08/31/2023
October	10/13/2023	09/01/2023-09/30/2023
November	11/15/2023	10/01/2023-10/31/2023
December	12/15/2023	11/01/2023-11/30/2023
January	01/12/2024	12/01/2023-12/31/2023
February	02/15/2024	01/01/2024-01/31/2024
March	03/08/2024	02/01/2024-02/28/2024
April	04/15/2024	03/01/2024-03/31/2024
May	05/15/2024	04/01/2024-04/30/2024
June	06/13/2024	05/01/2024-05/31/2024

Qualifications and Classifications

Longview ISD substitute educators are required to meet the qualifications before they are approved to begin work in the district. Based on those qualifications substitute educators are placed in one of three classifications.

Non-Degreed

Substitute educators in this classification must be a high school graduate or have received their GED. Substitutes in this classification are required to have a minimum of thirty (30) college hours. An official transcript will be required with application submission.

Degreed Professional

Substitute educators in this classification who hold a Bachelor's degree or higher must provide an official transcript showing their conferred **Bachelor's** degree, regardless of major.

Certified Teacher

Substitute educators in this classification who hold a valid Texas teaching certificate must provide a copy of the certificate.

Substituting After Texas School District (TRS) Retirement

A **SUBSTITUTE** for TRS purposes is a person who serves on a temporary basis in the place of a **current** employee. (www.trs.state.tx.us)

TRS Guidelines:

- A TRS retiree can work unlimited days in a position occupied by a current employee.
- Beginning September 1, 2016, a TRS retiree can serve in a vacant position for no more than 20 days. This position cannot be one the retiree retired from. Starting on the 21st day the retiree would be considered full time, combination of substitute and one-half time, or one-half time rather than as a substitute. This status could cause the retiree to lose their retirement annuity.
- If combining substitute work and one-half time work (i.e. Tutoring) in the same calendar month, you cannot substitute an unlimited number of days. Also, working any part of a day as a substitute counts as working a full day. Reference Employment after Retirement 9EAR) guidelines on the TRS website or contact TRS with questions.
- Retirees are urged to contact TRS before accepting ANY substitute assignments in a vacant position.
- Longview ISD cannot and does not make any guarantees regarding the employee's continued right to receive retirement benefits.
- The employee is responsible for their own investigation and understanding of the law, guidelines, rules, and regulations regarding employment after retirement and is not relying on any statements made by the District or the District representatives regarding the effect of employment on the employee's retirement benefits.
- If it is determined the District must report the employment of the retiree to TRS, the employee understands the requirement and agrees to take no legal action against the

District, its Board of Trustees, Superintendent, or any employee or agent of the District of any loss or reduction in the employees' retirement benefits.

- Substitute services performed 90 days or more during the school year may be credited towards retirement. Eligible individuals are responsible for contacting TRS for further information.

Application Process

Substitute employment occurs according to the current needs of Longview ISD and the qualifications of the substitute applicant. An online application must be completed in order to be considered for substitute services. All new substitutes must attend a new substitute orientation session.

Substitute Application:

- Go to the Longview ISD district homepage at w3.lisd.org
- Click on the 'Careers' icon at the top of the screen.
- Click on the 'Apply' link. Then "Join our team- Apply Now".
- On the Left side of Frontline, click on "Substitute", then click on "Apply"
 - Please read the job description and orientation information. Potential Substitutes are responsible for contacting the Substitute Coordinator to sign up for an orientation.
 - If you are new to Frontline, click on "Start" to set up an account.
 - If you have a previous account, click on "Login"
- Documents including diplomas, transcripts, and other information will be collected following the hiring process. DO NOT send any documents in advance.
- The hiring process will include fingerprinting through TX DPS and the State Board of Educator Certification (SBEC).

Fingerprinting Requirement

Prior to employment: Senate Bill 9 requires expanded criminal history information reviews of school district employees and other persons who have contact with students. Individuals required by Senate Bill 9 (SB 9) to submit fingerprint information to the Texas Department of Public Safety (DPS) are:

- All certified educators and non-certified employees
- All classroom substitute employees, whether certified or not
- Contractor employees who may have direct contact with students, including independent contractors and employees of subcontractors
- All others who will have direct contact with students, including coaches and tutors

During employment: National criminal history information will be entered into the TXDPS FACT Clearinghouse. This database provides the District with access to an employee's current national criminal history and updates to the employee's following criminal history. Longview ISD will be notified of new information received while the substitute is an active employee.

Any adverse notification from DPS FACT Clearinghouse may result in immediate removal from the substitute system.

Campus/Job Acceptance

Substitutes are expected to accept assignments at **all** locations.

In order to remain active in the Longview ISD substitute system, substitutes must work a minimum of **ten (10) days each semester**. Substitutes failing to work the required number of days will be removed from the system. A substitute who is removed after working less than 10 days a semester must wait one semester before reapplying and must go through the full hiring process.

It is the responsibility of the substitute to seek substitute assignments through the online Longview ISD Absence Management System (AESOP). The District does not guarantee any substitute assignments.

Substitutes accept assignments on the campus for an employee. However, it is possible a substitute will be placed in a classroom different from the accepted job, as needed.

Job Cancellations, No Shows, Tardiness, and Job “Shopping”

The campus and the district **count on substitutes to fulfill assignments once accepted**. A substitute needing to cancel an assignment must do so as early as possible to allow the job to be released back in the system. It is NEVER acceptable to cancel a job once any part of the job has begun or within an hour of the start time of the job.

The following will result in disciplinary action, up to and including permanent removal from the Longview ISD Substitute system:

- Frequent cancellation of accepted assignments
- Job shopping - accepting jobs and then cancelling with little or no notice in order to accept another assignment
- Frequent tardiness and No Shows
- Leaving before the completion of an assignment

Substitute educators are expected to arrive **on time** and communicate with the campus when unexpected delays or cancellations arise.

Employee Conduct and Welfare

Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance, or as early as possible, if they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.

- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees, including substitutes, shall adhere to the Texas Educators' Code of Ethics. All employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent first learns of the incident.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all District employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

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 profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. 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

Enforceable Standards

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 intentionally, knowingly, or recklessly 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 that are used 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, knowingly, or recklessly 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, abuse, or distribution of controlled substances, 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.

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.

Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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, email, 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:

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the educator attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. 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.

Violations

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 associated to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

Dress Code

The purpose of the District dress code outlined below is to ensure that the employees and staff members of the District present a professional image to the public and students they serve. It is believed that staff dress is a major factor contributing to an appropriate educational climate on a campus.

The District Leadership Team contributed to the development and recommendation of this code. The specific guidelines are appropriate for professional, paraprofessional, and substitute employees and include the following:

1. All garments shall be properly fitted and convey a dignified and professional appearance.
2. Jeans shall not be worn. (discretion of the campus)
3. Jewelry accessories shall be appropriate.
4. Warm-ups (except for physical education teachers), sweats, or gym attire shall not be worn in the classroom.
5. Tights or Leggings may not be worn as pants.
6. Athletic shoes shall not be worn (except in physical education classes).
7. Women shall not wear low-cut clothing, and the hemline of skirts and dresses must be no shorter than three inches above the knee in length.
8. Men shall wear shirts with collars.
9. Employee ID badges must be worn while on duty.

Responsibilities of Substitutes

NOTE: There are times that sub jobs may be picked up on the same day or after the assignment has started. **It is the responsibility of the substitute to notify the campus of their anticipated arrival.** All substitutes are expected to arrive within one hour of time the assignment has been accepted.

Upon arrival:

- Arrive **ON TIME** and report to the main office immediately.
- Notate time of arrival on the appropriate timesheet. Do not sign out until the end of the day.
- Introduce yourself to neighboring teachers.
- Familiarize yourself with campus emergency drills.

During the day:

- Do not touch a student unless the student is putting themselves or someone else in imminent danger.
- Substitutes serve the campus of the accepted job assignment. It may be necessary to move to another, if needed.

- Substitute responsibilities cover: the students, the equipment, the materials and the classroom.
- Lesson plan books, seating charts, attendance rolls, teacher books, and assignments are confidential.
- Follow the lesson plans and any other instructions left by the regular teacher or aide. Substitutes should preserve the regular routine of the class.
- Active observation and participation is required at all times.
 - Under NO circumstances are you to take a book, newspaper, other reading material, craft, etc. to be read or worked on while on duty.
 - Accessing a computer or other electronic device for personal use is strictly prohibited while performing your job duties.
- Substitutes should not attempt to take a cell phone or any electronic device from a student. Follow the campus policy regarding electronic devices or the instructions left by the teacher.
- DO NOT leave the campus during the day. Leaving campus during an assignment, including for lunch, may result in removal from the substitute system. Notify the front office if an emergency arises.
- Substitutes are not given a conference or planning time during the day, exceptions may be made for long term substitutes.
- Substitutes are responsible for reporting accurate daily attendance according to the campus policy.
- Substitutes must be aware of the campus class times and should do not release or admit students early.
 - Students should be received and dismissed in an orderly manner.
 - Students should not be released from the classroom without written notification from the office, another teacher, or a principal.
 - Use discretion and caution when issuing hall, restroom, library, counselor, nurse and office passes.
- Under no circumstances should a class ever be left unattended. Ask a neighboring teacher to oversee the class or notify the office for immediate assistance.
- Never accept money for any reason unless instructed to do so. Money should never be left unattended. Never lend students money for any reason.
- Report incidents and issues to the front office or a campus administrator as soon as possible.

At the end of the day:

- Leave a short summary for the teacher or aide and be sure to sign out.
- Leave the classroom in order, with chairs, desks, and all items in place.
- Sign out on the timesheet with the campus substitute coordinator at the front office.
- Return any keys, supplies, etc.

Accommodations

Longview ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. If an accommodation is required, a request must be entered at least 48 hours in advance. Requests received that do not adhere to this time frame will not be honored. Please notify the campus and Substitute Coordinator prior to accepting the assignment.

Accidents/ Illness

If a **child** becomes ill, has an accident, or is injured in any way, the student should be accompanied to the nurse or an administrator immediately. In the case of a serious illness, accident or injury DO NOT move the student; send for the school nurse and an administrator immediately.

If the **substitute** becomes ill or is involved in an accident, report to the nurse and/or an administrator immediately.

Employee/ Student Relationships

Policy DHB Legal

Longview ISD staff must be ever mindful of their responsibility in their interactions with the children of our District. All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

Employees shall refrain from engaging in any actions, conduct or solicitations of a sexual or romantic nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Any sexual relationship between a District employee and a student is always prohibited, even if consensual. A district student who is also employed by the district is not prohibited from dating a peer of a similar age. See specific information regarding electronic communications with students.

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an employee of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity but does not include appropriate employee-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an employee of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the employee’s job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:

- a) The nature of the communications;
 - b) The timing of the communications;
 - c) The extent of the communications;
 - d) Whether the communications were made openly or secretly;
 - e) The extent that the employee attempts to conceal the communications;
 - f) If the employee claims to be counseling a student, SBEC may consider whether the employee's job duties included counseling, whether the employee reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the employee reported the abuse or neglect to the appropriate authorities; and
 - g) Any other evidence tending to show the context of the communications between employee and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
 3. Making sexually demeaning comments to a student.
 4. Making comments about a student's potential sexual performance.
 5. Requesting details of a student's sexual history.
 6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the employee.
 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
 8. Inappropriate hugging, kissing, or excessive touching.
 9. Providing the student with drugs or alcohol.
 10. Suggestions that a romantic relationship is desired after the student graduates, including post- graduation plans for dating or marriage.
 11. Any other acts tending to show that the employee solicited a romantic relationship with the student.

19 TAC 249.3(50) A superintendent may notify SBEC of any employee misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC. 19 TAC 249.14(d)

Professional Standards for Substitutes

- A substitute shall be subject to all duties of a regular classroom teacher or assistant.
- The substitute must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act).
- The substitute must NEVER make comments or statements that could be regarded as derogatory in any way, regardless of intent.

- The substitute must be thoughtful and aware of the diversity of our students and staff at all times and must refrain from any comment or action that could be considered demeaning toward another race or culture.
- The substitute must use extra caution in expressing personal opinions and/or reactions about any subject.
- The substitute is not to transport any student in a personal vehicle, other than his or her own child, to or from school or any school-related activity.
- The substitute must never criticize a teacher or a student in the presence of other teachers, assistants, parents, volunteers, or students.
- The substitute must avoid comparing one school with another or comparing the children on one campus with those on another campus.
- The substitute should not provide students with personal information or receive personal information from students.

Violations of the above standards may result in removal from the substitute system.

Substitute Disciplinary Action

The following could result in temporary or permanent removal from the Substitute system:

- Unsatisfactory performance submitted by a district or campus administrator
- Any single incident as determined by the district to be inappropriate
- Adverse criminal activity notification from the DPS FACT clearinghouse
- Derogatory comments deemed inappropriate the district or campus
- Multiple cancellations by the substitute of accepted jobs
- Repeated cancellations on the day of the assignment
- Failure to complete the duty hours of the job
- Multiple negative reports received from campuses during the school year
- Multiple campus exclusions and/or two exclusions in the school year
- Failure to substitute 10 days during the semester

Failure to comply with district and campus substitute policies, guidelines, and expectations may result in disciplinary action including, temporary or permanent removal from a campus or campuses, or removal from the District Substitute system.

Substitute Campus Exclusions

A campus substitute manager or campus administrator may let the Substitute Coordinator and the Human Resources Department to exclude a substitute from working on their campus at any time for any reason. The substitute should NOT contact the campus.

Substitute Resignations

Substitutes who wish to resign from the district should notify the Substitute Coordinator in writing in a timely manner.

Drug and Alcohol-Free Environment

Longview ISD is committed to maintaining a drug-free and an alcohol-free environment and will not tolerate the use of illegal drugs or alcohol in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. Employees shall not lawfully 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.
2. Any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
3. Alcohol or any alcoholic beverage.
4. Any abuse of glue, aerosol paint, or any other chemical substance for inhalation.
5. 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.

Tobacco and E-Cigarette Usage

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Safety

The District shall take every reasonable precaution regarding the safety of its students, employees, visitors, and all others with whom it conducts business. The Superintendent or designee shall be responsible for developing, implementing, and promoting a comprehensive safety management program and safety manual.

Reporting Suspected Child Abuse or Neglect

All employees with reasonable cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Inclement Weather

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

Television:	KLTV (Channel 7) KFXK (Channel 51)	KYTX (Channel 19) KETK (Channel 56)	
Radio:	92.7 (KVRL) Radio Vida 690 AM/1060 AM (KZEY)	95.3 FM/1370 AM (KFRO) 1430 AM (KEES)	105.7 FM (KYKX)

It is the responsibility of the substitute to contact the campus for operational information.

Emergency Drills

The substitute teacher should be familiar with emergency drill procedures (see fire drill and other emergency routes posted in the classroom or substitute folder).

Computer Usage and Cyber Security

All Longview ISD long term substitutes and employees are required by law to be trained annually for cybersecurity. Information and instructions will be sent to the substitute's Longview ISD email address.

Failure to comply with district and campus computer use and cybersecurity policies, guidelines, expectations, and/or failure to complete Cyber Security training by the deadline may result in disciplinary action including, temporary or permanent removal from a campus or campuses, or removal from the District Substitute system.

District computers are not for personal use.

Social Media

Substitutes are to conduct themselves in a professional manner at all times, therefore eliminating the possibility of having their actions or behavior posted on a social media website or shared via electronic communication. Inappropriate or adverse pictures or information on a social network may result in removal from the Longview ISD substitute system. Substitutes may not friend/accept any student on any social media.

Parking

Each campus has designated parking areas for employees and substitutes. Please check with the campus and adhere to the parking requirements.

Security of Personal Belongings

When working as a substitute, access to a locked cabinet or desk may or may not be provided. Substitutes are encouraged to leave items of value locked in the car trunk or at home. Substitutes should only take items necessary to substitute for the day. Longview ISD is not responsible for lost, broken, or stolen personal items.

Lunch: Substitutes are entitled to a 30-minute duty free lunch. This does not allow enough time to leave the campus. Please plan to bring lunch or purchase lunch from the cafeteria or have lunch delivered. Substitutes **are not** to leave campus for lunch unless approval is given by the campus sub coordinator.

Substitutes assume the duties of the permanent educator. Therefore, substitutes are required to fulfill all duties including, bus duty, before and after school duty, lunchroom duty, etc. Follow the campus guidelines for more information.

Campus Handbooks

Campus handbooks are an extremely valuable resource for substitute educators. Check the campus website or the campus office for a copy.

Substitute Photo ID Badge

A current photo ID badge **must** be worn at all times while on campus or on duty. Badges are obtained at the Longview ISD Human Resources Department located at 1301 E Young St. All persons on any campus must be easily identifiable in an effort to keep all Longview ISD students and staff safe at all times. New substitutes will be notified by the Substitute Coordinator when approved to obtain a badge. **Badges must be obtained prior to accepting assignments.**