

for the Spring Branch Substitute 2019 - 2020



**Spring Branch
Independent School District**

**955 Campbell Road
Houston, Texas 77024**

**713.464.1511
www.springbranchisd.com**

QUICK REFERENCE GUIDE

AESOP: 1-800-942-3767 (1-800-94AESOP)

PHONE: ID – ten digit phone number
PIN – employee ID

WEBSITE: <https://springbranch.aesoponline.com>

ID: Your SBISD Username

PIN: Your SBISD Network Password

(You will receive the ID and PIN in your welcome memo via personal email)

INSTRUCTIONS TO OBTAIN AN SBISD EMAIL ACCOUNT

Go to <http://mail.springbranchisd.com>

Your password will be set by combining the following:

First letter of the month you were born (capital letter), 2 digits for the day of birth, last 2 digits of the year of birth, last 4 digits of your Social Security Number and exclamation mark (!)

For example if you were born on January 1, 1967, and the last four digits of your Social Security Number were 1234, your password will be **J01671234!**

If you experience difficulty logging with your username and password, please contact Technology Services at 713-251-8324.

You must create a new password for your email account before the expiration date of **180 days**. This will also reset your password for Aesop.

ACKNOWLEDGMENT OF 2019-20 SUBSTITUTE HANDBOOK

Name _____
(print name)

Employee ID Number _____

Department **Substitute Office**

The Substitute Handbook describes important information about Spring Branch Independent School District.

I hereby acknowledge that it is my responsibility to read the Spring Branch Independent School District Substitute Handbook. My signature below indicates that I agree to read and understand the topics in the handbook and abide by the standards, policies, and procedures defined or referenced in the handbook.

The information in this handbook is subject to change. **I understand that changes in the District policies may supersede, modify, or eliminate the information summarized in this book. As the District provides updated policy information, I accept responsibility for reading the changes that will be sent to me and abiding by the changes.**

I understand that no modification to contractual relationships or alterations of at-will relations are intended by this handbook.

I understand that I have an obligation to inform the Substitute Office of any changes in personal information, such as name, phone number, address, etc. I also accept responsibility for contacting the Substitute Office if and when I no longer want to be a substitute. I also accept the responsibility for contacting the Substitute Office if I have any questions, concerns, or need further explanation.

I understand that any information I may obtain on an assignment about any student or employee's records is confidential.

Senate Bill 9, of the Texas Legislature, requires all substitutes to be fingerprinted.

Signature _____

Date _____

Please sign and give this form to Substitute Office.

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HANDBOOK
for the
Spring Branch
Substitute

revised June 2019

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

955 Campbell Road

Houston, Texas 77024

713-464-1511

www.springbranchisd.com

INTRODUCTION

The purpose of this handbook is to provide useful information to substitutes that is easily accessible. Suggestions for additions or improvements are welcome and may be sent through interoffice mail to the Human Resources Department.

This handbook was developed to outline the policies, procedures, and programs in Spring Branch Independent School District (SBISD). Substitutes are expected to familiarize themselves with the contents of the handbook, for it will answer many questions about employment with SBISD. **Substitutes are expected to read, understand, and comply with all provisions of the handbook.**

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Therefore, it cannot anticipate every circumstance or question about employment. SBISD reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. The only exception to any changes is the noncontract employment policy permitting an employee or SBISD to end the relationship for any reason at any time. Employees will be notified of such changes to the handbook as they occur.

Some of the contents of this publication were taken and condensed from Board Policy. The specific policy code is noted where applicable.

SUBSTITUTE OFFICE

955 Campbell Rd.
Houston, TX 77024

HELP DESK

Raquel Castro
(6:30 A.M. – 3:00 P.M.) 713-251-2352

Ruby Campuzano
(8:00 A.M. – 4:30 P.M.) 713-251-2360

SBISD POLICE DEPARTMENT'S SAFE SCHOOLS HOT LINE

To request police assistance or to make a report involving school safety,
call **713-365-HELP (4357)**.

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SBISD AND THE SUBSTITUTE

DISTRICT INFORMATION

Description of the District: Spring Branch Independent School District (SBISD) represents 44 square miles of lush, wooded suburbs, vibrant businesses, and winding stretches of up-to-the-minute retail shops and fine dining establishments. The Memorial/Spring Branch section of Houston that includes SBISD is just a short drive west of downtown Houston on Interstate 10/Katy Freeway.

SBISD is home to more than 188,000 residents in the City of Houston and six incorporated villages surrounded by the city—Bunker Hill, Hedwig, Hilshire, Hunters Creek, Piney Point, and Spring Valley. Many have lived in the Memorial/Spring Branch area all their lives, while others are newcomers. More than 35,000 students now attend SBISD schools.

Since its creation as a suburban school district in the 1940s, SBISD has been nationally recognized as a top school district. It continues to attract families who place a premium on quality education. While scores on the SAT and ACT college-readiness exam have held steady or even declined recently in the state and nation, the results in SBISD have outpaced both of those averages year after year. About 80 percent of all district graduates take at least one of these college-readiness tests, reflecting a higher test-taking rate than many Texas school districts.

The school district follows the small neighborhood school concept where attendance areas are established for each campus and feeder schools. As a well-established, stable school district, campus attendance zones rarely change. This small neighborhood school concept has contributed to the success and resilience of Spring Branch schools. SBISD is currently home to five Schools for Early Learning (prekindergarten), 25 elementary schools (kindergarten to fifth grade), seven traditional middle schools, and four traditional high schools. In addition, it operates two district public charter middle schools; a district charter high school; and Academy of Choice, which offers both traditional and virtual learning options. The school district was one of the first districts in the nation to offer full-day prekindergarten for all students.

In August 2012, the school district opened two new charter programs aligned with the KIPP Houston and YES Prep charter schools at two middle schools. These first-year program classes have expanded by one grade each year; the first class graduated in 2019 from the YES Prep school-within-a-school program at Northbrook High School.

The district charter middle school, Cornerstone Academy, has been ranked Exemplary annually by the Texas Education Agency since it opened. Westchester Academy for International Studies, the combined middle and high school charter campus that also offers the International Baccalaureate programme, was named a national Blue Ribbon School in fall 2011 by the U.S. Department of Education.

Other student choices are offered through several alternative high school programs. Students at The Guthrie Center can earn college credit and certification in career fields ranging from 3-D animation to culinary arts, while the district's Academy of Choice offers flexible scheduling and "virtual" or online classrooms for those seeking credits or a final high school diploma.

District Goal and Belief Statements (Board Policy AE):

SBISD has adopted a single-focused goal, four belief statements, and five core values. This goal, referred to as "Spring Branch T-2-4," is every graduate will attain a technical certificate, military training, or a two-year or four-year degree.

The District believes that a great school system:

- Builds on the strengths and gifts of each child;
- Provides students from poverty the same opportunities for success after high school as students from non-poverty homes;
- Instills in every student the belief that he or she can achieve more than he or she thinks possible; and
- Ensures that every adult in the system is committed to the successful completion of some form of higher education for every child.

WHERE TO CALL FOR ANSWERS

Wayne F. Schaper, Sr. Leadership Center (Administration Building): 713-464-1511.

AUTHORIZED USE OF EQUIPMENT / SUPPLIES

School equipment and supplies are not available for use, rent, or loan outside of school facilities or school-sponsored activities and events, except when authorized by the principal/budget manager.

RETURN OF DISTRICT PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all SBISD property immediately upon request or upon termination of employment. Where permitted by applicable laws, SBISD may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. SBISD may also take all action deemed appropriate to recover or protect its property.

Teacher-Issued Laptop Computer: The campus librarian will check in the laptop from the teacher on long-term absence and hold the laptop for reissue to the long-term substitute. Upon arrival of the long-term substitute, the librarian will reissue the laptop to the long-term substitute.

The laptop will be used for instructional purposes in the assigned classroom and may be taken home for use in preparing classroom lessons and presentations. When the classroom teacher returns from long-term absence, the long-term substitute will return the laptop to the librarian for reissue to the classroom teacher.

EMERGENCY CLOSINGS

The Superintendent has the authority to dismiss school for a part of a day or for longer periods of time in case of an emergency. During emergencies, students and faculty should stay in school buildings unless the Superintendent or his designee directs otherwise. Buses are made available for transportation when authorized by the Superintendent. Employees will be given definite written instructions regarding exit routes during emergencies.

Houston radio and television stations will be notified immediately if schools are to be closed. Employees should listen in the morning for broadcast announcements. The district will also use a telephone call out system. It is important that employees report any changes in contact information. Only school closings will be aired. Lost instructional days must be made up on the bad weather days noted on the annual approved school calendar.

SOLICITATIONS

In an effort to ensure a productive and harmonious work environment, persons not employed by SBISD may not solicit or distribute literature in the workplace at any time for any purpose without prior approval from the appropriate principal or director. All fund-raising activities must receive prior approval from the Board of Trustees.

SBISD recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working times do not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

DISTRIBUTION OF LITERATURE

No official of the District except the Superintendent or designee may authorize the distribution of any printed materials on school property, except those printed materials acquired by the District for such distribution or prepared by staff members for communication with other staff members concerning school business or for student use in the schools' program of instruction and activities.

TEXTBOOKS

All textbooks are the property of the State of Texas. Students or parents are responsible to teachers for all books not returned. Students failing to return all books forfeit their right to free textbooks until the previously issued books are returned or paid for.

Teachers and administrators must make required reports on the number of books issued as well as the use, care, and condition of textbooks.

COPYRIGHT ISSUES

Copyrightable materials are "original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated." District employees and students are expected to adhere to *Section 117 of the 1976 Copyright Act* as amended in 1980 governing the use of software. Failure on the part of any individual to comply may result in disciplinary action such as termination. A person may be subjected to civil or criminal legal sanctions when a violation occurs. It is the responsibility of all personnel to report any suspected or confirmed violations of this policy to appropriate management.

Books/Periodicals/Music: Copyright notice should be included on all photocopies. Duplicating should not substitute for purchase; "consumables" such as workbooks or test booklets should not be copied.

Computer Software: All computer programs are protected by copyright law and international treaties. Copyrighted software programs may be acquired with a district, specific school site, or individual computer license. Copyrighted programs must be used in accordance with the type of purchased license. One archival backup is permissible. Employees may not use networking and booting so that they can simultaneously use a program without permission.

Videotapes: Videotapes rented for use with a VCR may be used in the classroom for education purposes only. No rented videotape that includes the notice "intended for home use only" may be shown in a classroom for entertainment purposes. All videotapes must be approved by the principal or by the regular classroom teacher.

USE OF DISTRICT COMPUTERS

Substitutes may only use District computers for administrative or academic purposes as directed by the teacher or other school personnel and for the initial set-up of their SBISD email accounts. Computers may not be used for personal use, such as checking personal mail through the Internet or surfing the web or social media. Failure to follow this directive may result in immediate removal from the approved District substitute list.

COMPUTER RESOURCE SECURITY

Employees must agree to comply with the national software piracy laws. Failure on the part of any individual to comply may result in disciplinary action including termination. A person may be subjected to civil or criminal

legal sanctions when a violation occurs. It is the responsibility of all personnel to report any suspected or confirmed violations of this policy to Technology Services or appropriate management.

Privacy/Security: All individuals are responsible for the management of computer resources and are accountable for their actions relating to computer resource security. Individuals using computer resources are expected to comply with school district policies and procedures.

Acceptable Use of Internet Resources: The purpose of the District's use of Internet resources is to advance and promote education with the intention of assisting in the collaboration and exchange of information. All use must be in the support of education and research, and no use shall serve to disrupt the use of the network. All participants will conduct themselves in a responsible, ethical, and polite manner accessing only those resources appropriate for PK-12 use.

EMPLOYMENT APPLICATIONS

SBISD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented through the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in SBISD's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of the employment.

PERSONNEL DATA CHANGES

It is the responsibility of each substitute to promptly notify SBISD of any changes in personnel data. **Personal mailing addresses and telephone numbers should be accurate and current at all times.** If any personnel data has changed, submit form *Employee Change of Name, Address and/or Telephone Number* to the Human Resources Department. (Refer to page 19 or update in ESS.)

CRIMINAL HISTORY RECORD

The District obtains criminal history record information that relates to applicants for employment. Such information may be obtained from any law enforcement agency including a police department, the Department of Public Safety, or the Texas Department of Criminal Justice.

IMMIGRATION LAW

SBISD is committed to employing United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the *Immigration Reform and Control Act of 1986*, each new employee, as a condition of employment, must complete the *Employment Eligibility*

Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the *Form I-9* if they have not completed a *Form I-9* with SBISD within the past three years of the date the *Form I-9* was originally completed or if their previous *Form I-9* is no longer retained or valid. **It will be your responsibility to provide Human Resources with a copy of all renewed employment authorization cards.** Substitutes with expired cards will be inactivated until renewal is received.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join SBISD are well qualified and have a strong potential to be productive and successful, it is the policy of SBISD to check the employment references of all applicants.

The Human Resources Department will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

THE SUBSTITUTE AND ACCIDENTS

Accident Involving a Student:

- Send for assistance from the clinic or have another student escort the injured student to the clinic. Do not assume an injury is minor!
- As soon as you can, report to the campus administrative office and complete an accident report. **This is required!**

Accident Involving a Substitute:

- Report to the clinic for an assessment.
- If you are injured while at work as a substitute, you must fill out an accident report immediately at front office, then contact SBISD Worker's Compensation Department, 713-251-2351 or 713-251-2270.

SECURITY AND EMERGENCY OPERATIONS PROCEDURES

SBISD Police Department strives to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. SBISD prohibits the possession, transfer, sale, or use of such materials or items on its premises. The SBISD Police Department responds to incidents of this nature and takes appropriate enforcement action.

All substitutes must follow emergency operations procedures. If these are not clear to you, ask for clarification. No substitute will be allowed on campus without a current year ID badge.

At the start of the day:

- Locate the posted evacuation route map and emergency guidelines posted in each room.

- Note the emergency phone “HELP” stickers on each phone. Dial 713-365-4357 for SBISD Police.
- Always wear your photo identification badge, or you will not be allowed on campus. Badges are made at the SBISD Police Department, 9009 Ruland, 713-984-9805.

Every campus has a Emergency Operations Plan. The substitute folder should indicate the location of that plan. Always feel free to check with a neighboring teacher, department chairperson, team leader, or the office if you cannot locate the plan or if you have questions about school's plan.

If the campus signal for a lockdown is not listed in the substitute folder, please ask for it. During a lockdown, lock all doors and close the blinds. Move everyone to a corner of the room out of sight.

Roll must be taken during any building evacuation, such as a fire drill. Substitutes must carry the roll book or a student roster when evacuating the building. Advise the administration of any missing students.

Substitutes should notify the office of any suspicious persons on campus.

Clerical substitutes working in the office should be familiar with the operation of the Emergency Radio System.

VISITORS IN THE WORKPLACE

In order for SBISD and the SBISD Police Department to provide for the safety and security of students and employees as well as facilities in SBISD, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards student and employee welfare, and avoids potential distractions and disturbances.

All visitors should enter any SBISD facility at the main entrance and show a valid photo ID to be processed through the Raptor V-Soft system. Authorized visitors will receive a name badge and directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on SBISD premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance. The SBISD Police Department shall be notified to respond in any event to identify any unauthorized individuals.

All individuals found to be unwanted or unauthorized on the property of SBISD will be identified and escorted from the premises. Appropriate enforcement action may also occur. All visitors must exit through the main entrance, returning their name badge to the facility's reception desk.

DISRUPTION OF CLASSES

Board Policy GKA

A person, other than a primary or secondary grade student enrolled in the school, commits a Class C misdemeanor if the person, on school property or on public property within 500 feet of school property, alone or in concert with others, intentionally disrupts the conduct of classes or school activities. It is an exception to the application of the offense that, at the time the person engaged in the prohibited conduct, the person was younger than 12 years of age.

Disrupting the conduct of classes or other school activities includes:

- Emitting noise of an intensity that prevents or hinders classroom instruction
- Enticing or attempting to entice a student away from a class or other school activity that the student is required to attend
- Preventing or attempting to prevent a student from attending a class or other school activity that the student is required to attend
- Entering a classroom without the consent of either the principal or the teacher and, through either acts of misconduct or use of loud or profane language, disrupting class activities

“School property” includes a public school campus or school grounds on which a public school is located, and any grounds or buildings used by a school for an assembly or other school-sponsored activity.

“Public property” includes a street, highway, alley, public park, or sidewalk.

Education Code 37.124

PROCEDURE FOR CAMPUS TESTING

When subbing on a campus on a testing day check with administrator to determine if there are any special duties for that day.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

SBISD is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, videotaping, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the principal or department head. An employee has the legal right to present concerns regarding sexual harassment at any time without fear of reprisal.

For specific information on the definition of sexual harassment, prohibited conduct, and complaint procedures, refer to **Board Policies DIA (LEGAL), DIA (LOCAL), FFH (LEGAL), and FFH (LOCAL)** which are available through principals and department heads.

CODE OF ETHICS

All employees are to abide by the Code of Ethics and Standard Practices for Texas Educators as found in **Board Policy DH (LOCAL)** and in the regular SBISD Employee Handbook.

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interest of the District. Employees wishing to express criticism or professional concerns shall do so through appropriate administrative procedures or the collaborative process.

Employees shall comply with any SBISD policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. **Violation of any policies, regulations, and guidelines may result in disciplinary actions, including termination of employment.**

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, SBISD expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct:

- property
- falsification of attendance records
- working under the influence of alcohol; possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace; disruptive activity; or threatening violence in the workplace.
- negligence or improper conduct leading to damage of employer-owned property
- insubordination or other disrespectful conduct
- violation of safety or health rules
- smoking
- sexual or other unlawful or unwelcome harassment
- possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- unauthorized absence from the work station during the workday
- unauthorized use of telephones, mail system, or other employer-owned equipment
- violation of personnel policies
- failure to display SBISD employee identification badge on the outer portion of the clothing while on district property or when asked by competent authority for identification purposes
- failure to comply with established procedures for entry and access to school district property before or after normal business hours and workdays
- An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.
- An employee shall not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties.
- Employees shall not recommend, endorse, or require students to purchase any product, material, or service in which they have a financial interest or that is sold by a company that employs the District employee during nonschool hours.
- Employees shall not use their positions with the District to gain entrance to a home within the District or to obtain an audience with any District resident for the purpose of attempting to sell products or services.

CONFLICT OF INTEREST

Board Policy DBD

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework with which SBISD wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

The guidelines are as follows:

An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the Superintendent or designee, who shall take whatever action is necessary, if any, to ensure that the District's best interests are protected.

ACCESS TO PERSONNEL FILES

SBISD maintains a personnel file on each substitute. The personnel file includes such information as the employee's job application, resume, documentation of performance, and other necessary employment records. Individual personnel files are the property of SBISD, and access to the information they contain is restricted.

Substitutes who wish to review their own files should contact the Human Resources Department. In accordance with **Board Policies GBA (LEGAL) and DBA (REGULATION)** and the *Open Records Request Act*, employees may request that copies of their records be made available for inspection, duplication, or viewing in the presence of an individual within the Human Resources Department.

DRUG-FREE SCHOOLS / WORKPLACE REQUIREMENTS

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol as those terms are defined in state and federal law, in the workplace, or school premises, or as part of any of the District's activities.

(This notice complies with notice requirements imposed by the federal *Drug-Free Workplace Act* [20 U.S.C.3471, 1221e-3(a)(1) and 34 CFR 85.630] and notice requirements imposed by the federal *Drug-Free Schools and Communities Act Amendments of 1989* [20 U.S.C.3224a and 34 CFR 86.201].)

TOBACCO AND E-CIGARETTES PROHIBITED

**Board Policies GKA (LOCAL)
& DH (LOCAL)**

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities.

POSSESSION OF FIREARMS AND WEAPONS

**Board Policies DH, FNCG,
& GKA**

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or

any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call SBISD Police immediately.

CHILD ABUSE AND NEGLECT

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports immediately as are required by law.

Family Code TFC261

Immunities: Except for a person who reports the person's own conduct or who acts in bad faith or with malicious purpose, a person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed.

**Family Code TFC261
Title 5 Subtitle E Chapter 261**

Substitutes must report suspected abuse and neglect according to **District Board Policy FFG (EXHIBITS A-C)** on pages 7-11. If unsure how to report, see a campus administrator or counselor.

For additional information go to
<https://springbranchisd-tx.safeschools.com/login>
or contact SBISD Police 713-984-9805

The following forms will be used by the District:

- Exhibit A: Notice of Employee Responsibilities for Reporting Child Abuse and Neglect—2 pages
- Exhibit B: Campus Information Reporting Form: Suspected Child Abuse or Neglect—1 page
- Exhibit C: Child Abuse or Neglect Reporting Procedure—1 page

EXHIBIT A

Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL) and (LOCAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact the director of guidance and counseling at (713) 464-1511.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

An employee will make a report if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A law enforcement agency: The Spring Branch ISD Police Department, at (713) 251-4357 or (713) 984-9805;

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(EXHIBIT)

- The CPS division of the Texas Department of Family and Protective Services (1-800-252-5400) or on the web at www.txabusehotline.org; or
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

STUDENT WELFARE
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FFG
(EXHIBIT)

EXHIBIT B

**CAMPUS INFORMATION REPORTING FORM:
SUSPECTED CHILD ABUSE OR NEGLECT**

IT'S THE LAW: Any person who believes that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that the child has died of abuse or neglect must report his or her suspicions to the Texas Department of Human Services or to a law enforcement agency.

REPORTING: A report must be filed within 48 hours to the Texas Department of Family and Protective Services by telephone (1-800-252-5400) or online www.txabusehotline.org (ID: professional PASSWORD: report1).

When a report is filed with the Texas Department of Family and Protective Services, complete this form and fax it to the SBISD Police Department (fax 713-365-5600).

COMMUNITY: A person, who, without malice, makes a report or collaborates in the investigation of suspected child abuse or neglect is immune from civil or criminal punishment.

CONFIDENTIALITY: Reports of child abuse or neglect are confidential. Information in the reports, including the name of the person making the report, may be used only for purposes consistent with the investigation of abuse or neglect.

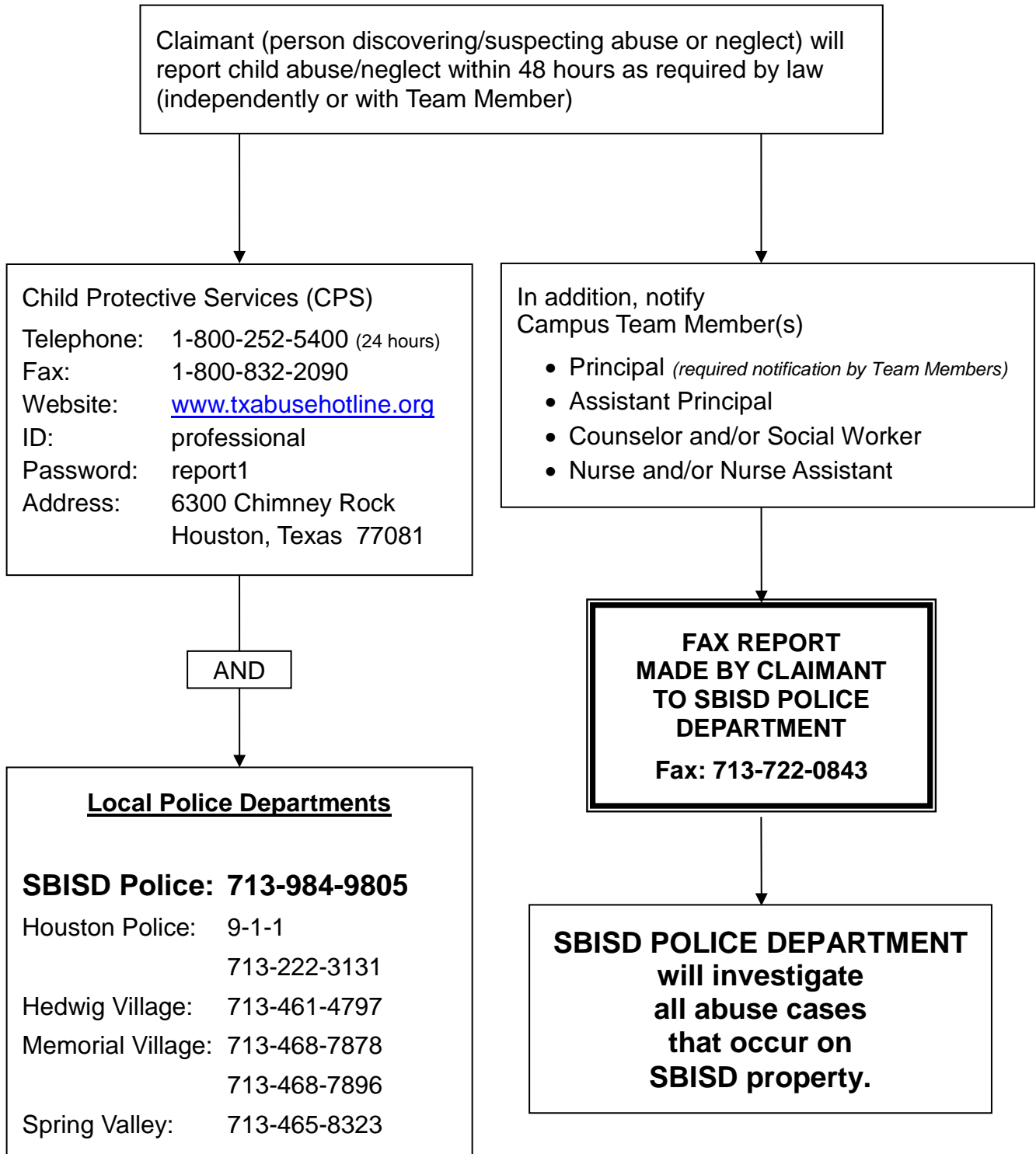
FAILURE to report suspected physical or mental abuse or neglect of a child and false reporting with malice are crimes punishable by fine, imprisonment, or both.

Name of Child:	Date of Birth:	Age:
Child's home address (Street, City, State, Zip):		
Name of Parents or Persons Responsible for Child:		Relationship to Child:
Does the child have brothers or sisters? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know		
Briefly Describe the Situation and/or Condition of the Child.		
Person Making This Report		
Name:		Campus:
Position:		Campus telephone:
Report filed with Texas Department of Family and Protective Services by: <input type="checkbox"/> Phone <input type="checkbox"/> Online		Date and time report filed:
Date form faxed to Police: _____	Principal notified: _____	Team member notified: _____

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

CHILD ABUSE OR NEGLECT REPORTING PROCEDURE

EXHIBIT C



PESTICIDES

In accordance with the *Texas Structural Pest Control Act*, the District has developed and adopted a Pest Management Policy. Based on this policy, the control of any pest within the District, whether by the use of mechanical, physical, chemical, cultural, or biological means, will be determined by Integrated Pest Management (IPM) procedures. Only licensed certified applicators or licensed certified noncommercial applicators may use these means. All pest management shall be overseen by the IPM Coordinator.

CHEMICAL PRODUCTS

Chemical products such as insect spray, Lysol, correction fluid, bleach, etc. will not be allowed in the school without administrative approval and Safety Data Sheets (SDS) information. Any questions or concern may be directed to Safety and Risk Management.

Product Safety Manuals are available online at each campus. This manual provides information on all chemical products including pesticides, custodial cleaners, etc. that will be used in the building.

ANAPHYLAXIS

What Causes Anaphylaxis: In anaphylaxis, a child has a severe reaction to an allergy trigger. Many cases are caused by food allergies such as peanuts, tree nuts, or shellfish or can be triggered by insect stings.

The airways narrow and the throat swells, which can block breathing. Blood vessels widen, making blood pressure fall, sometimes to dangerous levels.

Anaphylactic reactions usually happen fast. Symptoms often get the most severe within three to 30 minutes of exposure to the allergy trigger. Quicker reactions are usually more severe.

Be Prepared: Call for the school nurse right away.

A child who has had a severe allergic reaction may carry an emergency kit that includes an epinephrine auto-injector or may have one in the school clinic. The injection is not a cure. Even if the child seems okay, emergency medical care is a must. Like all drugs, epinephrine does have an expiration date, so check the dates on each pen.

Symptoms of Anaphylaxis: Most anaphylactic reactions have symptoms from two or more areas of the body.

Symptoms can include:

- Trouble breathing, or noisy breathing
- Coughing, wheezing
- Sneezing
- Congestion
- Tightness in the lungs
- Hoarseness

- Chest pain
- Low blood pressure
- Weak, rapid pulse
- Dizziness, fainting
- Flushed skin
- Hives or welts
- Itchy skin
- Sweating
- Swelling of the throat, face, lips, or tongue
- Abdominal pain
- Nausea, vomiting

Get medical attention right away for signs or symptoms of anaphylaxis.

GUIDELINES FOR COMMUNICABLE DISEASES

Board Policy FFAD (LOCAL)

Chronic Reportable Diseases: Unless otherwise provided below, a student with a chronic reportable disease (Hansen's disease [leprosy], viral hepatitis type B, AIDS, or HIV infection) shall be allowed to attend school in his or her usual instructional setting with the approval of his or her doctor. The District employee responsible for the school health program shall function as the liaison with the student's doctor and be the coordinator of services provided by other staff. (See **Board Policy FFA**)

Confidentiality: Knowledge that a student has a chronic reportable disease shall be confined to those persons with a direct need to know; e.g., principal, person responsible for the school health program, etc. Information that a student has or has not been tested or has or does not have AIDS or HIV infection may be released only to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their own protection and to provide for the tested student's health and welfare or upon written authorization by the parents or an adult student specifying the persons or positions to whom the information may be released. Those persons shall be provided with appropriate information concerning any precautions that may be necessary and shall be aware of confidentiality requirements. (See **Board Policy FL**)

Risk to Affected Student: Unless otherwise provided in an IEP, a decision to remove a student from the classroom for his or her own protection when cases of communicable disease are occurring in the school population shall be made by the student's doctor and parent/guardian in consultation with the person responsible for school health program and/or the District medical advisor.

Body Fluid Management: Written routine procedures for handling body fluids in the school or school-related setting shall be formulated and be applicable to transmission

concerns for any communicable disease. All District personnel shall be trained in these precautionary procedures which shall include: wearing gloves to clean up blood and other designated body fluid spills; disinfecting body fluid spills with a District-approved disinfectant solution; washing hands with soap and water after cleaning up or coming into contact with blood or body fluid spills; and placing items soaked with blood or body fluids in leakproof bags for washing or further disposition.

GUIDELINES FOR INFECTIOUS DISEASES

General Statement: Guidelines for all school personnel are meant to provide simple and effective precautions against transmittal of disease for all persons potentially exposed to the blood or body fluids of any individual. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

Body Fluids: The body fluids of all persons should be considered to contain potential infectious agents and should be treated cautiously. The term *body fluids* includes: blood, semen, vaginal secretions, breast milk, feces, urine, vomitus, respiratory secretions, drainage from cuts, tears, and saliva.

Use of Disposable Gloves and Safety Glasses: Gloves and safety glasses should be worn by a caretaker with open hand lesions and when in contact with blood spills, vomitus, urine, feces, semen, or vaginal secretions. Gloves and safety glasses should also be worn when removing any body fluid spills from the environment (e.g., furniture, floors, rugs, etc.).

Hand Washing: Hand washing after contact with an individual is routinely recommended only if physical contact has been made when cases of communicable diseases are occurring with the person's blood or body fluids. If unanticipated skin contact occurs where gloves may not be immediately available, hands and/or other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. In the case of accidental contact with blood, hands, and/or other affected skin areas should be washed immediately. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for fifteen (15) to thirty (30) seconds. A District-approved waterless hand rinse should be used when running water is not available.

Disposal of Materials: Used cleaning solutions should be flushed down a toilet. Clothing and other nondisposable materials that are soaked with body fluids must be double bagged in plastic bags and instructions for handling given to appropriate persons. Disposable towels, tissues, gloves, and cleaning supplies should be used whenever possible, and when containing blood or other body fluids, must be double bagged in plastic bags, securely tied, and disposed of daily. In areas where disposable supplies/

materials are contaminated with body fluids on a routine basis (e.g., clinics, athletic complex), covered trash containers lined with two (2) plastic bags must be used. Contact your campus nurse.

FIRE EXTINGUISHER TRAINING

When to use an extinguisher:

- The fire is small
- You know what materials are burning
- You have the proper extinguisher
- You know how to operate the extinguisher
- You are sure you have an unobstructed escape route

When to evacuate:

- At the first sign of fire, smoke, or the smell of burning materials
- You are not sure how to use the fire extinguisher
- The fire is starting to spread
- The fire is becoming smoky
- The only exit could become blocked

How to use a fire extinguisher (PASS):

- Stand with your back to an exit so that you have a clear route to safety behind you if the fire starts to spread
- Position yourself approximately 7-10 feet from the fire
- Then follow this procedure:
 - **PULL** the pin to unlock the operative lever and allow the extinguisher to discharge
 - **AIM** low. Point at the base of the fire
 - **SQUEEZE** the lever above the handle to discharge
 - **SWEEP** the hose from side to side at the base of the fire. Moving carefully toward the fire, sweep back and forth until the flames are out.

Fire safety tips:

- Know your exits
- Keep your exit paths clear
- Know where the nearest fire alarm and fire extinguisher are located
- No open flame
- Remain calm; remember that alarms, sprinklers, emergency lighting, and fire doors are all in place to give you time to evacuate
- As soon as you hear the alarm, leave the building
- Follow assigned routes out of the building; if fire or smoke block one route, use a backup route

- Use stairways. Never use elevators. The power may be cut off and the elevator could become stuck.
- Move quickly, but do not run

Staff should never use candles or plug-ins. These can be fire hazards as well as air quality issues.

For additional information, go to
<https://springbranchisd-tx.safeschools.com/login>
 or contact Ann.Fisher@springbranchisd.com

COMMONLY-USED ACRONYMS IN SBISD

AB	Adaptive Behavior
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
AEIS	Academic Excellence Indicator System
ARD	Admission Review Dismissal
CIP	Campus Improvement Plan
CIT	Campus Improvement Team
DARE	Drug Abuse Resistance Education
DIT	District Improvement Team
ED	Emotional Disturbance
EL	English Learners
ESOL	English for Speakers of Other Languages
GPA	Grade Point Average
G/T	Gifted and Talented
IEP	Individualized Education Plan
LD	Learning Disorder
LEP	Limited English Proficiency
LPAC	Language Proficiency Assessment Committee
MR	Mental Retardation
OHI	Other Health Impaired
PEIMS	Public Education Information Management System
PTA	Parent Teacher Association
SAP	Student Assistance Program
SH	Speech Handicapped
SPE	Special Education
SSC	Student Support Committee
STAAR	State of Texas Assessments of Academic Readiness
TEA	Texas Education Agency
UIL	University Interscholastic League
VEH	Vocational Education for Handicapped



STANDARDTM RESPONSE PROTOCOL EXTENDED

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Get Inside. Lock Outside Doors"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER

FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

HOLD IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



STUDENTS:

- Remain in your classroom
- Do business as usual.

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students

Academic Calendar 2019-2020—Final

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
4 Holiday – Student / Staff 31 New Employee Orientation							31, 1, 5 New Employee Orientation 6, 14 Teacher Workday 7 - 9, 12 - 13 Teacher Professional Development 15 Begin Grading Cycle							2 Holiday – Student / Staff						
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
11 Teacher Professional Development – Student Holiday 14 Holiday – Student / Staff 17 - 18 Elementary Early Dismissal – Parent / Teacher Conference							25 - 29 Holiday – Student / Staff							18 - 20 Secondary Early Dismissal 20 Elementary Early Dismissal; End Grading Cycle 23 - 31 Holiday – Student/Staff						
January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	1	2	3	4	5	6	7
5	6	7	8	9	10	11	9	10	11	12	13	14	15	8	9	10	11	12	13	14
12	13	14	15	16	17	18	16	17	18	19	20	21	22	15	16	17	18	19	20	21
19	20	21	22	23	24	25	23	24	25	26	27	28	29	22	23	24	25	26	27	28
26	27	28	29	30	31	1								29	30	31				
1 - 3 Holiday – Student / Staff 6 Teacher Professional Development – Student Holiday 7 Begin Grading Cycle 20 Holiday – Student / Staff							13 - 14 Elementary Early Dismissal – Parent / Teacher Conference 17 Teacher Professional Development (Flex) – Student Holiday							16 - 20 Holiday – Student / Staff						
April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	31	1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
10 Holiday – Student / Staff 13 Holiday – Student / Staff [Bad Weather Makeup Day if needed]							22 - 23 SBISD Graduations; specific date / time TBA 25 Holiday – Student / Staff 26 - 28 Secondary Early Dismissal 28 Elementary Early Dismissal; Last Day of Instruction unless May 29 Bad Weather Makeup Day needed 29 Teacher Workday or Bad Weather Makeup Day if needed							1 Teacher Workday if Bad Weather Makeup Day used						

* This calendar is subject to change per Texas Legislative session and Texas Education Agency decisions.



Grading Periods

First Semester – 84 student days; 92 teacher days
Second Semester – 93 student days; 96 teacher days

6 Weeks

Aug. 15 - Sept. 26: 30 days
Sept. 27 - Nov. 8: 29 days
Nov. 11 - Dec. 20: 25 days
Jan. 7 - Feb. 14: 28 days
Feb. 18 - Apr. 3: 29 days
Apr. 6 - May 28: 36 days

9 Weeks

Aug. 15 - Oct. 10: 40 days
Oct. 15 - Dec. 20: 44 days
Jan. 7 - Mar. 6: 42 days
Mar. 9 - May 28: 51 days

Symbol Key

[Begin Grading Cycle		New Employee Orientation
]	End Grading Cycle		Teacher Workday – Student Holiday
○	Early Dismissal		Teacher Professional Development – Student Holiday
	Bad Weather Makeup Day		Holiday – Student / Staff

Approved by the Board of Trustees January 14, 2019
Grading Periods and Early Dismissal Dates added February 25, 2019

HUMAN RESOURCES AND THE SUBSTITUTE

EMPLOYMENT POLICIES AND PROCEDURES

Teacher and clerical/assistant substitutes are employed through the Human Resources Department, under the direction of the Human Resources Administrator.

All applicants who wish to substitute teach need the following:

- an online application
- attendance at orientation (**mandatory**)
- college transcripts which show the successful completion of a minimum of 60 semester hours
- copy of teacher certification, if applicable
- two completed work reference forms
- a completed criminal history check
- the approval of the Human Resources Administrator
- Substitute online training—<http://www.esc4.net> (\$25 fee, subject to change)
- Sub training assessment score
- TEA Affidavit of Applicant Offered Employment, signed and notarized, before beginning work

All applicants who wish to substitute as clerical/assistant will need the following:

- an online application
- high school diploma or GED
- two completed work reference forms
- a completed criminal history check

Upon hiring, the substitute must also provide the Human Resources Department with documents that establish both identity and employment eligibility. *Senate Bill 9*, also known as the “Fingerprinting Bill” was signed into law by Governor Perry in Fall 2007. This bill requires that all substitute teachers and classified substitutes undergo a national criminal history record information review by the Texas Education Agency (TEA). Information will be provided regarding the process and the following will be required:

- If you are currently employed in any capacity in a Public School in the State of Texas, you must notify the Substitute Office in writing.
- Payment of the up-front fees associated with the fingerprinting process. The cost is \$48.25 (subject to change), depending on method of payment.
- Do not start the fingerprinting process prior to notification from the Substitute Office.
- Individuals who have already submitted fingerprints for the TEA criminal history review will not need to complete the process again.

SUBSTITUTE ORIENTATION / INSERVICE

All substitutes must attend a scheduled orientation session before substituting in our schools. The first session is usually scheduled in September. Other sessions are scheduled periodically through the course of the school year. Administrative, instructional, and support personnel provide these sessions to discuss District policies and procedures as well as to address concerns and questions that substitutes may have.

LETTERS OF REASONABLE ASSURANCE

During May each substitute should receive, by Spring Branch email, notification of reasonable assurance of employment for the next school year, in accordance with provisions of the Texas Unemployment Compensation Act, on the basis that existed during the past school year, in accordance with **Board Policies DCD (LOCAL), DBA (LOCAL), and CRF (LOCAL)**. This letter assures each substitute that he/she will be on the approved substitute list for the next school year unless the substitute terminates employment with the District or has received a letter stating he/she has been removed from the substitute list. It is the responsibility of each substitute to notify the Substitute Office if he/she does not receive a Letter of Reasonable Assurance by the last day of June so that a copy can be emailed to SBISD email account.

TEACHER RETIREMENT AND THE SUBSTITUTE

Senate Bill 9 permits service retirees to work for an unlimited number of days as a substitute at no more than the daily sub pay rate, effective September 1995. **TRS service retirees are not limited in the number of days they may work per school year; however, a worker is not considered a substitute when the position is vacant or used as extra help.** Retirees can work in a vacant position for 20 days now. It is the retiree's responsibility to ensure that he/she does not exceed this limitation and will have to pay appropriate surcharges if he/she cannot provide an exception from TRS.

Retirees who earn more than substitute pay are required to file a monthly report detailing hours worked. These retirees must work one-half time or less during each month.

Disability retirees should note that the number of days they may work per school year as a substitute or half-time employee remains at 90.

No substitute is allowed to be a temporary employee and a substitute at the same time. The substitute status will be inactivated until the temporary assignment is over.

Employment after Service Retirement

Rule 31.13(d) Substitute Service The change addresses the way substitute service and one-half time service in the same month is to be counted so that the retiree does not exceed one-half time. The combination of the number of days of substitute service and days of work on a one-half time basis in the same calendar month cannot exceed the number of days available that month for work on a one-half time basis. Work for any part of a day as a substitute or on a one-half time basis will count as a full day. This change is effective starting with the 2011-2012 school year.

Rule 25.4, Substitutes While there is no TRAQS reporting requirement associated with substitute service, members who wish to purchase substitute service credit must obtain employer verification of their service and salary to TRS. Under a change to **Rule 25.4**, TRS will no longer require a member to purchase credit for substitute service once it has been verified.

TRS Surcharges for Retirees Who Work More than One-half Time during a Month

If a retiree is subject to TRS surcharges and works more than one-half in a given month, the retiree is responsible for paying the surcharges. It is the retiree's responsibility to provide exceptions he/she may have to hours' limitation and to monitor his/her work schedule. If you are currently employed in any capacity in a Public School in the State of Texas, you must notify the Substitute Office in writing.

COMMISSIONER'S RULES ON CREDITABLE YEARS OF SERVICE

There has been a change in rules regarding creditable years of service for substitutes. Beginning with the 1998-1999 school year, a substitute who worked at least 90 full-time days or its equivalent and holds a valid teaching certificate is eligible to receive credit for salary increment purposes. A service record must be requested from the Substitute Office upon full-time employment.

SALARY SCHEDULES

Certification must be valid and may be from any state in the United States. It is the responsibility of the substitute to notify the Substitute Office in the event teacher certification or degree is acquired after employment. The higher pay will not be given retroactively. Substitutes are also required to notify the Substitute Office if their rate of pay is not correct after the first pay check or retroactive pay will not be received.

Substitutes who are replacing a teacher on leave for over 20 days are paid on a graduated scale based on the number of consecutive days in the assignment. **The substitute must be in the exact same position (job) for a minimum of 21 days (excluding holidays) and work no other assignment. On the 21st and 41st day, you will**

become eligible for the new rate. It will be retroactive to the first day of the assignment. The payroll calendar will be followed for retroactive pay and increase in pay. Substitutes are to notify the Substitute Office when placed in a long-term assignment. (See page 26 for Pay Dates.)

The pay scale for long-term assignments is as follows:

CONSECUTIVE DAYS	WHOLE DAY	HALF DAY
0 - 20	\$100.00/day (certified)	\$50.00
0 - 20	\$ 90.00/day (degreed, non-certified)	\$45.00
0 - 20	\$ 85.00/day (non-degreed)	\$42.50
21 - 40	\$125.00/day (certified)	\$62.50
21 - 40	\$110.00/day (degreed, non-certified)	\$55.00
21 - 40	\$ 95.00/day (non-degreed)	\$47.50
41 +	\$145.00/day (certified)	\$72.50
41 +	\$135.00/day (degreed, non-certified)	\$67.50
41 +	\$125.00/day (non-degreed)	\$62.50

Critical Shortage Area Teacher Substitutes will receive \$10 extra per day in the above categories. Critical Shortage Areas will be determined by the Human Resources Department based on the current needs of the district. The Substitute Office will maintain the list of critical needs positions.

*Counselor/Registrar	\$200.00/day
Diagnostician	\$200.00/day
Asst. Principal	\$300.00/day
Principal	\$350.00/day
LSSP	\$200.00/day
Homebound Teacher	\$25.00/hour
*HR approval required	

There is no guarantee that substitute assignments will last more than one day. **If you accept an assignment that might last for a long period of time, understand that the assignment might be stopped at any time based on the principal's discretion.**

Based on the *Texas Administrative Code*, substitutes must have a valid Texas certificate to serve in a vacant position (no retirees). This does not apply to substitutes filling in for teachers on leave. Substitutes who are replacing a teacher on leave for 21 or more days are paid on a graduated scale based on the number of consecutive days in the assignment.

Substitutes who are on long-term assignments are paid on a graduated scale based on the number of consecutive days in the assignment. To be considered for a long-term assignment, a substitute must be in the exact same position (job) substituting for the same nurse, in the same building, for the entire period for a minimum of 21 days. The pay scales for long-term assignments are as follows:

Licensed registered nurses:

CONSECUTIVE DAYS	WHOLE DAY	HALF DAY
0 - 20	\$150.00/day	\$75.00
21 - 40	\$165.00/day	\$82.50
41 +	\$195.00/day	\$97.50

Licensed vocational nurses:

CONSECUTIVE DAYS	WHOLE DAY	HALF DAY
0 - 20	\$100.00/day	\$50.00
21 - 40	\$125.00/day	\$62.50
41 +	\$145.00/day	\$72.50

Licensed registered nurses for medically fragile:

CONSECUTIVE DAYS	WHOLE DAY	HALF DAY
0 - 20	\$165.00/day	\$82.50
21 - 40	\$180.00/day	\$90.00
41 +	\$210.00/day	\$105.00

There is no salary increment for long-term assignments for administrative assistant, attendance specialist, and registrar secretary:

	WHOLE DAY	HALF DAY
Administrative Assistant Attendance Specialist Registrar Secretary	\$85.00/day	\$42.50
Clerks Teacher Assistants	\$70.00/day	\$35.00

All substitutes are paid the paraprofessional rate of pay when substituting for a paraprofessional.

Critical Shortage Area Teacher Assistants:

CONSECUTIVE DAYS	WHOLE DAY	HALF DAY
0 - 20	\$80.00/day	\$40.00
21 - 40	\$90.00/day	\$45.00
41 +	\$100.00/day	\$50.00

Auxiliary positions:

Bus Drivers	\$15.31 – \$19.14/hour
Bus Assistants	\$7.25/hour
Crossing Guards	\$8.00/hour

BREAK-IN-SERVICE

Substitutes on long-term assignments may miss a maximum of 5 consecutive days due to personal or family illness. The request must be in writing with the dates and signed by the building principal. Submit the signed request to the Substitute Office. Additional break-in-service **without prior approval** will cause the substitute to return to the original rate of pay.

The substitute may not work any other assignments when absent and must return to the original long-term assignment. **Substitutes are not paid for the days missed.** Report any time missed to the Substitute coordinator on campus or Substitute Office so a replacement can be found for the day.

SUBSTITUTE EVALUATIONS / REMOVAL FROM SUBSTITUTE LIST

Evaluations are a means of improving performance and enhancing communication. There are two types of

evaluations used with substitutes. One type allows school personnel to evaluate the performance of the substitute, and the other allows the substitute to evaluate his or her assignment. Copies of both types of evaluations are available on pages 21-24.

School administrators will send substitute evaluations, as needed, to Human Resources for follow up by the Substitute Office.

- **First Complaint—1st notice: Substitute will be notified by letter giving directives.**
- **Second Complaint—2nd notice: Substitute will receive notice of directive.**
- **Third Complaint—final warning: Substitute will receive a final warning letter.**
- **Fourth Complaint—termination: Substitute may be terminated.**

Substitutes may be removed from the approved substitute list at *any time* it is deemed necessary and appropriate to do so. Substitutes removed from the approved list will be notified by letter from the Human Resources Department.

If warranted, substitutes may also be restricted immediately from services to the district, pending the outcome of any investigation of policy violations.

As principals have the responsibility for the education of students in their care, they also must have the ability to choose staff they feel best meets the needs of their campuses. Therefore, the campus principal has the authority to block a substitute from his/her campus. Substitutes may submit a written rebuttal within 10 business days after receiving a report. The rebuttal will be included to the substitute's file but may not necessarily change the outcome of the decision made by the principal or the Human Resources director.

RESIGNING FROM SUBSTITUTE LIST

If you no longer wish to substitute, a written resignation must be submitted to the Substitute Office. **Any substitute who does not accept an assignment for two months will be placed on the "inactive" list.** To be reactivated, the substitute must contact the Substitute Office. If no assignments have been accepted and the Substitute Office has not been contacted in a semester, the substitute's name will be removed from the approved substitute list.

CONCERNS OR COMPLAINTS

Any substitute who has a concern or complaint should contact the Substitute Office for assistance. The substitute may be asked to put the concern or complaint in writing for review. After exhausting all the Substitute Office procedures for bringing a concern, issue, or complaint to our attention, a substitute may use the District complaint process found on the District web site.



Spring Branch Independent School District

Human Resource Department

955 Campbell Road, Houston, Texas 77024
Phone (713) 464-1511 • Fax (713) 251-2343
hr@springbranchisd.com

EMPLOYEE CHANGE OF NAME, ADDRESS AND/OR TELEPHONE NUMBER

Name: _____

Employee # _____

Campus/Department: _____

Effective Date: _____

NAME CHANGE: Please print the PREVIOUS and NEW name below.

From Previous Name:

Last Name: _____ First Name: _____

Middle Name: _____ Maiden Name: _____

To New Name: **(Please fill in name as it appears on your Social Security Card)**

Last Name: _____ First Name: _____

Middle Name: _____ Maiden Name: _____

Name changes: Social Security Card and Texas Driver's License are REQUIRED for name changes. Employees must bring documents in person to Human Resources. Marriage licenses or divorce decrees are not accepted.

*****Important: Name change may also change your technology accounts (email and logon).*****

TELEPHONE NUMBER: Please print the NEW phone number below.

To Home: _____ Cell: _____

PERMANENT ADDRESS: Please print the NEW address below.

To: _____

New information provided above will automatically be transmitted to Teachers Retirement System (TRS) and employee benefits providers.

To initiate a name change with Social Security and receive a new card, please call SSA at 800-772-1213.

State Board of Educator Certification (SBEC) rules require certificate holders to notify SBEC of an address change within 45 calendar days of the effective date of such change. Update your information with TEA online at <http://www.tea.state.tx.us>. Click on: "Educator Login/Account Set Up". If you've not already done so, you will be required to create an SBEC online account.

Inspiring minds. Shaping lives.

Jennifer Blaine, Ed.D., Superintendent of Schools
www.springbranchisd.com

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE EVALUATION CLASSROOM TEACHER

Employee # _____

Substitute Teacher's Name _____	Classroom Teacher's Name _____
Grade Level/Subjects Taught _____	Date(s) Substitute Performed Duties _____
Name of School _____	_____

INSTRUCTIONS: For each of the items below, circle the number to the right which closely represents your view. Add any comments at the bottom that you feel are appropriate.

4 – Strongly Agree

2 – Disagree

3 – Agree

1 – Strongly Disagree

- | | | | | | |
|--|---|---|---|---|----|
| 1. The substitute teacher followed the lesson plans you provided. | 4 | 3 | 2 | 1 | NA |
| 2. Any assignments given were corrected and organized for your review. | 4 | 3 | 2 | 1 | NA |
| 3. The substitute handled the class appropriately. | 4 | 3 | 2 | 1 | NA |
| 4. Your desk and classroom were as organized as you left them. | 4 | 3 | 2 | 1 | NA |

COMMENTS: _____

I understand that this form will be placed in the substitute's permanent folder. To my knowledge the information is accurate.

 Evaluator's Signature

 Date

I would like to have this substitute again in my classroom.

☐ Yes

☐ No

 Teacher's Signature

 Date

=====

Principal or Designated Campus Administrator:

Please note that this evaluation will be placed in the substitute's permanent folder. Therefore, it is important that all information is **accurate** and **appropriately stated**.

I recommend that this substitute be allowed to continue working at my campus.

☐ Yes

☐ No

 Principal's Signature (required)

 Date

_____ **Check here to indicate that the principal has discussed this evaluation with the substitute.**

Please return to Human Resources.

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Substitute's Evaluation of School Assignment

Name of Substitute Teacher

School

Grade or Subject Taught

Substituted for

Dates Substituted

Office staff provided schedule for the day, instructions,
map of building, escort to room, keys, etc.

Absent teacher left legible lesson plans, seating charts,
materials, special instructions, and name of student
assistants.

Teachers were friendly, helpful.

Students were respectful, responsive, helpful.

Classroom/station was clean and in good condition.

SATISFACTORY	UNSATISFACTORY

Did a staff member visit a class you were teaching?

☐ Yes

☐ No

COMMENTS: _____

Substitute's Signature

Date

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Secretarial, Clerical, and Teacher Assistant Substitute Evaluation Form

Substitute's Name _____ Date of Job _____

Name of Absent Employee _____ Position _____

Evaluation Completed by _____ Dept. _____

Rating Scale:

O – Outstanding

S – Satisfactory

U – Unsatisfactory

NA – Not Applicable

General Expectations	O	S	U	NA
Demonstrates seriousness of purpose and sense of responsibility.				
Is able to perform job-related tasks.				
Is able to communicate clearly.				
Demonstrates tact and courtesy in association with students, parents, co-workers, and administrators.				
Demonstrates dependability by reporting on time and by remaining until the designated dismissal time.				
Is well-groomed and dresses appropriately for the assignment.				
Uses discretion in speaking of co-workers, school/ department, and students.				
Exercises good professional judgment.				
Performs duties as assigned by supervisors and cooperates with others.				

Job-Site Expectations	O	S	U	NA
Demonstrates skills needed for this position; seeks assistance when necessary.				
Displays interest in and concern for the students.				
Encourages proper care and use of materials and equipment.				
Follows established school and district procedures.				
Leaves accurate and complete records for the absent employee.				
Leaves desk/work area neat and organized.				

[illegible]

_____ I recommend that it is in the best interest of my students to **not** use this substitute again.

_____ I recommend that it is in the best interest of my campus to **not** use this substitute again.

Principal's Signature _____ Date _____

If requesting that a substitute NOT be reassigned to your campus, please forward this completed evaluation to the Substitute Office in Human Resources.

PAYROLL AND THE SUBSTITUTE

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Employee Self Service Instructions

Access Employee Self Service (ESS): Includes the following features and access to employee information. ESS access starts after the employee has received his/her first paycheck.

- Resource links to websites commonly used by Spring Branch employees
- Personal information contained in the employee payroll database
- Paycheck information and year-to-date totals
- W-4 information (federal tax exemption status)

Follow steps below to access ESS:

1. Go to the SBISD website (<http://www.springbranchisd.com>)
2. Click on **FOR STAFF** at the top right of the SBISD website
3. If prompted to login, enter your **username** and **password**
4. Click on the **ESS** icon link
5. Click **EMPLOYEE SELF SERVICE (ESS)**
6. In the upper right hand corner, click **LOGIN**
7. Enter your **network username** and **password**

How do I get the information I need on ESS?

1. Once you are logged into ESS, you will be able to view the **Welcome to Employee Self Service** page. The left-hand side of the page includes links and forms commonly used by Spring Branch employees.
2. **Tabs on the left side of the page** allow you to navigate the site. Most employees will see the following tabs:
 - **Pay/Tax Information** – Displays your most recent paycheck information, year-to-date earnings, and current W-4 (federal withholding exemption) data.
 - **Personal Information** – If your address is incorrect, please click change to update the address. You can also add or change your telephone number.
 - **Time Off** – Displays days and time available.

For assistance, please contact 713-251-TECH (8324)

PAYROLL PROCEDURES

- On November 24, 2003, the SBISD Board of Trustees approved the implementation of a FICA alternative retirement plan. This plan provides employees who are ineligible for TRS (**part-time, seasonal, temporary substitutes**) with retirement benefits comparable to Social Security benefits. The employee's retirement contribution will now be paid into a District tax-qualified retirement plan (457 FICA alternative plan). This will allow employees to defer Federal Income Tax and permanently save FICA tax. TCG Administrators will be the plan provider. Taxes on earnings are deferred until withdrawal (retirement/resignation) or annuity payments begin.
- Deductions from a substitute's paycheck include withholding taxes, 457 plan (FICA alternative retirement plan), and Medicare taxes. No deductions are made for teacher retirement. Retired substitutes do not pay into the FICA alternative retirement plan. Paychecks will not be issued without an *Employee Withholding Allowance Certificate (W-4)* on file. Refer to page 20 for Address Change or update in ESS.
- Each substitute will be paid automatically based on the job assignments of the automated substitute management system (Aesop).
- Refer to the **Substitute Days Reporting Schedule** for 2019-2020 to determine the pay reporting period and the pay dates.
- Document the confirmation number, school, and date which you substituted. If you feel you were not paid correctly, your personal record is critical to determine if an error may have occurred. Without this information, researching your file could take an extra 2-4 weeks.
- In order to confirm that you actually reported to work as assigned, campuses and departments require you to sign in and out. Remember if you do not have a confirmation number, you will not be paid.
- All personnel are required to enroll in payroll direct deposit at a bank, credit union, or savings & loan; or he/she will be issued a payroll debit card.
- Your check stub is emailed to your SBISD account each pay period. When opening the document, the password required is the last 4 digits of your Social Security Number.

SUBSTITUTE DAYS REPORTING SCHEDULE 2019-2020

SUBSTITUTE REPORTING PERIOD	PAY DATE
July 1 – July 13	August 1
July 14 – August 3	August 16
August 4 – August 17	September 1
August 18 – August 31	September 16
September 1 – September 14	October 1
September 15 – September 28	October 16
September 29 – October 12	November 1
October 13 – October 26	November 16
October 27 – November 9	December 1
November 10 – November 30	December 16
December 1 – December 14	January 1
December 15 – December 28	January 16
December 29 – January 18	February 1
January 19 – February 1	February 16
February 2 – February 15	March 1
February 16 – February 29	March 16
March 1 – March 14	April 1
March 15 – March 28	April 16
March 29 – April 11	May 1
April 12 – April 25	May 16
April 26 – May 16	June 1
May 17 – May 30	June 16
May 31 – June 13	July 1
June 14 – June 30	July 16

For Payroll questions, contact:

Employee Alpha	Contact	Number
A-K	Stephanie Nieto	713-251-2229
L-Z	Melissa Norton	713-251-2227

RETIREMENT PLANNING WITH 403(b) & 457(b)

A secure, comfortable retirement is every worker's dream. And now because we're living longer, healthier lives, we can expect to spend more time in retirement than our parents and grandparents did. To help reach your retirement goals, Spring Branch ISD offers you the following retirement plans.

403(b) PLAN HIGHLIGHTS

- Pre-tax contributions made by employees
- Contribution limit of \$18,500 per year
- Roth 403(b) available
- Catch-up contributions available for age 50+
- See list of approved companies listed on TRS website
- Transfers available from another employer's 403(b) plan
- Loans are available, subject to availability and certain conditions

457(b) PLAN HIGHLIGHTS

- Pre-tax contributions made by employees
- Contribution limit of \$18,500 per year
- Catch-up contributions available for age 50+
- Rollovers from another qualified plan are available
- Loans are available. See loan agreement and application form.

457(b) FICA ALTERNATIVE PLAN

Required for substitute, temporary, and part-time employees

- Legislation mandates that substitute, temporary and part-time employees participate in either FICA or an alternative plan set up within the guidelines established by the IRS.
- You are required to participate if you are an active employee and are not eligible to participate in the TRS Pension Plan.
- The deductions for the FICA Alternative Plan are automatically taken out of your paycheck on a pre-tax basis. You are required to contribute 7.5% of your salary to the plan.
- Funds remain tax-sheltered until withdrawn. If your employment with the District ends, you may withdraw funds subject to the Internal Revenue Code distribution guidelines under a 457(b) Deferred Compensation Plan.
- For more information, contact TCG Administrators at 800-943-9179.

For more information about your retirement plan options, or to set up a retirement account, please contact TCG Administrators at 800-943-9179 or tcgservices.com.

BENEFITS AND THE SUBSTITUTE

HEALTH INSURANCE

Spring Branch ISD provides health insurance coverage to employees through TRS ActiveCare. Effective September 1, 2015, with the beginning of the 2015-2016 Benefits Plan Year, substitutes reasonably expected to work 10 or more hours per week are eligible for TRS ActiveCare Health Insurance. Hours worked for other

school districts are not considered in determining whether a substitute is eligible for benefits through Spring Branch ISD. Substitutes will not receive the District's contribution to health insurance premiums. Substitutes are not eligible for any other supplemental benefits. Substitutes must enroll at hire or during the District's annual open enrollment to receive benefits.

NOTICE TO EMPLOYEES: REQUIREMENTS OF THE AFFORDABLE CARE ACT

As of January 1, 2014, the Affordable Care Act (ACA) requires you to have health insurance for yourself and your dependents. Some people are exempt from this requirement. To learn how to apply for an exemption see *Questions and Answers on the Individual Shared Responsibility Provision*, www.irs.gov/uac/Questions-and-Answers-on-the-Individual-Shared-Responsibility-Provision. If you do not have health insurance and you are not exempt, you may be subject to a penalty (see www.healthcare.gov/fees/fee-for-not-being-covered/).

Enrollment in TRS-ActiveCare satisfies the requirement to have health insurance. To be eligible for TRS-ActiveCare, you must be employed by a participating district/entity and be either an active, contributing TRS member or employed 10 or more regularly scheduled hours each week (or reasonably expected to work at least 10 hours per week if a substitute). Employees who are contributing TRS members will receive the state and district contribution toward health insurance premiums. Employees and substitutes who work at least 10 hours per week but are not contributing members of TRS are eligible for TRS-ActiveCare, but are not eligible for the state and district contribution toward health insurance. These employees will pay the full monthly health premium.

Enrollment in another plan, such as through a spouse, parent, or association, also satisfies the requirement to have health insurance if the plan provides minimum essential coverage.

As an alternative to ActiveCare or another health insurance program, you may enroll in insurance through the Health Insurance Marketplace. In Texas, the Marketplace is a federal government program that will offer "one-stop shopping" to find and compare private health insurance options. Most individuals are eligible to enroll in insurance through the Marketplace. The Marketplace originally began enrollment in October 2013 for coverage beginning in January 2014 and offers enrollment annually. For information on the Marketplace, see www.healthcare.gov.

You may be eligible for a premium tax credit or other assistance toward insurance obtained through the Marketplace, depending on your household income. More information on the premium tax credit and other cost sharing provisions is available at www.healthcare.gov. Please note that the district will not contribute to premium costs if you enroll in insurance through the Marketplace. Also, you will lose the benefit of paying the premium with pre-tax income if you purchase insurance through the Marketplace.

Additional information. If you have questions or concerns about the health insurance offered through the district, please contact: benefits@springbranchisd.com. Questions about the Marketplace and how the Affordable Care Act impacts you as an individual should be addressed to www.healthcare.gov or your personal attorney.

Basic Information About Health Care Offered by the District

If you decide to shop for coverage in the Marketplace, below is the employer information you will enter at HealthCare.gov to find out if you are eligible for a premium tax credit. This information is numbered to correspond to the Marketplace application.

3. Employer name Spring Branch ISD		4. Employer Identification Number (EIN): 74-6001379	
5. Employer Address 955 Campbell Road		6. Employer phone number 713-464-1511	
7. City Houston	8. State TX	9. Zip code 77024	
10. Who can we contact about employee health coverage at this job? Spring Branch ISD Benefits Department			
11. Phone number (if different from above) 713-464-1511		12. Email address benefits@springbranchisd.com	

The district offers health coverage through TRS-ActiveCare to all eligible employees and their eligible dependents. Eligibility is described in the ActiveCare Enrollment Guide. The coverage offered by ActiveCare meets the minimum value standard and the cost of this coverage to you is intended to be affordable if you are eligible to receive the state and district contribution.

SCHOOL AND THE SUBSTITUTE

CHECK-IN PROCEDURES

The principal's designee will welcome and acquaint the substitute with procedures and layout of the building. At that time, access to the classroom should be made available. Some schools may ask you to leave your car keys or driver's license at the front desk to ensure that you return the classroom keys at the end of the day.

The principal may assign a regular teacher to help the substitute. If requested and/or possible, the principal/assistant principal or designee will visit the classroom to offer assistance.

School personnel should provide the substitute with the following:

- school maps
- teacher's daily schedule
- teacher's lesson plans
- school's student management procedure
- sign in/out procedures
- other helpful information

I.D. badges are property of SBISD and will be issued at SBISD Police Department, 9009 Ruland, for new hires; and each year afterwards your current I.D. badge will be issued at the Police Department. You must surrender your previous year's badge. The badges **must be worn and visible at all times** during an assignment. If you resign or if you are terminated from the substitute list, your I.D. badge must be returned to the Substitute Office immediately.

RESPONSIBILITIES

Substitute personnel should be familiar with the general policies and practices of the school. **SUBSTITUTES SHOULD BE FAMILIAR WITH THE LOCATION OF THE SCHOOL IN THE DISTRICT** (see pages 36-39).

The substitute should arrive at the assigned school on or before substitute reporting times (listed on page 35). If an emergency occurs and you need to cancel an assignment after the cut off time to cancel yourself, you must notify the school (or before hours the sub office for help). It will still be your responsibility to check your confirmed jobs to make sure the job is still not posted on your calendar. **Substitutes who are called late should call the school they are assigned to inform them of the approximate arrival time.**

- Report directly to the main office giving name, assignment, name of the absent person, and the confirmation number. Follow any sign in/out procedure.
- Make arrangements for the room to be unlocked.
- Check the regular teacher's mailbox.

- Review the regular teacher's lesson plans, teaching materials, general building routines and procedures, and disaster drill regulations.
- Consult a neighboring teacher regarding questions about the day's activities.
- **Fulfill the regular teacher's entire program such as hall duty, bus duty, playground duty, etc.**
- Check the room conditions—lighting, temperature, and seating arrangements.

The substitute should endeavor to preserve the regular routine of the class and to follow the teacher's directions as to assignments and procedures.

When teachers are absent, they are expected to leave lesson plans for the substitute teacher to follow. Substitute teachers are expected to follow the lesson plans left by the teacher in order to maintain continuity of instruction. Any deviation from the plans should be explained in a note left for the teacher. Should you be unable to find lesson plans, seek assistance from a grade level chairman, department head, or school administrator.

As usual, requests from parents and students should be referred to the principal. Examples include requests to be dismissed early and to be absent from the classroom for a special activity.

Students should never be released from the building during school hours without office permission. Parent conferences should be arranged only after consultation with the principal.

The substitute teacher should ask how to handle discipline problems that require a student to be sent to the office. **The substitute teacher should not leave the class unattended.** If a child runs out of the room and cannot be quickly retrieved, the teacher should not chase the child. Rather, the office should be called to obtain assistance. Should the substitute need to leave the classroom for personal reasons, a nearby teacher should be notified so the classroom will be supervised.

The substitute should not leave the building during the day without notifying an administrator and/or administrative assistant.

The class roll should be checked at the time and in the manner designated by the building principal. Names and dates of absences and tardies should be listed as instructed.

The substitute teacher should avoid assigning written work that is not in the lesson plans, except by request of the regular teacher or department chairman. Any written work assigned in the lesson plans should be gathered but graded only at the request of the regular teacher or department chairman. Any written work which is beyond the lesson plans of the regular teacher should be left for the teacher to examine. Homework should be assigned only if the regular teacher requests it.

It is in the best interest of all concerned for the substitute to keep in close contact with the regular teacher. If the assignment is for more than one day, the substitute should contact the principal or secretary concerning the advisability of calling the regular teacher. When the assignment is long-term, the substitute should take the responsibility for instructional planning, making appropriate assignments, grading papers, keeping records, and taking over special duties of the regular teacher. The long-term substitute should attend faculty meetings and assume other extra duties of the regular teacher. Collected money and pertinent records should be left in the school office at the end of the day.

Only the regular teacher should issue new textbooks, workbooks, or library books; however, there may be a specific instance when the substitute is requested to do so.

A substitute teacher is expected to take over all duties of a teacher, including supervisory duties throughout the day and at the end of the school day. Before leaving campus, the substitute teacher is expected to make sure students have been safely placed on the bus and the room is in proper order. All instructional materials should be returned to their original positions. **The substitute teacher should leave a detailed note for the teacher telling how much of the lesson plan was completed and other important information about the day or click on feedback with Aesop to leave electronic feedback.**

The substitute teacher should leave the room in good order, lock the door, return the key to the office, and check out with the administrative assistant in the front office. Some campuses may request that you complete a *Substitute's Evaluation of School Assignment* form and return it to the office.

Occasionally, a substitute may be asked to teach in a classroom other than the one he/she agreed to work in through Aesop. Also, a substitute may be asked to teach another class during the scheduled planning time. In both cases, the substitute is expected to accept these assignments and demonstrate flexibility and cooperation with the school administration in order to meet the instructional and safety needs of the students.

DISCIPLINE

When dealing with discipline issues, it is important for a substitute to be firm, fair, and consistent. To prevent discipline problems, a successful substitute teacher should always be actively involved with instruction. Many discipline problems can be prevented if the substitute moves around the classroom to check student work and remains in close proximity with the students.

All discipline cases which cannot be handled by the substitute in an appropriate manner should be referred to the principal or assistant principal. **The touching of a pupil in any way is strongly discouraged and could lead to disciplinary action up to and including termination.**

PROFESSIONAL ETHICS

The substitute has a professional obligation to the student, the regular teacher, and the school district.

Substitutes have the important responsibility to treat with confidentiality matters pertaining to students including student behavior, performance, and achievement levels. These are not subjects for general conversation and should not be discussed outside the school setting.

Disclosing student information is a violation of the SBISD Policy and the Family Educational Rights and Privacy Act (FERPA) and may result in disciplinary action and or termination.

Extreme discretion should be used in expressing personal opinions or reactions about what is seen and heard in the classroom and/or around the school.

Substitutes must be careful to exercise good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with students; they may be friendly with the students, without "befriending" them. Under no circumstances may a substitute teacher engage in a romantic relationship with a student. Yelling at students or using insults, derogatory names, and other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

RELEASING THE SUBSTITUTE

The substitute must return to the office at the end of the day for further instructions. [The principal's designee will call Aesop to modify the job if the substitute is to be retained.]

DRESS AND GROOMING POLICY

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional or business image SBISD presents to students and visitors.

During work hours, employees are expected to present a clean and neat appearance and to dress appropriately for the position held. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire. It is recommended that you check with the campus before wearing jeans.

Substitutes who are engaged in specialized areas of instruction (health fitness, lab courses, education of the severely handicapped, child care center) may wear appropriate clothing approved by the building principal.

USE OF CELLULAR AND OTHER PHONES

The use of telephones is prohibited during the time the substitute is on duty with students, except to call the school office. This includes both instructional and supervisory times. **There will be no calling, texting,**

social media, videotaping, recording, or taking pictures. Any exception must be due to **extenuating** circumstances and approved by campus administration.

CLASSROOM MANAGEMENT TIPS

- 1) Be prepared:
 - Arrive early.
 - Ask other staff members about discipline procedures.
- 2) Classroom control is critical. Friendliness, firmness, and reasonable sense of humor will contribute to maintaining positive classroom climate and will preclude many discipline problems. Dignity and courtesy should be demonstrated at all times. Avoid threats and ask for help when needed.
- 3) Substitute teachers should:
 - Be fair, firm, and consistent.
 - Praise in public; criticize in private.
 - Never use sarcasm or other demeaning methods to manage behavior.
 - Do not “group” punish.
 - Use the positive approach.
 - Call attention to a student’s good behavior rather than misbehavior.
 - Set up reasonable standards and stick to them.
 - Welcome the input and support of the other staff members regarding discipline and discipline procedures.
- 4) When correcting a child verbally, caution must be used in order to preserve pupil self-esteem. Verbal requests must be made in a low voice. Use good judgment when correcting a pupil—“shut-up” is not an acceptable command in the classroom. In the event of any disruption or inappropriate behavior on the part of students, please remember that you are the adult and should therefore exercise restraint and tact when dealing with such matters. It is important to consider supporting positive student morale while avoiding undue loss of teaching time.
- 5) Children should never be left unattended in class or on the playground.
- 6) If you must leave campus during the day, please notify the principal or designee.
- 7) **UNDER NO CIRCUMSTANCES SHOULD THE SUBSTITUTE ADMINISTER CORPORAL PUNISHMENT. The touching of a pupil in any way is STRONGLY DISCOURAGED AND COULD LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.**

SUCCESSFUL CLASSROOM MANAGEMENT

- 1) Start the day out quickly, firmly, and concisely. Be pleasant; appear confident. Let the students know “anything doesn’t go.” The “teacher’s” first words and actions usually go a long way to set the day’s discipline. You must command respect with your actions.
- 2) Get the students busy at the beginning of the day. **KEEP THEM BUSY !!!**
- 3) Problems might be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example: Students are likely to say: “This is not the way our teacher does it.” Tell them at the beginning, “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” However, children feel more secure when they follow an established routine, so try to hold to the time schedule and other “anchor” routines.
- 4) Compliment things in the room (if applicable) and inquire about the things around the room, especially if they look like student projects.

STAFF DEVELOPMENT CLASSES FOR SUBSTITUTES

Please refer to *Getting Started with KickUp* instructions on pages 33-34 to access Staff Development courses.

THE CLINIC AND STUDENT MEDICATION

If a student brings any type of medication to school, the medicine must be delivered to the school nurse. Medications may only be administered by the nurse or designee. Medical treatments may only be delivered by the nurse or designee, including procedures such as removing a splinter from a finger or a foreign object from the eye.

Substitute Nurses are responsible for fulfilling the duties of the RN that they are replacing. Only those substitutes who have received specific orientation in district medication and special health care procedures by licensed district staff may administer medications or perform special health care procedures.

If you have any nursing questions, please direct all calls to Judy Christopherson RN, Supervisor, SBISD Health Services, at 713-251-5220.

HELPFUL TELEPHONE HINTS

- Answer promptly and identify yourself.
- Use a professional, cordial greeting.
- Always take accurate notes during telephone calls. Records must be kept so that calls may be returned or other appropriate action taken. Repeat or summarize the message for accuracy, especially name, numbers, dates, and times.
- Avoid comment or a reaction to policies, procedures, or problems.
- Pass the message on to the appropriate person quickly and accurately.
- Follow up as necessary.

JOB DESCRIPTION FOR PARAPROFESSIONAL

Major Functions and Responsibilities for Office Personnel

The person in this position is responsible for fulfilling the duties of the person that they are replacing. The duties may include the following:

- answering the telephone
- operating a variety of office equipment
- taking messages and delivering them to proper personnel

Staff Relationships

The person is directly responsible to the Principal or Department Head and Human Resources Administrator.

Qualifications

The person in this position should have the following credentials:

- high school diploma or GED
- typing
- acceptable experience
- ability to operate a variety of office equipment
- ability to work with people effectively

Terms of Employment

Schedule of work days and salary set by the Board of Trustees.

DUTIES OF TEACHER ASSISTANT

- Work with children of all ages
- Assist in maintaining an environment conducive to learning

- Perform other related duties as required
- Supervise during lunch

DUTIES OF LEP ASSISTANT

Bilingual and ESL teacher assistant duties vary from campus to campus. Duties are assigned by principals and/or classroom teachers. Some of the duties may include:

- supervising during lunch
- copying
- working with small groups of students
- contacting parents by telephone
- assisting classroom teachers on an as-needed basis

DUTIES OF SPECIAL EDUCATION ASSISTANT

The role of the special education paraprofessional is to perform tasks under the direction and supervision of a certified teacher for students identified as having special needs. They assist and/or supervise students in instructional or personal care activities in regular or special educational settings.

Special education serves students who experience a wide variety of needs, from mild learning difficulties to significant physical, mental, or emotional disabilities. Assistants help with students' learning, behavioral, or physical needs. It is very important to ask about the particular needs of the students you would be working with and the type of assistance they may need. Many times staff may assume you are familiar with vocabulary, procedures, or acronyms which are used frequently; be sure to ask for clarification whenever needed. Be prepared to jot down a few special notes and your schedule for the day. Remember that most information about students is confidential and should be discussed privately, and only with concerned professionals.

As you work with students, a friendly, fair but firm attitude; quiet voice; and common-sense approach is usually best. Often the individual students can tell you the best way to help if you ask them. When you are teaching or explaining, a "show and tell" process usually helps. Try to use examples from real-life experiences that students may have had, pictures, or simple drawings to help get the idea across.

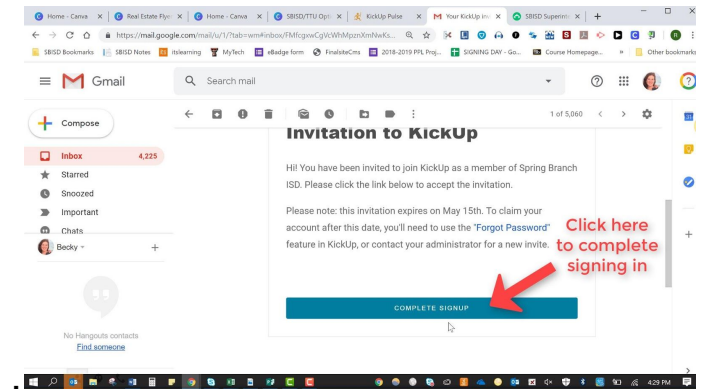
As much as possible, move from student to student, rather than have students come to you, and support the student in brief, quiet, one-to-one or small group sessions. If you feel a student or situation is approaching a crisis stage, maintain a low-key response, allow time and space for "cooling off" and, if necessary, seek assistance from another adult, without ever leaving students unsupervised.

Getting Started with KickUp

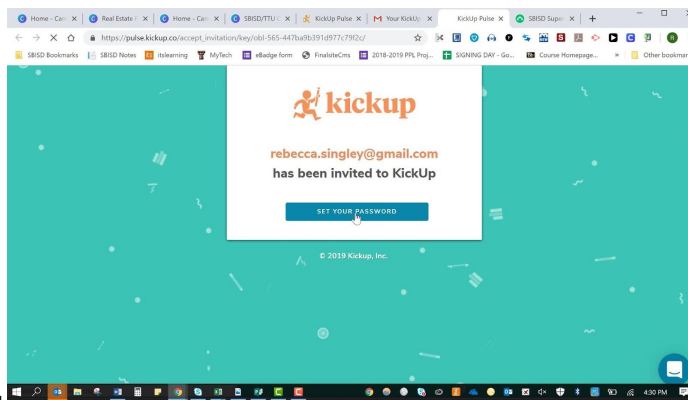
1

In your Spring Branch Outlook account (not gmail, as is pictured in step 2), locate the invitation from Kickup to join. You might need to search for the email - just type in "Kickup", and hit ENTER.

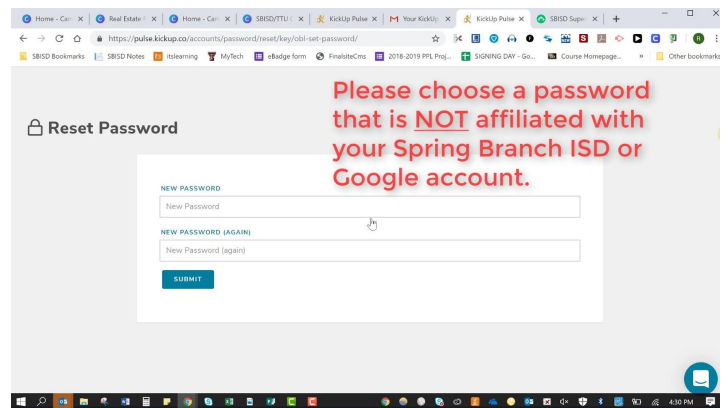
2



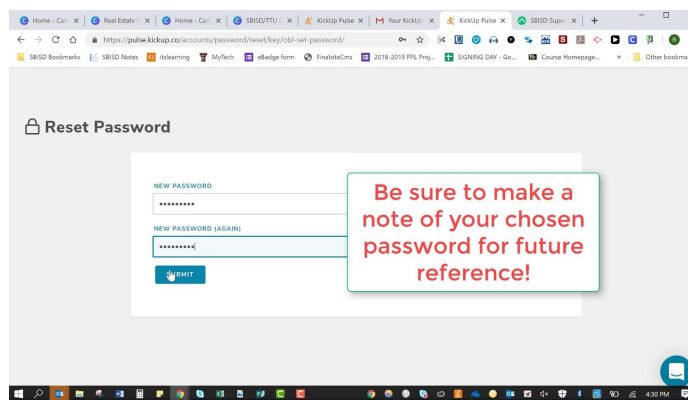
3



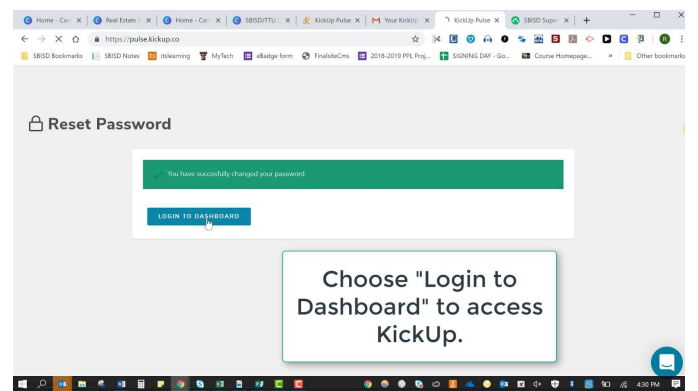
4.



5.



6.



Getting Started with KickUp

Welcome, Rebecca! You might want to...

Browse Events
View and register for the 8 events in your organization.

Confirm Attendance at Event
Confirm that you went and share your feedback.

View Your Events Log
See a record of any events you've attended or registered for.

"Browse Events" allows you to view any upcoming professional learning opportunities.

7.

EVENTS

Events

BROWSE EVENTS YOUR LOG CONFIRM ATTENDANCE

Find an Event

Search

FILTER

CONTENT FOCUS CREDIT TYPE EVENT TYPE LEARNING ENVIRONMENT LEARNING FORWARD

PARAPROFESSIONALS SPECIALITY CREDIT TYPE T-TESS

June 2019 Showing 2 events

You may narrow down the choices for professional learning opportunities by using the various event (course) filters, or search for a specific event by typing search criteria in the Search box.

8.

LOCATION: Conference Room

Bring charged computers and sample lesson.

July 2019

JUL 31 2019

New Employee Orientation

Part of SAMPLE Professional Learning Two Day Conference

Wed July 31st, 2019 8:30 AM - 11:30 AM CDT

Welcome to SBISD! During this event all new employees will gather in the commons of Northbrook High School for a district wide on-boarding experience. This time will allow you to connect with new employees, get to know district departments and specialists, and get a small taste of all that...

LOCATION: Northbrook High School, 1 Raider Circle, Houston, Texas 77060

August 2019

AUG 1 2019

Level Up: Love & Logic for New Teachers - Elementary

Thu August 1st, 2019 8:45 AM - 11:00 AM CDT

Drawing on strategies from both First Days of School and Love and Logic, this session will provide teachers with strategies to create on-task...

Locate the Event you would like to attend, and click "See Details".

9.

Submitted Out of District Events

Search event requests by name

FILTER

STATUS CLEAR FILTERS

STATES

APPROVED CONFIRMED PENDING

There are no Out of District Event Requests matching your request.

Attendance Log

Search events by name

FILTER BY YEAR

SHOW 10 ROWS

Date	Event	Collection	Hours	Location	Facilitator	Attendance Confirmed?
08/01/2019	Level Up: Love & Logic for New Teachers - Secondary		2:15	Stanford High School	Lynnda Maxwell	X
08/01/2019	Master Teacher Luncheon		1:15	Don Coleman Coliseum	Kristin Craft	X
07/31/2019	New Employee Orientation	SAMPLE Professional Learning Two Day Conference	3:00	Northbrook High School, 1 Raider Circle, Houston, Texas 77060	Alana Harris, Diane Rice, Inese Wahlman, Lind Brown, Becky	X

Showing 1 to 3 of 3 items.

To see view additional details about any event listed here, simply click the title to go to the event's page.

10.

#wearelearning

SUBSTITUTE REPORTING TIME

2019 – 2020

Schools for Early Learning		Middle Schools	
The Bear Blvd. School	7:20 A.M. – 3:20 P.M.	Academy of Choice	7:30 A.M. – 3:30 P.M.
The Lion Lane School	7:20 A.M. – 3:20 P.M.	Cornerstone Academy	7:10 A.M. – 3:10 P.M.
The Panda Path School	7:20 A.M. – 3:20 P.M.	Landrum Middle School	8:00 A.M. – 4:00 P.M.
The Tiger Trail School	7:20 A.M. – 3:20 P.M.	Memorial Middle School	7:45 A.M. – 3:45 P.M.
The Wildcat Way School	7:20 A.M. – 3:20 P.M.	Northbrook Middle School	8:15 A.M. – 3:46 P.M.
The Zebra Zone School	<i>no substitutes</i>	Spring Branch Academic Institute @ SHS	7:45 A.M. – 3:50 P.M.
Elementary Schools		Spring Branch Middle School	7:50 A.M. – 3:50 P.M.
Bendwood	7:30 A.M. – 3:30 P.M.	Spring Forest Middle School	7:45 A.M. – 3:50 P.M.
Buffalo Creek Elementary	7:15 A.M. – 3:15 P.M.	Spring Oaks Middle School	7:35 A.M. – 3:35 P.M.
Bunker Hill Elementary	7:40 A.M. – 3:40 P.M.	Spring Woods Middle School	7:50 A.M. – 3:50 P.M.
Cedar Brook Elementary	7:10 A.M. – 3:10 P.M.	Westchester Academy for International Studies	7:15 A.M. – 3:00 P.M.
Edgewood Elementary	7:15 A.M. – 3:15 P.M.	KIPP	7:15 A.M. – 4:15 P.M.
Frostwood Elementary	7:30 A.M. – 3:30 P.M.	YES Prep @ NMS	7:15 A.M. – 3:46 P.M.
Hollibrook Elementary	7:30 A.M. – 3:30 P.M.	High Schools	
Housman Elementary	7:15 A.M. – 3:15 P.M.	Academy of Choice	7:30 A.M. – 3:30 P.M.
Hunters Creek Elementary	7:40 A.M. – 3:40 P.M.	Memorial High School	7:30 A.M. – 3:30 P.M.
Meadow Wood Elementary	7:30 A.M. – 3:30 P.M.	Northbrook High School	7:30 A.M. – 3:30 P.M.
Memorial Drive Elementary	7:30 A.M. – 3:30 P.M.	Spring Branch Academic Institute @ SHS	7:25 A.M. – 3:25 P.M.
Nottingham Elementary	7:45 A.M. – 3:45 P.M.	Spring Woods High School	7:30 A.M. – 3:30 P.M.
Pine Shadows Elementary	6:55 A.M. – 2:55 P.M.	Stratford High School	7:25 A.M. – 3:25 P.M.
Ridgecrest Elementary	7:30 A.M. – 3:30 P.M.	Westchester Academy for International Studies	7:30 A.M. – 3:30 P.M.
Rummel Creek Elementary	7:30 A.M. – 3:30 P.M.	The Guthrie Center for Excellence	7:30 A.M. – 3:30 P.M.
Shadow Oaks Elementary	7:15 A.M. – 3:15 P.M.	YES Prep @ NHS	7:30 A.M. – 4:00 P.M.
Sherwood Elementary	7:10 A.M. – 3:10 P.M.	Other District Facilities	
Spring Branch Elementary	7:15 A.M. – 3:15 P.M.	Disciplinary Alternative Educational Program	7:15 A.M. – 3:15 P.M.
Spring Branch Academic Institute @ TWE	7:25 A.M. – 3:25 P.M.		
Spring Shadows Elementary	7:00 A.M. – 3:00 P.M.		
Terrace Elementary	7:15 A.M. – 3:15 P.M.		
Thornwood Elementary	7:25 A.M. – 3:25 P.M.		
Treasure Forest Elementary	7:15 A.M. – 3:15 P.M.		
Valley Oaks Elementary	7:15 A.M. – 3:15 P.M.		
Westwood Elementary	7:30 A.M. – 3:30 P.M.		
Wilchester Elementary	7:30 A.M. – 3:30 P.M.		
Woodview Elementary	6:50 A.M. – 2:50 P.M.		

BE SURE TO LISTEN CAREFULLY TO THE RECORDING WHEN ACCEPTING A JOB. YOU WILL NEED THE CONFIRMATION NUMBER, LOCATION, TEACHER NAME AND ASSIGNMENT, TIMES, AND ANY SPECIAL MESSAGES FROM TEACHER.

Substitutes who are called to work five hours or more will be paid for a whole day. Substitutes who are called to work hours less than five will be paid for a half day. If working multiple assignments, substitutes will not be paid for more than 1.0 day regardless of combined hours. The campus may request you to stay and cover in a different area during the day. Substitutes are expected to stay and work the full hours assigned by the principal. Substitutes receiving late calls for job assignments are not expected to stay late to make up the time.

LIST OF SCHOOLS AND DIRECTIONS FROM INTERSTATE 10

ELEMENTARY SCHOOLS

BENDWOOD 12750 Kimberley 713-251-5200

Exit Beltway 8 Frontage Road; south on feeder, left on Kimberley to school on left. Park in west parking lot.

BUFFALO CREEK ELEMENTARY 2801 Blalock 713-251-5300

Exit Blalock; north on Blalock. Park west side of Blalock.

BUNKER HILL ELEMENTARY 11950 Taylorcrest 713-251-5400

Exit Bunker Hill; south on Bunker Hill to Taylorcrest; west on Taylorcrest to school. Park in front of building (south side only) or east/west side of building.

CEDAR BROOK ELEMENTARY 2121 Ojeman 713-251-5500

Exit Bingle; north on Bingle to Hammerly; west on Hammerly to school. Park in front of building.

EDGEWOOD ELEMENTARY 8757 Kempwood at Hollister 713-251-5600

Exit Bingle; north on Bingle to Kempwood; west on Kempwood to school on left. Park in employee parking lot.

FROSTWOOD ELEMENTARY 12214 Memorial Drive 713-251-5700

Exit Gessner; south on Gessner to Memorial Drive; left on Memorial Drive to school. Enter parking lot from Gessner.

HOLLIBROOK ELEMENTARY 3602 Hollister 713-251-5800

Exit Bingle; north on Bingle to Kempwood; west on Kempwood to Hollister; north on Hollister to school. Park in south parking lot.

HOUSMAN ELEMENTARY 6705 Housman 713-251-5900

Exit Silber; north on Silber to Housman Drive; west on Housman Drive to school. Park in west parking lot.

HUNTERS CREEK ELEMENTARY 10650 Beinhorn 713-251-6000

Exit Voss; south on Voss to Beinhorn; east on Beinhorn to school. Park in front of school.

MEADOW WOOD ELEMENTARY 14230 Memorial 713-251-6200

Exit Kirkwood; south on Kirkwood to Memorial Drive; west on Memorial Drive to school. Park in east parking lot.

MEMORIAL DRIVE ELEMENTARY 11202 Smithdale 713-251-6300

Exit Echo Lane; south on Echo Lane to Taylorcrest; east on Taylorcrest to Piney Point; south on Piney Point to Smithdale; east on Smithdale to school. Park in front of school.

NOTTINGHAM ELEMENTARY 570 Nottingham Oaks 713-251-6400

Exit Dairy Ashford; south on Dairy Ashford to Memorial Drive; west on Memorial Drive to Nottingham Oaks; south on Nottingham Oaks to school. Park on north/south side of the building.

PINE SHADOWS ELEMENTARY 9900 Neuens 713-251-6500

Exit Gessner to Neuens; east on Neuens to school. Park on west end of campus.

RIDGECREST ELEMENTARY 2015 Ridgecrest 713-251-6600

Exit Wirt; north on Wirt to Long Point; west on Long Point to Ridgecrest Drive; north on Ridgecrest Drive to school. Park in front parking lot.

RUMMEL CREEK 625 Brittmoore 713-251-6700

Exit Wilcrest; east on feeder to Brittmoore; south on Brittmoore to school. Park in south parking lot.

SHADOW OAKS ELEMENTARY 1335 Shadowdale 713-251-6800

Exit Gessner; north on Gessner to Long Point; west on Long Point to Shadowdale; south on Shadowdale to school.

SHERWOOD ELEMENTARY 1700 Sherwood Forest 713-251-6900

Exit Wilcrest; north on Wilcrest to Old Katy; west on Old Katy to Sherwood Forest; north on Sherwood Forest to school. Park in visitor's parking lot.

SPRING BRANCH ELEMENTARY 1700 Campbell 713-251-7000

Exit Campbell; north on Campbell to school. Park in west parking lot.

SPRING BRANCH ACADEMIC INSTITUTE @ <i>Thornwood Elementary</i>	14400 Fern	713-251-2219
Exit Dairy Ashford; south on Dairy Ashford to Fern; east on Fern past high school to Thornwood. Park in east/west parking lot.		
SPRING SHADOWS ELEMENTARY	9725 Kempwood	713-251-7100
Exit Campbell; north on Campbell to Kempwood; west on Kempwood to school. Enter parking lot from Kempwood.		
TERRACE ELEMENTARY	10400 Rothbury	713-251-7200
Exit Gessner; north on Gessner to Rothbury; west on Rothbury to school. Park in east parking lot.		
THORNWOOD ELEMENTARY	14400 Fern	713-251-7300
Exit Dairy Ashford; south on Dairy Ashford to Fern; east on Fern past high school to Thornwood. Park in east/west parking lot.		
TREASURE FOREST ELEMENTARY	7635 Amelia	713-251-7400
Exit Wirt; north to Amelia Street; east on Amelia Street one block.		
VALLEY OAKS ELEMENTARY	8390 Westview	713-251-7500
Exit Bingle; north on Bingle to Westview; east on Westview to school. Park in front of school.		
WESTWOOD ELEMENTARY	10595 Hammerly	713-251-2100
Exit Gessner; north on Gessner to Hammerly; west on Hammerly past the middle school and Shadowdale.		
WILCHESTER ELEMENTARY	13618 St. Mary's	713-251-7700
Exit Kirkwood; east on feeder to Yorkchester; south on Yorkchester to St. Mary's; east on St. Mary's to school. Park on west side of school.		
WOODVIEW ELEMENTARY	9749 Cedardale	713-251-7800
Exit Bunker Hill; north on Bunker Hill to school. Park in front of school or south side parking lot.		

MIDDLE SCHOOLS

CORNERSTONE ACADEMY	9016 Westview, Bldg. C	713-251-1600
Exit Campbell, north to Westview; right on Westview, campus on left. Park in the front or back of building.		
LANDRUM MIDDLE SCHOOL	2200 Ridgecrest	713-251-3700
Exit Bingle to Hammerly; east on Hammerly to Ridgecrest; north on Ridgecrest to school. Park in front of building.		
MEMORIAL MIDDLE SCHOOL	12550 Vindon	713-251-3900
Exit West Belt; east on feeder to Attingham; south on Attingham to Vindon; east on Vindon to school. Park in front/back of building.		
NORTHBROOK MIDDLE SCHOOL	3030 Rosefield	713-251-4100
Exit Gessner; north on Gessner; right on Kempwood; left on Rosefield to school. Park in north/south parking lot.		
SPRING BRANCH ACADEMIC INSTITUTE (MS) @ <i>Stratford HS</i>	14555 Fern	713-251-3400
Exit Dairy Ashford, south on Dairy Ashford to Stratford High School faculty parking lot on west side of building.		
SPRING BRANCH MIDDLE SCHOOL	1000 Piney Point	713-251-4400
Exit Echo Lane; east on feeder to Piney Point; south on Piney Point to school. Park in front/back of building.		
SPRING FOREST MIDDLE SCHOOL	14240 Memorial Drive	713-251-4600
Exit Kirkwood; south on Kirkwood to Memorial Drive; west on Memorial Drive past elementary school to Spring Forest. Park in front/back of building.		
SPRING OAKS MIDDLE SCHOOL	2150 Shadowdale	713-251-4800
Exit Gessner; north on Gessner to Hammerly; west on Hammerly to Shadowdale; south on Shadowdale to school. Park in north parking lot.		
SPRING WOODS MIDDLE SCHOOL	9810 Neuens	713-251-5000
Exit Gessner; north on Gessner to Hammerly; east on Hammerly to school. Park in back parking lot off of Hammerly.		
WESTCHESTER ACADEMY FOR INTERNATIONAL STUDIES	901 Yorkchester	713-251-1800
Exit Kirkwood; go east on feeder to Yorkchester and make a right		

HIGH SCHOOLS

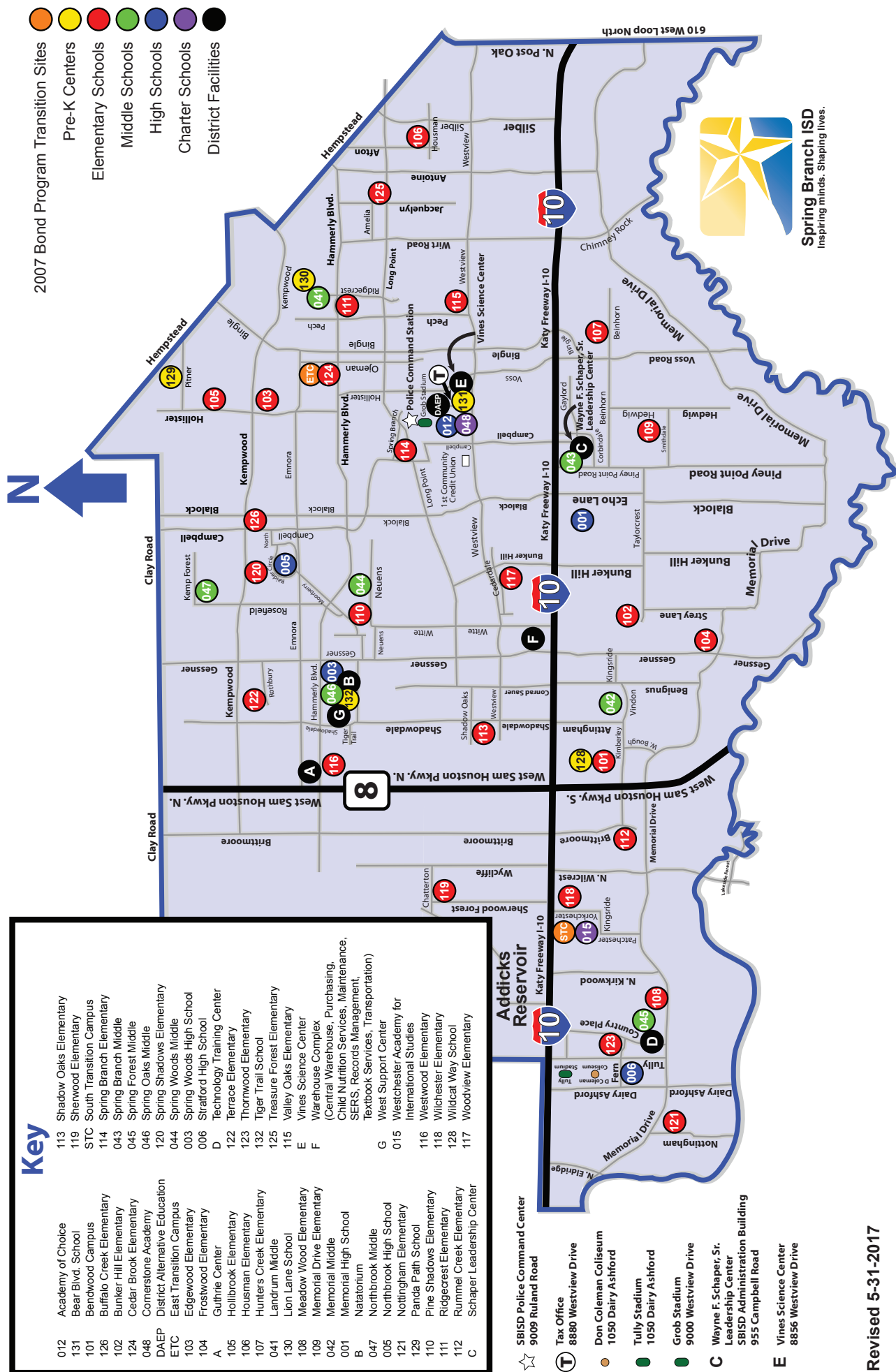
MEMORIAL HIGH SCHOOL	935 Echo Lane	713-251-2500
Exit Echo Lane; south on Echo Lane; west into parking lot in front of school.		
NORTHBROOK HIGH SCHOOL	#1 Raider Circle	713-251-2800
Exit Gessner; north on Gessner; east on Hammerly; north on Moorberry to school. Park in west/north parking lot.		
SPRING BRANCH ACADEMIC INSTITUTE (HS) @ Stratford HS	14555 Fern	713-251-3400
Exit Dairy Ashford, south on Dairy Ashford to Stratford High School faculty parking lot on west side of building.		
SPRING WOODS HIGH SCHOOL	2045 Gessner	713-251-3100
Exit Gessner; north on Gessner to Tiger Trail (1 block south of Hammerly); west on Tiger Trail to school. Park north end of east parking lot.		
STRATFORD HIGH SCHOOL	14555 Fern	713-251-3400
Exit Dairy Ashford, south on Dairy Ashford to faculty parking lot on west side of building.		
WESTCHESTER ACADEMY FOR INTERNATIONAL STUDIES	901 Yorkchester	713-251-1800
Exit Kirkwood; go east on feeder to Yorkchester and make a right		
SPRING BRANCH ACADEMY OF CHOICE	9016 Westview, Bldg. A	713-251-1500
Exit Campbell, north to Westview; right on Westview, campus on left. Park in the front or back of building.		
THE GUTHRIE CENTER FOR EXCELLENCE	10660 Hammerly	713-251-1300
Exit Beltway 8 Frontage Road; north on feeder to Hammerly. Right on Hammerly. The Guthrie Center is on left.		

SCHOOLS FOR EARLY LEARNING

THE BEAR BLVD. SCHOOL	8860 Westview	713-251-7900
Located on the Spring Branch Education Center campus		
THE LION LANE SCHOOL	2210 Ridgecrest	713-251-6100
Located on the Landrum Middle School campus		
THE PANDA PATH SCHOOL	8575 Pitner Road	713-251-8000
Exit Bingle; north on Bingle to Kempwood; west on Kempwood to Hollister; north on Hollister to Pitner; east on Pitner		
THE TIGER TRAIL SCHOOL	10406 Tiger Trail	713-251-8100
Located on the Spring Woods High School campus		
THE WILDCAT WAY SCHOOL	12754 Kimberley	713-251-8200
Located on the Bendwood campus		

OTHER DISTRICT FACILITIES

DISCIPLINARY ALTERNATIVE EDUCATIONAL PROGRAM (DAEP)	9000 Westview	713-251-1755
Exit Campbell, north to Westview; right on Westview, Education Center on left. Park in the front or back of building.		
WAYNE F. SCHAPER, SR. LEADERSHIP CENTER	955 Campbell	713-464-1511
(SBISD Administration Bldg.) Exit Campbell, south one block on right; park in south parking lot		
PAYROLL DEPARTMENT		713-251-2234
SUBSTITUTE OFFICE		713-251-2360
SBISD POLICE DEPARTMENT	9009 Ruland	713-984-9805
Exit Campbell, north to Ruland (between Westview and Long Point); right on Ruland; located two blocks on right		
EAST TRANSITION CAMPUS	8655 Emnora	
Exit Bingle; north on Bingle to Emnora; west on Emnora to school. Park in employee parking lot; enter from Emnora.		
WEST SUPPORT CENTER	2100 Shadowdale	
Exit Gessner; north on Gessner to Hammerly; west on Hammerly to Shadowdale; south on Shadowdale past the middle school. Enter parking lot on left from Shadowdale.		





Phone System Instructions for Substitutes

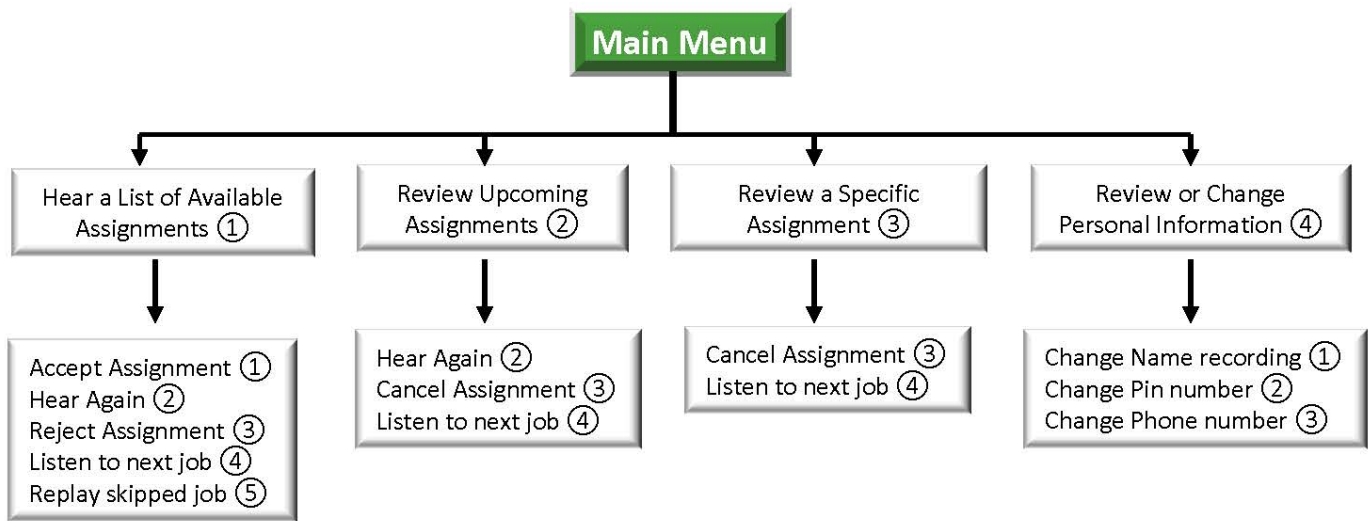
1.800.942.3767

Learn how to:

- ☐ Search for jobs by phone
- ☐ Respond when the system offers you a job
- ☐ Personalize the phone system

FRONTLINE
• TECHNOLOGIES •

www.FrontlineK12.com/Aesop



Aesop Phone Menu at a Glance

When you call Aesop

To Review or Change your Personal Information, Press ④

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

Special Things to Note

When Aesop calls you:

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

1.800.942.3767

Available 24/7

 Please note that some options may not be available to you.

Aesop will ask you to enter the confirmation number.

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

To Review or Cancel a Specific Assignment, Press ③


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

- To hear this again, Press ②
- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥
- To review your assignments for the next 7 days, Press ③
- To return to the previous menu, Press *

To Review or Cancel your Upcoming Assignments, Press ②


When you call Aesop

1.800.942.3767

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

- To accept the assignment, Press ①
 - To hear the assignment again, Press ②
 - To reject this assignment and not hear it again, Press ③
 - To listen to the next assignment, Press ④
 - To replay a bypassed assignment, Press ⑤
 - To return to the Main Menu, Press ⑥
- Aesop will play you a list of up to five available jobs.

To Hear a List of Available Assignments, Press ①

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

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

When you call Aesop


www.aesopeducation.com

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

To prevent Aesop from ever calling, Press ⑨

If you are unavailable, Press ③

To prevent further calls today, Press ②

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

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

Enter your Pin number followed by the pound key (#)

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


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

If you are interested in a job, Press ①

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

When Aesop calls you

Absence Management

The image shows the Aesop Education Login interface. It has a red background with the 'Aesop' logo and 'EDUCATION LOGIN' text at the top. Below this, there are two input fields: 'ID:' and 'Pin:'. A 'Login' button is positioned below the 'Pin' field. To the right of the 'Login' button, there are two links: 'Pin Reminder' and 'Login Problems', each accompanied by a small icon.

SIGNING IN

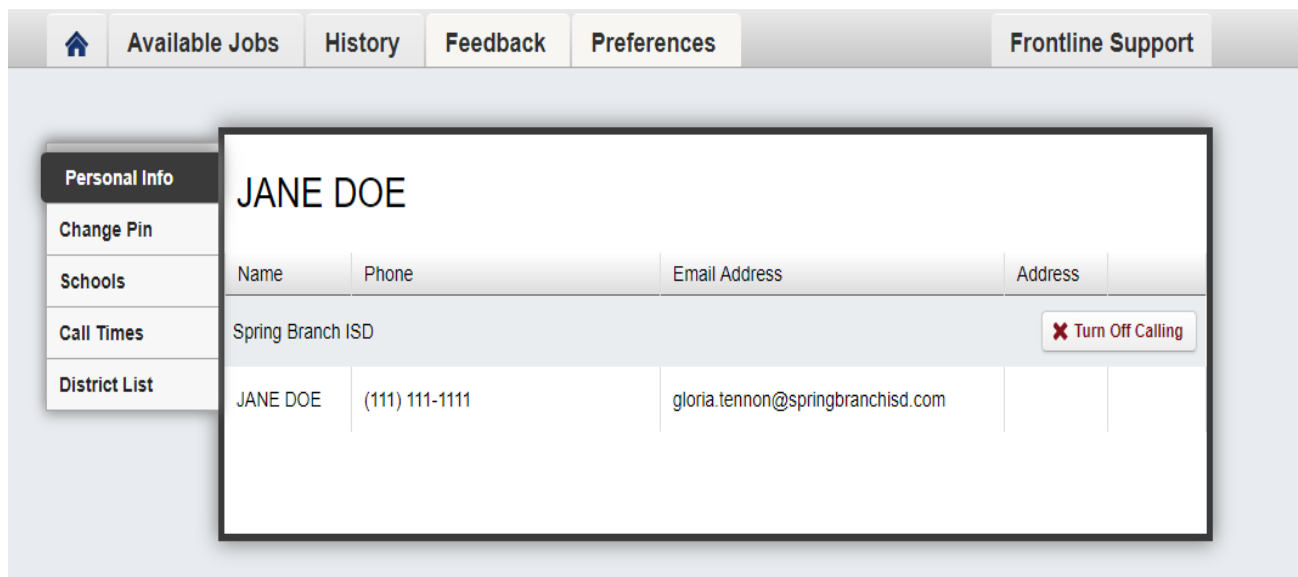
To log in to the absence management application, type www.springbranchisd.com in your web browser's address bar. Click FOR STAFF, then click on the Aesop/Absence yellow button.

The Sign-In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS- If you need assistance with your credentials, call Technology Services 713-251-8324. Press #1 for the helpdesk.

CREATING PREFERENCES

This tab allows you to designate the schools that you would like to be considered as a substitute. Click on the Preferences tab.

The image shows a web application interface for user preferences. At the top, there is a navigation bar with tabs: 'Available Jobs', 'History', 'Feedback', 'Preferences' (which is highlighted), and 'Frontline Support'. On the left side, there is a sidebar with a 'Personal Info' section and a list of options: 'Change Pin', 'Schools', 'Call Times', and 'District List'. The main content area displays the user's name 'JANE DOE' at the top. Below the name is a table with four columns: 'Name', 'Phone', 'Email Address', and 'Address'. The first row of the table shows 'Spring Branch ISD' in the 'Name' column and a 'Turn Off Calling' button in the 'Address' column. The second row shows 'JANE DOE' in the 'Name' column, '(111) 111-1111' in the 'Phone' column, and 'gloria.tennon@springbranchisd.com' in the 'Email Address' column. The 'Address' column for the second row is empty.

Click on Schools

Select one of the buttons under Schools. Based on your selection, choose the school where you would or would not want to be considered for substitute assignments.

Absence Management
Formerly Aesop

Get job alerts on the go.
Accept Aesop jobs anytime, anywhere with
Jobulator for iOS and Android.
[TRY FREE](#)

[Home](#) [Available Jobs](#) [History](#) [Feedback](#) [Preferences](#) [Frontline Support](#)

[Personal Info](#)
[Change Pin](#)
[Schools](#)
[Call Times](#)
[District List](#)

Schools

☒ Show me assignments at the schools selected below.
☐ I don't want to see assignments at the schools selected below.

Select [All](#) [None](#)

☒ Spring Branch ISD
☐ ACADEMIC PERFORMANCE & SUPPORT
☒ ACADEMY OF CHOICE
☐ Advanced Studies

CALL TIMES

You can edit the times that you receive phone calls or this feature can be disabled. If you turn off this feature, you will not receive a telephone notification if your assignment is cancelled.

[Home](#) [Available Jobs](#) [History](#) [Feedback](#) [Preferences](#) [Frontline Support](#)

[Personal Info](#)
[Change Pin](#)
[Schools](#)
[Call Times](#)
[District List](#)

Call Times

Spring Branch ISD [▼](#)

Accept phone calls for available jobs?
☒ Yes ☐ No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Spring Branch ISD						
Morning						
No Calls	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	5:30 AM - 11:59 AM	No Calls
Evening						
5:00 PM - 10:00 PM	5:00 PM - 10:00 PM	5:00 PM - 10:00 PM	5:00 PM - 10:00 PM	5:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

AVAILABLE JOBS

Accept or reject jobs under this tab.

[Home](#) | **Available Jobs** | [History](#) | [Feedback](#) | [Preferences](#) | [Frontline Support](#)

It appears that you have already setup a PIN that allows access to multiple districts. Please login with that PIN to gain access to all districts.

May 2019

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Available Jobs

0 Scheduled Jobs

0 Past Jobs

0 Non Work Days

Date ▲	Time	Duration	Location	
GONZALEZ, ANGELA BILINGUAL ASSISTANT ⓘ				✖ Reject ✔ See Details
Wed, 5/1/2019 - Thu, 5/2/2019	7:00 AM - 3:00 PM	08:00	Edgewood Elementary	
PEARCE, KATHERINE TEACHER ASSISTANT				✖ Reject ✔ Accept
Wed, 5/1/2019	7:00 AM - 2:00 PM	07:00	Valley Oaks Elementary	
BURLEIGH, BETTY TEACHER ASSISTANT ⓘ				✖ Reject ✔ See Details

CREATING A NON-WORK DAY

Click on Add Non-Work Day

Enter the start date and end date along with the reason for your non work day and click save. This can be used for Jury Duty, Vacation, Doctor Appointments, and Personal Day etc. This prevents the system from calling you for assignments.

The screenshot shows a user interface with a navigation bar at the top containing links: Home, Available Jobs, History, Feedback, Preferences, and Frontline Support. Below the navigation bar are three calendar views for May 2019, June 2019, and July 2019. Below the calendars are four tabs: Available Jobs (0), Scheduled Jobs (0), Past Jobs (0), and Non Work Days (0). The Non Work Days tab is active, showing a message: "This list shows non-work days for the past 30 days. View more by clicking the History tab". Below the message is a table with columns: Date, Time, Reason. The table is empty, displaying "No data to display". To the right of the table is a button labeled "+ Add Non-Work Day".

The screenshot shows the "Add Non-Work Day" modal form. It has a title bar with the text "Add Non-Work Day" and a close button (X). The form contains the following fields and controls:

- Date: A text input field with the value "5/1/2019" and a calendar icon.
- Repeat: A checkbox that is currently unchecked.
- From: A text input field.
- to: A text input field.
- Reason: A text input field.
- Buttons: "Cancel" and "Save" buttons at the bottom.

Substitute Employment Job Record

[illegible][illegible]

Substitute Employment Job Record

[illegible][illegible]

