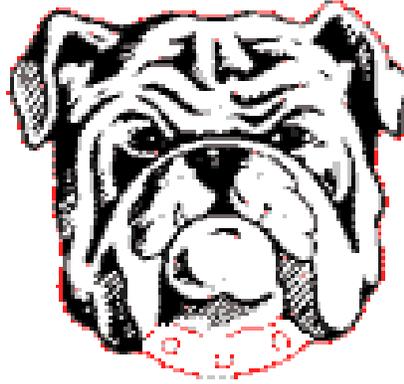


Hitchcock Independent School District



Substitute Handbook

2016 - 2017

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HITCHCOCK INDEPENDENT SCHOOL DISTRICT

SCHOOL TIMES

School Hours

Hitchcock High School
Kellie Edmundson, Principal
Andrew Houston, Assistant Principal
6229 FM 2004
Hitchcock, TX 77563
409-316-6544
kedmundson@hitchcockisd.org

7:15 AM – 2:30 PM

Crosby Middle School
Patrick Faour, Principal
Monique Egana, Assistant Principal
6625 FM 2004
Hitchcock, TX 77563
409-316-6542
pfaour@hitchcockisd.org

7:30 AM – 2:45 PM

Stewart Elementary School
Donette Line, Principal
Constance White, Assistant Principal
7013 Stewart
Hitchcock, TX 77563
409-316-6543
dline@hitchcockisd.org

7:40 AM – 2:55 PM

Hitchcock Primary School
Angela Mancini, Principal
Crystal Sweeny, Assistant Principal
5901 FM 2004
Hitchcock, TX 77563
409-316-6467
pfaour@hitchcockisd.org

8:00 AM – 3:15 PM

Kids First Head Start Program
Ethel Gaines, Director
5701 FM 2004
Hitchcock, TX 77563
409-316-6541
egaines@hitchcockisd.org

8:00 AM – 2:00 PM

PROCEDURES-SUBSTITUTE TEACHER

1. Complete Substitute Application Online at www.hitchcockisd.org.
2. Qualifications will be checked:
 - Have a minimum of 30 semester hours of college work; or
 - Have a high school diploma/GED and have successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) exam. *(If you do not have a minimum of 30 semester hours of college work, you will need to contact the Administration Office, Attention: Human Resources at 409-316-6545, to schedule a date and time to take the PAKS exam.)*
3. Preliminary Criminal History Background Check will be performed – must be clear.
4. Must provide college transcripts documenting the number of semester hours successfully completed and degrees conferred, if applicable. If you do not have any college hours, you must provide a copy of your high school transcript showing date of graduation or a copy of your GED. Transcripts are to be submitted with your application.
5. Classifications:
 - Level I – Persons with a bachelor degree or higher, and/or a teaching certificate.
 - Level II – Persons with an associate’s degree
 - Level III – Persons who meet the following requirements
 - a. Possess a minimum of 30 semester hours of college work or
 - b. Possess a high school diploma/GED and who have successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) exam
 - c. Are at least 21 years of age
6. Substitute Orientation: The orientation will be scheduled twice a year.
7. Once all employment requirements have been successfully completed, the applicant will be notified to complete their paperwork for employment at Central Office.
8. **Please note:** Senate Bill 9 (SB9) requires that all persons employed with a school district must undergo a national criminal history background by submitting fingerprints for review through the Texas Department of Public Safety (TDPS) **prior** to starting to work. TDPS has entered into a contract with a private vendor (L-1 Enrollment Services) to provide digital fingerprinting for anyone subject to fingerprinting for the purpose of SB9. The program is known as Fingerprint Applicant Services of Texas (FAST). You will be required to pay your fingerprint fees at the time of your fingerprint appointment. Hitchcock ISD will upload your information to the Texas Education Agency (TEA)/ State Board for Educator Certification (SBEC). TEA/SBEC will then send a FAST Fingerprint Pass authorization form to the

district. The district will forward the FAST Pass to you with instructions on how to complete the fingerprint process.

9. Once all employment requirements have been successfully completed, your name will be added to the Hitchcock ISD Substitute list and distributed to the campus principals and secretaries.

Pay Scale for Substitute Teachers

Level I	\$10.67 per hour
Level II	\$ 9.34 per hour
Level III	\$ 8.67 per hour

The above salary rates are applicable beginning on the first day and continuing through the tenth consecutive day of substitution for the same teacher. Beginning with the 11th day and continuing through a consecutive teaching span for the same teacher, a substitute shall be paid an additional \$10.00 per day.

Employment of substitutes who teach 11 or more consecutive days for the same teacher shall be subject to review by the Superintendent after a recommendation by the building principal.

A substitute who is fully certified and serving as a replacement for the same teacher in excess of 30 days shall be paid \$100 per day.

A highly qualified teacher substituting in his or her teaching field, in a long-term position, may receive additional compensation as approved by the Superintendent.

Pay Dates

Substitute paychecks are by automatic deposit. All substitutes must sign up for automatic deposit. Pay day is scheduled on the 15th and last working day of the month, however is subject to change due to holidays. For a complete listing of the actual pay dates, see the Pay Day calendar located in the employee section of the District's Web page.

Time Clock System – Policy & Procedures

To establish uniform guidelines and regulations to govern the use of the time clock system by staff required to utilize the time clock process at Hitchcock I.S.D.

Note: The Time Clock Policy & Procedure guide was written to address all Non-Exempt staff of the district; however, any reference to posting absences to the Aesop system will not apply to Substitutes.

I. GENERAL

All non-exempt staff and substitutes must follow general time clock regulations. The time clock system is the only means for keeping a record of hours worked by the types of staff listed above.

A convenient locale and sufficient number of time clocks stations shall be maintained by utilizing departments in order to properly facilitate the clocking in and out of employees.

II. TIME CLOCK – FINGER PRINT SCANNER

Time Clock – Finger Print Scanners - meet the requirements of the Fair Labor Standards Act (FLSA) for recording hours worked. However, if other evidence shows that an employee worked during periods in addition to those recorded on the time clock system, the employee is entitled to compensation for those additional periods. In addition, an employer may not withhold compensation from an employee merely because the employee fails to punch in on the time clock system. However, repeated failure on the part of the employee for not clocking in or out as directed can result in disciplinary action up to and including discharge from employment. The employees and other staff listed in Paragraph I, who refuse to be finger printed, will be terminated from employment or will not qualify for employment if a new hire.

The use of finger print scanning, and the reports generated from the use thereof, shall be the primary documentation used as the source for reporting time worked, leave, and compensation for additional hours worked.

III. CLOCKING IN AND OUT AND TIME RECORDING

1. An employee must clock in and out each working day using the finger print scanner or time clock.
2. Employees may not begin work any sooner than 5 minutes before their beginning work time in order to prepare to begin their work at the appointed hour.
3. Employees shall clock out punctually at the end of their workday. Accumulative time for each workweek reflected on the time system in excess of 40 hours shall be compensable overtime, which must have prior approval.
4. It is also necessary for employees to clock out and in for the lunch break. The lunch break must be 30 minutes. Prior approval is required for non-exempt staff to omit meal breaks.
5. HISD allows employees a 15-minute paid break in the morning and a 15-minute paid break in the afternoon to be scheduled in accordance with directives from the campus/department administrator. However, failure to take these breaks, when scheduled, results in loss of the break, which cannot be taken at another time or combined with the meal break in #4 above.
6. The Time Clock System does not alleviate the need for employees to post an absence to the Aesop system whenever the employee is not on campus or absent for any reason.
7. If for any reason an employee misses a "punch time", including malfunction of the time system and or scanner, the employee must complete a "Time System Adjustment" form. This form can be obtained through the school e-mail public folder or the Campus Secretary. Submit completed form to the Campus Secretary to obtain your supervisors signature.
8. If it is discovered that a pattern of clocking in early or clocking out late exists, without the employee having secured prior approval for overtime hours in advance, or the employee is habitually forgetting to clock in or out, the department administrator should address this concern promptly with the employee. If continued misuse of time clocks in this manner continues, appropriate disciplinary action will be taken.

9. Likewise, if continued tardiness, absences, failure to clock in or out, or failure to submit adjustment documentation are noted, disciplinary steps will be taken to assist an employee in understanding his/her full responsibilities as they relate to his/her work hours and appropriate clocking in and out procedures. In respect to this the following has been implemented concerning failure to submit time adjustment or post absence to Aesop.

Offense	Action taken by Payroll Department
Employee failure to submit time adjustment documentation or post an absence to Aesop.	Employee docked at daily rate of pay for each day that is missing information.
<p style="text-align: center;">Action required by employee: Forward the missing information to the payroll department. Any wages that are due to the employee will be paid on the first regular payroll process after the information is received.</p>	

NOTE: Payroll forms are due to your campus Secretary no later than the end of the workday each Friday. If you were absent on Friday, the form will be due no later than Monday morning.

WARNING: The Payroll Department will attempt to contact employees or campus secretaries by e-mail to obtain missing time adjustment documentation or failure to post an absence to the Aesop system. Failure to “timely” file these documents will result in the employee being docked at his/her daily rate of pay for the dates that are missing.

Falsification of a governmental record is a criminal offense and grounds for immediate termination.

GENERAL GUIDELINES

Notice of change of name, address or telephone number

Name changes must be made in person at the Human Resource Department located at 7801 Neville Road. A social security card with your new name is required. Any changes of address may be submitted on a change of name/address/telephone number form available at the Human Resource Department.

Removal from the Substitute List

The Human Resource department may remove a substitute from the official substitute list at any time.

Substitutes may request to be removed from the official substitute teacher list at any time during the school year by calling 409-316-6550.

Student Dress Code

Campus Guidelines

Grades PK-8

CLOTHING

Pants

Pants may be any color or pattern. Pants shall be neat and clean. No holes shall be permitted. Pants shall be worn at the natural waistline at an appropriate height with cuffs off the floor. Short pants shall extend to the knees or longer. No baggy, overly tight, or oversized clothing shall be permitted.

Shirts

All shirts and blouses shall have sleeves and may be of any design, pattern, or color. All shirts and blouses must be modest and non-exposing and they must fit below the natural waistline and be no longer than the fingertips. Midriff or tied shirts are not permitted. Shirts depicting any kind of flag shall not be permitted. Shirts and blouses with advertising will not be permitted except for the manufacturer's logo and on spirit shirts.

Hoodies may be worn, but no hood, on the head, is permitted in the building.

Undergarments shall not be permitted to be worn on the outside of clothing. White undershirts are not permitted.

Spirit Shirts

No homemade shirts/sweatshirts shall be permitted. Hitchcock Bulldog spirit shirts may be worn on any day.

Athletic apparel

Athletic apparel, i.e. athletic shorts, warm-up pants, sweat suits, jerseys, etc. are permitted in academic classrooms.

Skirts, dresses, jumpers, and slacks

Shall be knee-length or longer. Skirts shall touch the top of the kneecap when standing. Appropriate foundation garments (underwear) shall be worn and will not be visible.

Sleepwear

Sleepwear shall not be permitted.

Coat/ jacket/ sweater

Long coats (knees-length or longer) may not be worn.

MAKE-UP

Appropriate make-up is permitted. Excessive make-up, including heavy eyeliner and black lipstick is prohibited. Make-up shall be in natural skin tones.

HAIR

Shall be neat and clean and shall not be colored or dyed an unnatural color.

Facial hair shall be properly groomed.

EARRINGS/ JEWELRY

Looping or dangling earrings shall be no longer than 1 inch in length and/or one (1) inch in diameter. Only stud style earrings are acceptable for male students (no more than two earrings per ear). Students are not permitted to wear other nontraditional piercing, for example, nose, lip, tongue, eyebrow, or body rings.

Large medallion necklaces shall not be permitted.

CHAINS

Dangling chains, such as wallet chains, choker chains, pocket chains, and the like, shall not be permitted.

SUNGLASSES

Sunglasses shall not be permitted to be worn in the building. They shall be removed upon entering the building. Dark glasses are permitted only with a written verification of need by a doctor.

SHOES

Shoes shall be closed toe with a solid back. Heels higher than two (2) inches shall not be permitted. Students shall have appropriate shoes for physical education activity.

Shoe laces shall be properly tied.

House slippers are not permitted.

HATS

No type of head covering, cap, hat, bandanna, hair roller, hair net, or long-handled comb, rakes, or picks are permitted. Ponytail holders, barrettes, headbands, and hair bows are acceptable.

TATTOOS

All tattoos shall be appropriately covered—real or pretend.

MEDICAL EXCEPTIONS

The school administration may grant an exception to any of the above positions if a student has a legitimate physical or medical condition rendering compliance with the provisions detrimental to the student's physical health as provided by their health care provider and documentation is on file.

PURSES, BOOK BAGS, BACKPACKS

Purses, book bags, and backpacks are permitted.

VIOLATIONS

Appropriate discipline procedures for violations of the dress code shall be followed in accordance with the Student Code of Conduct.

MISCELLANEOUS

In situations covered in the student dress code, and those not specifically covered in the student dress code, the school administration shall have full authority to take the necessary steps in correcting those students whose appearance or mode of dress, in the judgment of the school administration, is distracting and/or disrupting to the normal operation of the school.

Campus Guidelines
Grades 9 - 12

CLOTHING

Pants

Pants may be any color or pattern. Pants shall be neat and clean. Pants with holes shall not have skin or flesh colored tights (any other color tight is appropriate) showing through above the knee. Pants shall be worn at the natural waistline at an appropriate height with cuffs off the floor. Short pants shall extend to the knees or longer. No baggy, overly tight, or oversized clothing shall be permitted.

Shirts

All shirts and blouses shall have sleeves and may be of any design, pattern, or color. All shirts and blouses must be modest and non-exposing and they must fit below the natural waistline and be no longer than the fingertips. Mid-riff or tied shirts are not permitted. Shirts depicting any kind of flag shall not be permitted. Shirts and blouses with advertising will not be permitted except for the manufacturer's logo and on spirit shirts.

Hoodies may be worn, but no hood, on the head, is permitted in the building. Undergarments shall not be permitted to be worn on the outside of clothing. White undershirts are not permitted.

Spirit Shirts

No homemade shirts/sweatshirts shall be permitted. Hitchcock Bulldog spirit shirts may be worn on any day.

Athletic apparel

Athletic shorts and warm-ups are permitted only if worn with an HISD spirit shirt. Only athletic shorts that extend to right above the knees with side pockets and a drawstring are permitted. Athletic warm-ups cannot be made of cotton and must have side pockets and a draw string.

**Skirts, dresses, jumpers,
and slacks**

Shall be knee-length or longer. Skirts shall touch the top of the knee cap when standing. Appropriate foundation garments (underwear) shall be worn and will not be visible.

Sleepwear

Sleepwear shall not be permitted.

Coat/ jacket/ sweater

Long coats (knees-length or longer) may not be worn.

MAKE-UP

Appropriate make-up is permitted. Excessive make-up, including heavy eyeliner and black lipstick is prohibited. Make-up shall be in natural skin tones.

HAIR

Shall be neat and clean and shall not be colored or dyed an unnatural color. Facial hair shall be properly groomed.

EARRINGS/ JEWELRY

Earrings are acceptable for students. However, students shall not have more than two (2) earrings per ear. Students are not permitted to wear other nontraditional piercing, for example, nose, lip, tongue, eyebrow, body rings, gauges or spikes. Large medallion necklaces shall not be permitted.

CHAINS

Dangling chains, such as wallet chains, choker chains, pocket chains, and the like, shall not be permitted.

SUNGLASSES

Sunglasses shall not be permitted to be worn in the building. They shall be removed upon entering the building. Dark glasses are permitted only with a written verification of need by a doctor.

SHOES

Heels higher than 2 inches shall not be permitted. Sandals that are non-plastic are permitted. Slides are permitted only if worn with socks. Students shall have appropriate shoes for physical education activity.

Shoe laces shall be properly tied.

House slippers and shower shoes are not permitted.

HATS

No type of head covering, cap, hat, bandanna, hair roller, hair net, or long-handled

comb, rakes, or picks are permitted. Ponytail holders, barrettes, headbands, and hair bows are acceptable.

TATTOOS *All tattoos shall be appropriately covered—real or pretend.*

MEDICAL EXCEPTIONS

The school administration may grant an exception to any of the above positions if a student has a legitimate physical or medical condition rendering compliance with the provisions detrimental to the student's physical health as provided by their health care provider and documentation is on file.

**PURSES, BOOK BAGS,
BACKPACKS** *Purses, book bags, and backpacks are permitted.*

VIOLATIONS *Appropriate discipline procedures for violations of the dress code shall be followed in accordance with the Student Code of Conduct.*

MISCELLANEOUS *In situations covered in the student dress code, and those not specifically covered in the student dress code, the school administration shall have full authority to take the necessary steps in correcting those students whose appearance or mode of dress, in the judgment of the school administration, is distracting and/or disrupting to the normal operation of the school.*

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Discrimination, harassment, and retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available below at:

See DIA (LOCAL) at www.tasb.org/policy/pol/private/084908

Harassment of students

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is available below at:

See DF (LEGAL) and FFH (LOCAL) at www.tasb.org/policy/pol/private/084908

Equal employment opportunity

The Hitchcock ISD is an Equal Opportunity Employer. It is the policy of the Hitchcock ISD not to discriminate on the basis of race, color, national origin, gender, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Unemployment Compensation

According to the Texas Unemployment Compensation Act, Section 3(f)(2), substitute teachers are not eligible for unemployment compensation during the summer months between school terms.

Letter of Reasonable Assurance for continued substitute employment will be provided to each substitute at the conclusion of each school year. The prospective substitute will be able to indicate whether they wish to return to substitute during the next school year.

Professional Ethics of the Substitute

The substitute has a professional obligation to the regular teacher, the students, and the school. Extreme caution should be used in expressing personal reactions and opinions about what the substitute sees and hears in the classroom and the school in which he/she substitutes. All information about any student must be treated as confidential. A substitute should avoid unfavorable criticism of the regular teacher or students. Concerns or problems should be presented only to the principal.

The substitute should not compare one school with another, one group of employees with another or one group of students with another. Adaptability to each unique situation is a necessary characteristic of the substitute teacher.

Accidents and Illness of Students

All accidents to students on the school grounds, in the building, on the way to or from school, or occurring at any place while the student is under the supervision of the school, shall be referred to the school nurse at the earliest possible time.

No internal medicine shall be administered by a school employee (or substitute) unless that employee is qualified by law to administer medication. No employee (or substitute) may administer any internal medicine without the authorization of a medical doctor and the parent or guardian.

Discipline in the Classroom

- It is the responsibility of the substitute teacher to read and follow the policy on discipline, which is available in each building, as adopted by the Hitchcock Independent School District.
- It is the responsibility of the substitute teacher to know the procedures of each local campus for handling problems before administering any form of discipline.
- **UNDER NO CIRCUMSTANCES** is the substitute teacher to administer corporal punishment.
- All serious discipline problems are to be referred immediately to the campus principal or his/her designee.
- The substitute teacher is required to leave a written report for the regular classroom teacher any time it is necessary to discipline a student, or if the student has been a disruptive factor in the classroom during the day. The substitute teacher is not to contact parents concerning discipline problems without first obtaining the principal's permission to do so.
- The substitute teacher is to treat all students in a fair, equitable manner and is to refrain from making any threats or statements that cannot be followed through upon.
- The striking of a student or the use of improper language shall result in the substitute being suspended from substituting until an investigation has been conducted and completed. If it is found that the substitute did not act properly, the substitute shall be removed from the substitute list and shall not be allowed to substitute.

Questions

All questions pertaining to substituting should be directed to the Sharanda Harrison-Anderson at 409-316-6550.

STANDARDS OF CONDUCT

Dress Code

(Board Approved 10/01/2016)

- Jeans Jeans may be worn for casual/spirit day on Friday (Thursday for Crosby). Jeans must be pressed, ironed, and not faded or frayed (no holes). Jeans should not be tight fitting so as to be revealing. Spirit day is not a day to be sloppy. When wearing jeans, you should look as professional as if you were in a business suit. If not, jeans will be removed from the dress code. Shirts worn with jeans must be a Hitchcock ISD spirit shirt.
- Pants Pants must be ankle length or longer (Capri's mid calf are acceptable) - all campuses
- Dress/Skirt Top of the knee length
- Shirts Male staff members will avoid sleeveless shirts. Female staff members may wear sleeveless tops/blouses. No tank tops or spaghetti strap shirts. Latex, spandex, and suggestive clothing is not appropriate for any staff member.
- Footwear Appropriate footwear should be worn. Sandals are acceptable. Hosiery is optional. "Flip-flops" or foam type shoes are prohibited. Tennis shoes are to be worn on spirit day only. No high heels over 3 inches.
- Earrings Earrings may be worn by the female staff only. Ears are the only piercings allowed to be visible. Tongue piercings are prohibited. Hoop earrings should not be larger than 1 inch in diameter.
- Hats No hats are allowed in the buildings (unless for special days).
- Other Appropriate undergarments must be worn.
- Life Skills and PPCD Aides and caregivers may wear scrubs and tennis shoes.
- Tight fitting garments showing cleavage or body contour should not be worn.
- Men should wear nice slacks and shirts with collars, except on "spirit" days when a spirit shirt may be worn. Men's shirts cannot be unbuttoned to mid-chest and should always be pressed or ironed.
- All employees should be professionally groomed when they walk through the door. Clothes should be wrinkle free and stain free.

If you want to be treated professionally, you need to look and act the part and take pride in your appearance.

During the summer and school breaks, when there are no students or public visitors, more casual attire is acceptable, if approved by the campus administrator.

Tattoos must be covered.

Tobacco Use

Hitchcock ISD prohibits smoking or using tobacco products at school, a school-related or school-sanctioned activity on or off school property.

Telecommunications Devices

Telecommunications Devices, including texting devices, or cellular phones, shall not be used during class time.

Arrests and Convictions

A substitute who is arrested for any felony or any offense involving moral turpitude must report the arrest to the superintendent within three calendar days of the arrest. A substitute who is convicted or receives deferred adjudication for such an offense must also report that event to the superintendent within three calendar days of the event. Moral turpitude includes, but is not limited to, the following:

- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Drug or alcohol offenses;
- Acts constituting abuse under the Texas Family Code.

Possession of Firearms and Weapons

Employees, substitutes, visitors, and students 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. To ensure the safety of all persons, substitutes who observe or suspect a violation of the district's weapons policy should report it to the campus principal or call the superintendent immediately.

TECHNOLOGY STANDARD OF CONDUCT FOR SUBSTITUTES

- Hitchcock ISD provides technology resources to its students and staff for educational and administrative purposes. The systems include Internet access, printing, e-mail, server-based document storage, administrative systems and district website. Use of technology at

Hitchcock ISD is a privilege and not a right. Regardless of the system used, there are guidelines that must be followed by those who utilize these resources. These guidelines are listed in the Employee Handbook under “Computer and Data Management” guidelines. You can view the above on the Employee Handbook at www.hitchcockisd.org, District Information, Employee Handbook 2016-2017.

- Substitute’s use of any computing device should be for educational purposes only. There should be no personal use while the substitute is supervising students.
- As a short-term substitute you may not be given access to the district’s network or even a computer. If the substitute is provided access to a computer or a network they must follow district guidelines and policies.
- A substitute should at all times monitor students while they are using computers. This includes walking around the room and observing students to ensure that the students are on task and using the computer appropriately.
- Do not bring a personal computer or other mobile computing devices to a HISD classroom. Only district-purchased computer devices are to be used on campus.
- As an employee of Hitchcock ISD, substitutes represent the district in the community including the virtual community of the Internet. All postings on social networking sites, such as MySpace, Facebook, etc. should present an image that reflects well on the district. It is wise to consider that any of your students or their parents might visit your site(s). As an employee of the district it is expected that you should be a positive role model.
- All communications with students of the district should be conducted in such a way that the professional teacher/student relationship is maintained. This is true in the classroom as well as outside the classroom, including the Internet.

RESPONSIBILITIES OF THE PRINCIPAL

When the substitute teacher arrives at the school, the principal should make a special effort to welcome and orient the substitute to school procedures and layout.

1. The substitute should receive a copy of the Substitute Teacher Report. (See Attachment A)
2. All necessary keys should be available.
3. A Substitute Information Folder with information about school routines and procedures unique to that school should be available. This folder may be filed in each teacher's desk and should include the following general information:

. Regular Duties

- . Tardy Rules
- . Attendance Reporting
- . Absentee Admittance
- . Conducting Classes
- . Disciplinary Matters
- . Student Pass to Leave Classroom
- . Special Duties
- . Seating chart for each class taught

4. See that lesson plans, grade books, and supplies are located.
5. Discuss unusual guidance problems with the substitute.
6. Notify the substitute of special programs for the day.
7. Point out the lunchroom and the services available, areas where special duties are to be performed, the location of restroom facilities and the teachers' lounge.
8. Introduce the substitute to a teacher who can assist with additional information.
9. Explain the rules of the student conduct and the manner of handling special discipline cases.

RESPONSIBILITIES OF THE REGULAR TEACHER

Teachers recognize the substitute as an important factor in the educational program. From the beginning of the year (and especially whenever an absence is anticipated), the regular teacher should do everything possible to prepare the students for work under the direction of the substitute teacher. Such planning should emphasize helpfulness, respect, consideration, good manners, and behavior.

If at all possible, the principal should be notified of the prospective absence as soon as possible to allow for planning. Notification on the morning of the day of the absence often causes delay in obtaining a suitable substitute teacher. If it is not possible to notify the principal the previous day, the request should be made no later than the designated time in the morning.

It is the duty of the absent teacher to notify the school office before class dismissal time on the day before the anticipated return, so that the substitute may be released.

The classroom teacher will provide a Daily Lesson Plan Book to include the following:

1. Special Information
 - a. Bell schedules.
 - b. Information about special schedules.
 - c. Attendance reporting instructions and material, including:
 - . Class roll book

- . Seating charts
- . Attendance reporting forms

2. Daily Lesson Plans
 - a. Plans should be brief, but must contain enough information so the substitute can teach the material planned for that day.
 - b. Teachers' editions and guides should be referenced in the lesson plans.
 - c. Teaching materials and reporting forms should be kept in an easily accessible place.
 - d. A classroom set of review work or other forms of structured activity should be available in case a substitute completes the lesson plan.

3. Specific Information (provide a separate page for each class).
 - a. Schedule time
 - Class start time
 - Class period end time
 - b. Conducting daily class activities and routines
 - c. Dependable students
 - Monitors and class helpers should know what assistance to give a substitute teacher.
 - A list of students who can be depended on for reliable aid would be most helpful.
 - d. Possible trouble areas
 - e. Other comments

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

If accepting the position, the substitute should obtain the subject/grade, name of the school, name of the teacher, and any available instructions from the absent teacher.

If, after the substitute has accepted a job, an emergency arises which calls for a change of plans, the substitute should contact the campus principal to cancel immediately.

A substitute on duty should continue the assignment until officially released by the campus office. It is the responsibility of the campus office to release the substitute teacher or to ask the substitute to continue the assignment. Therefore, the substitute must return to the campus office at the end of the day for instructions.

The substitute teacher needs to be familiar with the general policies and procedures of the school. By visiting the schools, the substitute may observe methods, specific techniques, lessons plans, materials used, and the routine procedures of the individual school.

The substitute should arrive at the assigned school early enough to perform the following:

- Report directly to the Principal's office for the classroom assignments, and the length of the assignment.
- Obtain a classroom key or request a custodian or other school employee to unlock the room.

- Pick up your name badge and visibly wear it at all times.
- Review the regular teacher's lesson plans, teaching materials, general building routines and procedures, and disaster drill regulations.
- Consult the principal, office secretary, or an assigned teacher, if there are any questions about the day's activities.
- Fulfill the regular teacher's entire daily assignment, such as hall duty, bus duty, playground duty, etc.
- A short summary of the activities completed during the regular teacher's absence should be prepared for the regular teacher and placed in the lesson plan book.

The following practices are expected of the substitute:

- **Be Punctual** in every capacity (arriving, going to and from lunch, and the conference period).
- Stand at the door during every class change, observing both the hallway and the classroom.
- Receive and dismiss students in an orderly fashion.
- The class roll should be checked at the time, and in the manner, designated by the campus principal. Names and dates of absentees and late students should be accurately listed. Do not allow students that are not on your roll to enter your classroom. Send those students to the office with a note.
- All unusual requests from parents and students should be referred to the principal. Examples include but not limited to: requests to be dismissed early and to be absent from the classroom for some activity. Students should never be released from the building during regular school hours without permission from the Principal's office. Parent conferences should be arranged only after consultation with the principal.
- Follow lesson plans as closely as possible to ensure continuity in the instructional program. Make a note of any changes that you may have made. Summarize your day, period by period, for the regular teacher. Report any changes you made in the lesson plan(s) and any discipline or other problems you may have experienced. Teachers appreciate knowing what happened in the classroom during their absence. It is in the best interest of the students to have good communication between the substitute and regular teacher. [See Attachment A]
- Most commercial videos/movies are prohibited in all HISD schools. If a teacher has left a commercial video/movie to be shown, please report it to the principal. Do not show the video/movie without principal approval.
- Review the teacher's schedule of classes for the day, and, if available, the student's seating chart(s).

- Review the lesson plan(s) for the day. Also review what should have been taught yesterday and the day before, as well as what will be taught tomorrow and the next day.
- Examine the teacher's guide for the work specified in the lesson plan(s) to be covered today. Scan supplementary material in the room for items familiar to you.
- The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher. Any written work assigned in the lesson plans should be gathered by the substitute, but graded only at the request of the regular teacher. Any written work, which is beyond the lesson plans of the regular teacher, should be graded and left for the regular teacher to examine. Homework should be assigned only at the request of the regular teacher.
- When the assignment is for a long-term period, the substitute should take the responsibility for the instructional planning, the making of appropriate assignments, grading papers, keeping records, and taking over the regular and special duties of the regular classroom teacher. The substitute shall attend faculty meetings and will assume any other extra duties of the regular classroom teacher. It is in the best interest of the students and the substitute for the substitute to keep in as close contact with the regular teacher as possible.
- Any money collected should be turned in to the office with adequate records or documentation before the substitute leaves the building.
- New textbooks, workbooks or library books should be issued only by the regular classroom teacher, unless the regular classroom teacher requests the substitute to do so.
- Leave the room in good order. Turn off all lights, and lock the door, when possible.
- Return your name badge.
- Keep copies of all notices and bulletins received. Place them in the lesson plan book for the teacher.

APPENDIX A

Substitute Teacher Report

DIRECTIONS:

PART I is to be completed by the substitute teacher as an aid to the regular teacher upon returning to work.

PART II is to be completed by the regular teacher by the end of the first day after returning to work.

PART III is to be completed by the principal. The original copy of this report should be kept in the principal's office.

Substitute Teacher _____

Substituting for _____

Date(s) of Substitute Work _____

Grade/Subject _____

PART I - (to be completed to substitute teacher)

Work covered in accordance with lesson plans _____

Work not completed because _____

Additional work and/or Special Activities _____

Homework or other assignments made _____

Discipline of the class(es) _____

Other Comments or Message _____

Signature of Substitute Teacher

Date

PART II - (to be completed by regular teacher)

DIRECTIONS

Check the areas in which you feel that the substitute teacher performed as well as should be expected. Place a zero (0) in the blank beside each area that you have insufficient information for judging. Use the comment section for any additional remarks or explanations that you wish to make.

- _____ Lesson plans followed well
- _____ Left room in good order
- _____ Maintained good discipline
- _____ Followed schedules
- _____ Checked or graded students work
- _____ Well received by students
- _____ Left good written summary, Part I
- _____ Cooperative with other teachers

Comments _____

Signature of Regular Teacher

Date

PART III (to be completed by principal)

DIRECTIONS

Check the areas in which you feel that the substitute teacher performed as well as should be expected. Place a zero (0) in the blank beside each area that you lack sufficient information for judging. Use the comment section for any additional remarks or explanations that you wish to make.

_____ Punctual in reporting for duty

_____ Cooperation

_____ Classroom discipline

_____ Attitude toward pupils

_____ Interest in teaching

_____ Ethical behavior

_____ Knowledge of subject matter

_____ Physical vigor

_____ Appropriate grooming

_____ Carrying out of school rules

_____ Poise and self-control

Comments _____

Signature of Principal

Date

APPENDIX B

Seating Chart

Substitute Teacher _____

Substituting for _____

Date(s) of Substitute Work _____

Grade / Subject _____

Row 1	Row 2	Row 3	Row 4	Row 5
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APPENDIX C

Contact List

Board of Trustees

Tony Combs	Member	District 1
Shirley Price	Member	District 2
Edward Wilson	Member	District 3
Ted Robinson, Jr.	Vice President	District 4
Chad Allen	Member	District 5
Monica Cantrell	President	District 6
Tom Ivey	Secretary	District 7

Administration Office: 409-316-6545

Carla Vickroy Superintendent..... cvickroy@hitchcockisd.org

Central Office: 409-316-6545

Superintendent's Secretary	Linda Leuschen	lleuschen@hitchcockisd.org
Special Programs	Sara Roach	sroach@hitchcockisd.org
Curriculum & Instruction	Evangelina Guerra	eguerra@hitchcockisd.org
Payroll/Employee Benefits	Terry Fails	tfails@hitchcockisd.org
Administration Receptionist	Sonja Oliphant	soliphant@hitchcockisd.org
Recruitment/Retention, DTC	Sharanda Harrison	sharrison@hitchcockisd.org

Campus/Department

Location

Contact Numbers

Hitchcock High School Kellie Edmundson, Principal Andrew Houston, Asst. Principal	6629 FM 2004	409-316-6544 kedmundson@hitchcockisd.org ahouston@hitchcockisd.org
Crosby Middle School Patrick Faour, Principal Monique Egana, Asst. Principal megana@hitchcockisd.org	6625 FM 2002	409-316-6542 pfaour@hitchcockisd.org
Stewart Elementary School Donette Line, Principal Constance White, Asst. Principal	7013 Stewart	409-316-6543 dline@hitchcockisd.org cwhite@hitchcockisd.org
Hitchcock Primary School Angela Mancini Principal Crystal Sweeney, Asst. Principal	5901 FM 2004	409-316-6467 amancini@hitchcockisd.org csweeney@hitchcockisd.org
Kids First Head Start Ethel Gaines, Director Navilh Najera, Administrative Assitant	5701 FM 2004	409-316-6541 egaines@hitchcockisd.org nnajera@hitchcockisd.org

