

Santa Fe I.S.D.

Substitute Teacher Handbook

2016-2017

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INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. Rather, it is a guide to and a brief explanation of district policies and procedures related to Substitute Teacher employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, Substitute Teachers may refer to the policy codes that are associated with handbook topics may call the Human Resources office. District policies can be accessed online at <http://www.tasb.org/policy/pol/private/084909/>

Note to the Substitute Teacher

All policies referenced in this handbook can be viewed in the SFISD Board Policy Manual which can be accessed on the SFISD District website.

www.sfid.org

<http://www.tasb.org/policy/pol/private/084909/>

(To access policy press ctrl + while selecting link)

If you need assistance locating a policy, contact the Human Resource Department office at 409-925-9030

Patti.Hanssard@sfisd.org

Message to the Substitute Teacher

Substitute teaching is a valuable and important part of the school's program. This handbook has been prepared to aid substitute teachers in doing their job more effectively in order that they may contribute to the education of the young people with whom they come in contact.

Inquiries concerning substitute teaching should be directed to Patti Hanssard, Assistant Superintendent for Human Resources – 409-925-9032 or Patti.Hanssard@sfisd.org or Kelly.Logan@sfisd.org

We are grateful to you who serve as substitute teachers in our school...who are willing to interrupt your normal routine to help the school district maintain its educational program.

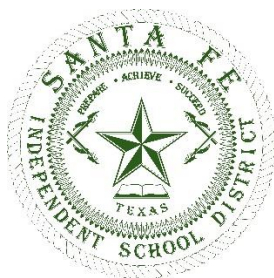
We hope that the handbook will answer most of your questions about your job and that it will make your task easier. If you desire any further information, please feel free to contact Patti Hanssard or any of the school principals.

We want the children of the Santa Fe Independent School District to benefit from your service, and we sincerely hope that this work will be pleasant and rewarding for you.

Santa Fe Independent School District maintains a current list of qualified teachers who serve as substitutes. From this list, the computerized Substitute Finder System calls substitutes for reported absences up to 45 days in advance.

Substitute teachers are called in emergency situations; therefore, it is impossible for the district to guarantee definite assignments or any frequency of assignments. Substitute teachers must understand that they have agreed to make themselves available, generally, to serve the district upon need for their service.

DISTRICT INFORMATION



A Quest for Excellence

A quest toward excellence in education for the students of the Santa Fe district has begun. A commitment from the board, staff and community forms the foundation for this challenging enterprise. As a staff member, you will help build a framework for sound instruction, as well as a safe and supportive environment for our students. A staff of quality individuals who care about their students as well as each other and who share a common commitment to excellence can accomplish anything. As together we begin the quest this school year, let us take pride in our commitment to improve the education and self-worth of each student in our care. With unity, pride and a commitment toward improving the education and self-worth of each student in our care, the quest of the school year begins.

We believe of all the assets that enhance the Santa Fe Schools, the most outstanding is our students. The success of students is the primary concern – all action is centered around that goal. In order to effectively perform duties and help students achieve success, it is important that all employees are aware of the policies and procedures that relate to their positions.

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

The Santa Fe Independent School District is an equal opportunity employer. The Board of Trustees and its agents, officers, and staff members shall not discriminate on the basis of race, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legal protected status in making decisions regarding staff members or students. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Mission Statement

"To **PREPARE** all members of the Santa Fe Independent School District learning community to **ACHIEVE** and **SUCCEED** through innovative strategies and collaborative relationships."

GOALS

Maintaining a fiscally responsible district

Dedicated in supporting all families at school and at home for life-long learning success by maintaining open communications with students, parents, staff and community

Providing instructional leadership and quality professional development for all staff

Aligned to support students through rigorous curriculum, instruction, and leadership

Creating an environment of respectful, responsible and motivated individuals

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected on the first Tuesday after the first Monday in November of even numbered years and serve four year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

BOARD OF TRUSTEES

J. R. Norman, President

Wayne Logan, Vice President

Sheryl Skufca, Secretary

John Rothermel, Member

Billy Burns, Member

Bridget Tacquard, Member

Theresa Herzog, Member

Central Support Staff

Administration Building

409 925 3526
P.O. Box 370
4133 Warpath
Santa Fe, TX 77510

Superintendent –Dr. Leigh Wall409-925-9093

Assistant Superintendent for Curriculum & Instruction –
Dr. Jackie Shuman409-925-9010

Assistant Superintendent for Human Resources - Patti Hanssard.....409-925-9030

Chief Financial Officer –Lee Townsend409-925-9020

Director of Business & Technology Services – Rick Morrill409-925-9061

Compliance Coordinator409-925-9013

Director of Nutrition Services – Cherie Bowers409-925-9070

Director of Athletics – Mark Kanipes409-927-3141

Director of Special Programs – Kathy Oliver.....409-925-9050

Coordinator of Special Programs-Sara Ryan409-925-9010

Chief of Police – Chief Walter Braun409-927-3310

Tax Assessor/Collector – Robyn Tilitzki409-925-9040

Maintenance & Operations Office

409-925-9200
P.O. Box 370
4135 Warpath
Santa Fe, Texas 77510

Director of Maintenance & Operations – Bob Atkins409-925-9200

Transportation Department

409-925-2775
P.O. Box 370
3706 Jackson
Santa Fe, Texas 77510

Director of Transportation – David McMillian409-925-2775

SFISD School Calendar 2016-2017

Santa Fe ISD 2016-2017 Calendar

July 16

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | 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 | | | | | | |

**Santa Fe ISD...Where ALL means ALL;
every child, every day**

School Attendance Times:
 Roy J. Wollam - 8:30 - 3:40
 Dan J. Kubacak - 8:25 - 3:35
 Santa Fe Junior High - 7:15 - 2:30
 Santa Fe High School - 7:25 - 2:55

August 16

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

September 16

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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

October 16

| Su | M | Tu | W | Th | F | Sa |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

November 16

| Su | M | Tu | W | Th | F | Sa |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

December 16

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

January 17

| Su | M | Tu | W | Th | F | Sa |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

February 17

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

March 17

| Su | M | Tu | W | Th | F | Sa |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

April 17

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

May 17

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

June 17

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | 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 | |

Students' First Day: Aug. 22, 2016
Students' Last Day/Graduation: May 26, 2017

Holidays:
 Labor Day (9/5)
 Thanksgiving Break (11/21-25)
 Winter Break (12/19-1/2)
 Spring Break (3/13-17)
 Good Friday (4/14)
 Memorial Day (5/29)

Early Release Times:
 RJW: 12:45
 DJK: 12:40
 SFJH: 11:30
 SFHS: 11:55

Bad Weather Days:
 10/10; 2/20

District Closure

New Teacher Orientation

Faculty/Staff PD (Students do NOT attend)

Teacher Work Day

First Day of Class

Beginning/Ending of 9-Weeks

District Holiday

Early Release Elem/JH Only

Early Release (High School Only)

Early Release (All Campuses)

Last Day of Class

Teacher PD Exchange Day

State Re-Testing Days

STAAR/EOC Testing Days

Professional Development Days:
 Aug. 11,12,15-18; Oct. 10; Jan. 16;
 Feb. 20; May 31; Jun. 1

Teacher Work Days:
 Aug. 19; Jan. 3; May 30

1st 9-Weeks: 8/22 - 10/14
2nd 9-Weeks: 10/17 - 12/16
3rd 9-Weeks: 1/4 - 3/10
4th 9-Weeks: 3/20 - 5/26

State Testing Days:
 7/11-15 EOC/TAKS Rts.(JH-A11; HS)
 10/17-20 TAKS Retests (HS)
 12/5-9 EOC Retests (HS)
 3/6-9 TAKS Retests (HS)
 3/28-31 STAAR/EOC (EL, JH, HS)
 5/1-5 EOC (JH-Alg 1; HS)
 5/8-12 STAAR (EL, JH)
 6/19-23 STAAR (5/8); EOC/TAKS (HS)

Note: EL (Elem.); JH (Junior High); HS (High School)

School Directory

Roy J. Wollam Elementary - 409-925-2770

P.O. Box 370

3400 Ave S

Santa Fe, TX 77510

Principal: Michelle Pourchot

Assistant Principal: Nick Boyd

Assistant Principal Intern: Ashley Barnes

Dan J. Kubacak Elementary - 409-925-9600

P.O. Box 370

4131 Warpath Ave

Santa Fe, TX 77510

Principal: Destini Martin

Assistant Principal: Casey Adoor

Assistant Principal: Andrea Donovan-Hull

Santa Fe Junior High - 409-925-9300

P.O. Box 370

4132 Warpath Ave

Santa Fe, TX 77510

Principal: Kimberly Ross

Associate Principal: Gina Seyl

Assistant Principal: Liz Davis

Assistant Principal: Alexis Knappe

Santa Fe High School - 409-925-2700

P.O. Box 370

16000 Hwy. 6

Santa Fe, TX 77510

Principal: Rachel Blundell

Assistant Principal: Jenny Davenport

Assistant Principal: Ryan Kopp

Assistant Principal:

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

The Santa Fe ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Dr. Jackie Shuman, the District Title IX Coordinator – 409-925-9050. Employees with questions or concerns about discrimination on the basis of a disability should contact Dr. Jackie Shuman, the District ADA/Section 504 Coordinator-409-925-9050. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent – 409-925-9093.

Requirements for Substitute Teachers

Fingerprinting

Fingerprinting of all substitute applicants is required before employment. Conviction of a crime does not automatically exclude an applicant from employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position of substitute teacher.

Education Requirement

All substitutes must be Highly Qualified pursuant to the No Child Left Behind Act standards for educational aides. Highly Qualified requirements are as follows:

- 48 Hours or more College Credit *or*
- PACT Certificate

Other Requirements

- 3 Positive references
- Approved criminal history background check

Hiring Forms Required

- Completed Online Application
- Completed Hiring Paperwork Packet (provided at District Substitute Orientation)
- Transcript(s) documenting 48 hours or more college credit *or*
- Paraprofessional Assessment of Competencies Test (PACT) Certificate
- Documents for Employment Eligibility (documents most commonly reviewed are driver's license, social security card, or passport)

Employment of Retired Teachers

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the **TRS Web Site** (www.trs.state.tx.us).

No person shall be hired under this policy for either a full-time or part-time position until the former employee has been officially retired for at least one full calendar month

Removal from Service

Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. Removal from the system or deactivation may also result from not accepting jobs for a long period of time, declining too many jobs, not keeping up with the daily availability/unavailability, not keeping personal information current, or for other legal reason deemed necessary and appropriate. If circumstance warrants it, the substitute may be restricted immediately from service to the District, pending the outcome of any investigation of Police violations. Substitutes may also be excluded from working at particular campuses if the school administration and the Human Resources Administrator conclude it is in the best interest of the district to do so. Each campus maintains its own exclusion list of substitutes it no longer wants to use as a substitute teachers.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be done at any time by submitting a written request to the Personnel office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public. For questions regarding personnel records contact the ***Human Resources Coordinator at 409-925-9033***.

COMPENSATION

Substitute Pay Levels

Santa Fe Independent School District pay substitute teachers in increasing levels based upon service to the district. In order to be considered for an increase, a substitute must work the minimum number of days required in one school year, and a Level Increase Request Form and favorable Substitute Evaluation Forms (1 from a campus principal, and 5 from teachers) must be submitted by the evaluator in a sealed envelope directly to Human Resources. If the request is approved, the level increase will apply to the next school year. Only one increase is granted per school year.

Starting Level Requirements

Once meeting the district hiring requirements for substitute teachers, all substitutes begin at starting level on the pay plan.

Level I Requirements

- Work a minimum of 30 days in one school year as a Starting Level Substitute
- Obtain a favorable evaluation from a campus principal
- Obtain five favorable evaluations from the classroom teachers for whom you substituted

Level II Requirements

- Work a minimum of 40 days in one school year as a Level I Substitute
- Obtain a favorable evaluation from a campus principal
- Obtain five favorable evaluations from the classroom teachers for whom you substituted

In order to maintain a pay level, a substitute must continue to meet the requirements of the level each school year. ***Any substitute not maintaining the requirements of their current level of pay will be placed on the level for which they have met the requirements.***

Santa Fe ISD reserves the right to move substitute teachers to a lower pay level if a review of the substitute's service indicates requirements have not been met, or for substitutes who have been submitted for disciplinary review.

All pay increase requests are subject to the approval and discretion of the Assistant Superintendent for Human Resources.

**Substitute Teacher Pay Plan
2016-2017**

| Sub Level | Substitute Degree/Education Level | Position | Daily Rate |
|--|--|---------------------|-------------------|
| Starting Non-Degreed | | | |
| | | Aide | \$ 70.00 |
| | | Teacher | \$ 80.00 |
| | | Long Term Aide | \$ 80.00 |
| | | Long Term Teacher | \$ 90.00 |
| Starting Certified/Degreed | | | |
| | | Aide | \$ 70.00 |
| | | Teacher | \$ 90.00 |
| | | Long Term Aide | \$ 80.00 |
| | | Long Term Teacher | \$ 100.00 |
| | | Long Term Teacher * | \$ 110.00 |
| *Certified in subject area of position as designated by SBEC | | | |
| All Certified Administrator | | | |
| | | Assistant Principal | \$ 150.00 |
| | | Principal | \$ 175.00 |
| | | Long Term AP | \$ 160.00 |
| | | Long Term Principal | \$ 185.00 |
| 1 Non-Degreed | | | |
| | | Aide | \$ 80.00 |
| | | Teacher | \$ 90.00 |
| | | Long Term Aide | \$ 90.00 |
| | | Long Term Teacher | \$ 100.00 |
| 1 Certified/Degreed | | | |
| | | Aide | \$ 80.00 |
| | | Teacher | \$ 100.00 |
| | | Long Term Aide | \$ 90.00 |
| | | Long Term Teacher | \$ 110.00 |
| | | Long Term Teacher * | \$ 120.00 |
| *Certified in subject area of position as designated by SBEC | | | |
| 2 Non-Degreed | | | |
| | | Aide | \$ 90.00 |
| | | Teacher | \$ 100.00 |
| | | Long Term Aide | \$ 95.00 |
| | | Long Term Teacher | \$ 110.00 |
| 2 Certified/Degreed | | | |
| | | Aide | \$ 90.00 |

| | |
|--------------------|-----------|
| Teacher | \$ 110.00 |
| Long Term Aide | \$ 95.00 |
| Long Term Teacher | \$ 120.00 |
| Long Term Teacher* | \$ 130.00 |

*Certified in subject area of position as designated by SBEC

| All | Certified Administrator |
|-----|-------------------------------|
| | Assistant Principal \$ 150.00 |
| | Principal \$ 175.00 |
| | Long Term AP \$ 160.00 |
| | Long Term Principal \$ 185.00 |

Long Term Substitute Pay

The pay for long term substitute assignments will begin on the 11th consecutive day of substituting in the same assignment. A break in consecutive days of a long term assignment will reset the pay to the substitute's current level, regular pay amount. Consecutive days are not broken by illness of the substitute for five or fewer days, return of the regular employee for three or fewer days, or illness of the substitute's child or spouse for three or fewer days.

Certified Long Term Substitute Pay

A substitute certified in the subject area of their long term assignment will be paid at an increased rate as indicated on the SFISD Substitute Teacher Pay Plan. Subject certification is determined by the TEA Assignment Charts, and is confirmed by the Assistant Superintendent for Human Resources.

Direct Deposit

The first paycheck for all employees is a paper check and may be picked up in the Finance Office, Cowan Education Center, 4133 Warpath Avenue, Santa Fe, Texas. Checks not picked up by 3:00 pm will be mailed to the employee's address on file with SFISD.

All employees are paid bi-monthly on the 10th & 25th day of each month unless the 10th or 25th fall on a non-work day, in which case payday will be on the closest work day to the 10th or 25th. An employee's payroll statement contains detailed information including deductions and withholding information. This information can be viewed online at www.sfisd.org at **Employee Access**.

If you have questions about your payroll statement, contact the **Payroll Department at 409-925-9025**.

Pay Dates for 2016-2017

| SANTA FE INDEPENDENT SCHOOL DISTRICT | | |
|--------------------------------------|----------|----------------|
| PAY PERIODS FOR 2016-2017 | | |
| | | |
| <u>PAY PERIOD</u> | | <u>PAYDATE</u> |
| From | To | |
| August 2016 | | |
| 7/31/16 | 8/6/16 | 8/25/16 |
| 8/7/16 | 8/20/16 | 9/9/16 |
| 8/21/16 | 9/3/16 | 9/23/16 |
| September 2016 | | |
| 9/4/16 | 9/17/16 | 10/10/16 |
| 9/18/16 | 10/8/16 | 10/25/16 |
| October 2016 | | |
| 10/9/16 | 10/22/16 | 11/10/16 |
| 10/23/16 | 11/5/16 | 11/18/16 |
| November 2016 | | |
| 11/6/16 | 11/19/16 | 12/9/16 |
| 11/20/16 | 12/3/16 | 12/16/16 |
| December 2016 | | |
| 12/4/16 | 12/24/16 | 1/10/17 |
| 12/25/16 | 12/31/16 | 1/25/17 |
| January 2017 | | |
| 1/15/17 | 1/21/17 | 2/10/17 |
| 1/22/17 | 2/4/17 | 2/24/17 |
| February 2017 | | |
| 2/5/17 | 2/18/17 | 3/10/17 |
| 2/19/17 | 3/4/17 | 3/24/17 |
| March 2017 | | |
| 3/5/17 | 3/18/17 | 4/10/17 |
| 3/19/17 | 4/8/17 | 4/25/17 |
| April 2017 | | |
| 4/9/17 | 4/22/17 | 5/10/17 |
| 4/23/17 | 5/6/17 | 5/25/17 |
| May 2017 | | |
| 5/7/17 | 5/20/17 | 6/8/17 |
| 5/21/17 | 6/3/17 | 6/22/17 |
| June 2017 | | |
| 6/4/17 | 6/17/16 | 7/10/17 |
| 6/18/17 | 7/8/17 | 7/25/17 |
| July 2017 | | |
| 7/9/17 | 7/22/17 | 8/10/17 |
| 7/23/17 | 8/5/17 | 8/25/17 |

SFISD 457 FICA Alternative Plan

Welcome to the Santa Fe ISD 457 FICA Alternative Plan. As a part-time/temporary or TRS retired employee of Santa Fe ISD, you will automatically be enrolled in the 457 FICA Alternative Plan. With this Plan you will not be paying the Social Security tax. Instead you will be contributing 7.5% pre-tax of your gross compensation each pay period into the 457 FICA Alternative Plan. Your contributions and any earned interest are yours to withdraw when you leave Santa Fe ISD.

Following is a brief summary of the benefits the plan offers:

- Mandatory pre-tax contributions, which may reduce the amount of your current income which is subject to tax
- Tax-deferred savings, which means you pay no taxes on your investment earnings as long as they remain in the Plan
- Interest earnings are credited to employee
- Annual statement mailed to residence
- No front end sales charge
- Money available to withdraw on termination
- If you change jobs, you may be eligible to retain your funds in the plan until you request a withdrawal
- No 10% premature distribution tax
- Rollover/Transfer options
- 100% vested in account

Please read the following Frequently Asked Questions for further information regarding the plan.

What is a 457 FICA Alternative Plan?

The 457 FICA Alternative Plan is a savings program for employees who are not eligible to participate in the State Employees' Retirement System. Through the FICA Alternative Plan, you contribute 7.5% of your pay to your plan account on a pre-tax basis. This is roughly the same amount out of your pocket as the 6.2% you pay to Social Security now on an after-tax basis. Instead of the money going to Social Security, 7.5% of your pre-tax pay is deposited in your own personal retirement savings account.

What is the History of the Plan?

The Omnibus Budget Reconciliation Act of 1990 (OBRA) Amended the Internal Revenue Code and the Social Security Act to include employees of state and local governments. The Act authorized the Secretary of the Treasury to adopt regulations and provide guidance to the Internal Revenue Service and Social Security Administration. The Act amended Internal Revenue Code Section 3121, under which Social Security participation became mandatory for all employers.

However, the internal Revenue Code Section 3121 says that part-time, temporary, and seasonal (PTS) employees are exempt from the 1321 tax if they are provided a "comparable retirement system". In response, the 457 FICA Alternative Plan was created to meet those

requirements. This alternative provides a retirement plan for PTS employees who are not normally covered like full time employees. The adoption of the 3121 Plan provides an economic benefit for the employer and their PTS employees.

Will my eligibility to receive Social Security benefits be affected by my participation in this Plan?

Your Social Security Benefit, and your eligibility to receive that benefit, may be affected by your participation in this plan. **We suggest you consult a Social Security Administration department with any questions regarding their benefit.**

Who Is Offering the 457 FICA Alternative Plan?

It is a partnership between your employer, National Benefit Services, Inc. and Life Insurance Company of the Southwest.

How do I enroll in the 457 FICA Alternative Plan?

You do not need to enroll. Enrollment is automatic; 7.5% of your gross pay automatically is deducted from you paycheck and invested for you.

How will my money be invested?

Your money will be invested in a group annuity with the **Life Insurance Company of the Southwest (LSW)**. The money in your FICA Alternative Plan account earns interest that's guaranteed. The statement you receive once a year shows you how your money grows. Best of all, when you stop working, the money in your plan account is yours to take with you, after a determined waiting period.

Will I receive a statement of my account balance?

Yes, you will receive an annual statement from National Benefit Services, Inc. (Third Party Administrator).

What's the difference between pre-tax and after-tax?

After-tax refers to those dollars remaining after federal income tax has been deducted from your gross pay. For example, when you pay Social Security, you pay with after-tax dollars. Pre-tax refers to your gross pay dollars before any taxes are deducted. When you contribute to your FICA Alternative Plan, you are contributing pre-tax dollars.

What is the advantage of contributing pre-tax dollars to my FICA Alternative account?

When your contributions are made with pre-tax dollars, you end up reducing your taxable income by the amount you contribute into your account. Your income tax is figured on your gross pay minus your contribution to your account, so you pay less in income tax.

Is this legal?

Absolutely! Internal Revenue Service tax codes allow you to make pre-tax contributions to FICA Alternative Plans instead of paying Social Security taxes.

Why am I allowed to drop Social Security and contribute to FICA Alternative?

Changes in the IRS tax codes allow substitute teachers and employees affected by TRS exclusion to invest in this pre-tax retirement savings program.

Will I have to pay federal income tax on the money in my account when I receive it?

Yes, unless you roll it over into a similar plan. However, while you have deferred paying income tax, your money has been earning interest. You will not have to pay Social Security tax on the money.

How do I change my name, address, or beneficiary?

To change your address, you must notify your district Payroll department. The district Payroll department will then be responsible for notifying National Benefit Services, Inc. of any address changes.

If you are no longer employed by the school district, you can write a letter with such changes to National Benefit Services, Inc. at the address listed below:

National Benefit Services
Attn: FICA Administration
P. O. Box 1906
Sandy, UT 84091

To change your beneficiary, you need to complete a beneficiary form available at your District. You may also obtain this form from National Benefit Services, Inc. This form can be mailed directly to National Benefit services, Inc. at the address indicated on the bottom of the Beneficiary form.

Am I required to complete the beneficiary designation form?

No. If you are married, your beneficiary under the plan will automatically be your spouse. If not married, your beneficiary becomes your children or grandchildren. If you do not have children or grandchildren your beneficiary is automatically your estate.

What happens if I become a member of the state Retirement System?

You will no longer be eligible to participate in the Plan.

What happens when I leave service?

You will no longer be eligible to participate in Plan.

What are my options when I am no longer eligible to participate?

- You may retain your funds in the Plan.
- You may transfer your account balance to another eligible governmental plan
- You may take an in-service withdrawal from your account balance once if you have not made any contributions to the plan for at least 2 years, have a balance that is less than \$5,000, and have not had any previous distributions from the plan.

When am I eligible for a distribution?

- If you terminate from your employer without any intentions of returning to work for them in the next 12 months following.
- If you retire, and are no longer working for your employer, you are eligible for a distribution.
- If you become disabled

- If you have not made any contributions to the plan for at least 2 years, have a balance that is less than \$5,000, and have not had any previous distributions from the plan.
- You may transfer your account balance to purchase permissive service credit from your state retirement plan.

How do I apply for a distribution?

When an employee separates from service, they must sign the *FICA Alternative Retirement Plan Distribution Form*. When a withdrawal is made, the employee may not participate in the ISD's FICA Alternative program for 12 months from the signed date. You may obtain a "Distribution Form" from your district. Or contact National Benefit Services, Inc.

How long will it take to process my distribution?

Distributions are processed quarterly. Distributions are processed one month following the close of the current calendar quarter, in which National Benefit Services, Inc. receives a distribution form. Checks are mailed directly from Life Insurance Company of the Southwest to the address provided on the "Distribution Form".

Are there any transaction fees?

A \$10.00 fee will be deducted from your account for any distribution, transfer, or rollover.

Are distributions from the Plan subject to the premature distribution penalty tax?

No, they are not subject to the 10% excise tax on distributions to individuals who have not attained 59 ½.

Can I rollover my distribution?

When an employee separates from service, they may rollover their FICA Alternative account to a qualified plan as outlined in the *FICA Alternative Retirement Plan Distribution Form*.

Can I transfer my distribution?

If an employee is no longer eligible to participate in the FICA Alternative, and they are still employed by the district (i.e. hired for full-time position covered by TRS) the *FICA Alternative Retirement Plan Transfer Form* is used to transfer the account balance from the FICA Alternative account to the employer sponsored 457 Deferred Compensation Plan.

Benefits

403(B) NOTICE OF ELIGIBILITY

Santa Fe Independent School District offers all employees the opportunity to participate in a 403(b) retirement plan. A 403(b) plan is a tax-deferred retirement program made available to all employees pursuant to Section 403(b) of the Internal Revenue Code of 1986. The school district maintains a list of approved providers, which is available on the district's benefits website, which is www.santafeisdbenefits.com. You may contact the product provider's representatives for detailed information regarding the investment details of each provider.

The paperwork necessary to begin a 403(b) is located on the website of the district's Third Party Administrator, Texas Benefit Services L.L.P. That website is www.txbenefitservices.com. The Instructions for how to enroll are also on the district's benefits website under the 403(b) program. There are also instructions on that website on how to conduct a transaction on your 403(b).

The Internal Revenue Code has set limits on the maximum contributions you may make to a 403(b). For 2012, that limit is \$17,000. The Code also allows a catch-up provision for employees over 50 years of age and that is an additional \$5,500.

Health, Dental, and Life insurance

Policy CRD

Santa Fe ISD provides health coverage to employees through TRS-ActiveCare. A district substitute who works an average of at least 10 hours per week is eligible to enroll in TRS-ActiveCare. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Santa Fe ISD.

Although the district reasonably expects substitutes to have an opportunity to work an average of 10 hours per week, a substitute is not guaranteed to receive 10 hours every week. The district's need for substitutes varies from week to week.

Substitutes must enroll in or decline medical coverage annually by the open enrollment deadline. Those who decline coverage during the open enrollment period will not be eligible to enroll until the next plan year unless a special enrollment event has been experienced.

Substitutes who elect to enroll, will be responsible for the full premium. The premiums for insurance coverage are automatically drafted from the substitute's bank account. Failure to have the monthly premiums available on the designated withdrawal date may result in cancellation of coverage. Coverage may also be cancelled for loss of eligibility with TRS ActiveCare by not working the required minimum of hours.

A substitute may be removed from the district's substitute roster for poor performance or misconduct. A substitute enrolled in TRS-Active Care and is subsequently removed from the substitute roster becomes ineligible for health coverage. Terminated substitutes will be provided

notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop; therefore, does not meet the requirements to be eligible for COBRA. Employees should contact the Benefits Office at 409-925-9024 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, life, critical illness, disability and accident. Premiums for these programs can be paid by payroll deduction. Employees should contact the **Benefits Office, 409-925-9024** for more information.

Payroll and Benefits Important Numbers

| | | | |
|-----------|--------------|--|--------------|
| Payroll: | Chrissy Lutz | Chrissy.Lutz@sfisd.org | 409-925-9025 |
| Benefits: | Becky Wright | Becky.Wright@sfisd.org | 409-925-9024 |

GENERAL PROCEDURES

Substitute Assignments

SFISD maintains a current list of qualified substitute employees. From this list, substitutes are contacted by an automated call-out system (Aesop) for reported absences up to 45 days in advance.

Substitute teachers are called on an as-needed basis; therefore, it is impossible for the district to guarantee a definite number or frequency of assignments. Substitute teachers must understand that they have agreed to make themselves available, generally, to serve the district upon need for their service.

Checking In and Out

At the beginning of the teaching day, the substitute must go to the school office to sign an employment sheet. This will be done each day service is rendered. Failure to sign the sheet will complicate our record keeping system and may delay your paycheck. You must also go to the office at the end of each day, to see if you will be needed to work the next day and sign out. You must report to the office anytime you do not have students, conference periods, etc.

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site, notify the local Television and Radio stations, and utilize the district wide call out system, *School Messenger*.

Emergencies

Policies CKC, CKD

All employees are trained and should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Complaints

When a substitute has a complaint regarding an assignment or a specific situation, an appointment should be made with the school principal for discussion.

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, and other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first knew of the incident. *See Reports to the Texas Education Agency p.74 for additional information.*

Every district employee will be required to sign and submit a confidentiality statement. (Form in appendix)

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall

extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;

- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Relationships with Students

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

Posting Prohibition

An employee who has obtained access to public information regarding another employee, whether by means of a public information request or otherwise, shall not post such information in District offices, on campuses or in any other manner.

Audio Recording

An employee who wishes to make an audio recording of a conversation with another District employee shall disclose his or her intention prior to making any recording. [See DGBA]

Violations of Standards of Conduct

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

Safety Requirements

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

Employee's Children in the Workplace

The district understands the problems associated with child care, but it also realizes its responsibility to the students and parents in providing a quality education. Generally, most work settings do not permit a child to accompany a parent to work, and the parent must make arrangements for child care.

Dress and Grooming

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. (See dress code in appendix)

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes 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
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)

- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA. The Superintendent may notify SBEC of any educator misconduct that the Superintendent believes in good faith may be subject to sanctions by SBEC. (19TAC 249.14(d))

Tobacco Products and E-Cigarette Use

Policies DH, GKA, FNCD

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

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. 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 supervisors or call ***SFISD police at 409-927-3310***.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Payroll and Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the ***Human Resources office-409-925-9030***.

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

Santa Fe ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Question or concerns about discrimination of students based on any of the reasons listed above should be directed to the *Assistant Superintendent for Curriculum & Instruction*, – 409-925-9050.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School Officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Administering Medication to Students

Policy FFAC

No substitute teacher shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type.

Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to campus principal or designee. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted or linked below: <http://www.tasb.org/policy/pol/private/084909/pol.cfm>

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook located on the website at www.sfid.org. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Appendix

Guidelines for the Substitute

Dress Code

FAQ

Elementary Sponge Activities

Secondary Sponge Activities

GUIDELINES FOR THE SUBSTITUTE

The following guidelines are recommended so that your experience as a substitute will be both productive and pleasant.

1. It is recommended that substitutes arrive at the school at least 15 minutes before their responsibilities begin in order to familiarize themselves with the assignment and school
2. Allow plenty of time to get there to secure a parking place and report to the office.
3. Report to the principal's office for instruction regarding classroom assignment, extra duty assignments, and length of assignment
4. Maintain an orderly and attractive classroom and follow the rules of classroom conduct. (Substitutes should come across to the students as FIRM, FAIR, and FRIENDLY!)
5. Ask for special instructions that the teacher may have left.
6. Check the teacher's mailbox for any information pertinent to that day (special notes to be sent home, assemblies, etc.).
7. Locate the nurse's office.
8. Locate the sites of both boys' and girls' restrooms.
9. Report to the classroom.
10. Meet the teacher next door and/or grade-level chairperson.
11. Check the daily class schedule.
12. Locate pupil texts and teacher's guides if appropriate.
13. Write your name and date on the chalkboard.
14. Note the names of children and the times that they leave for special reading, resource class, speech therapy, etc.
15. Read the lesson plans and seating chart if available.
16. Check the lunch procedure (lunch count, forms, where to send, etc.).
17. Check on any duty assignment (lunch, bus, walkers, and playground).
18. Look over the fire drill procedure.
19. Find out the correct way to communicate with the office.
20. Check the discipline procedures.
21. Find the attendance information.
22. Take the lunch count if required.
23. Follow lesson plans as closely as possible to insure continuity in the instructional program. Make a note of any changes that you must make.
24. Leave a detailed summary of work done for each period and any unusual problems that have arisen.
25. If substituting for several days for the same person, follow the regular course of study and get assistance from the principal.
26. Refer all accident or illness cases to the principal's office immediately.
27. Become familiar with fire drill and civil defense procedures.
28. Take the teacher's special duties as assigned by the principal.
29. Keep copies of all notices and bulletins received and leave them for the regular teacher.
30. Leave conferences with parents for the regular teacher.
31. Never leave the classroom unattended. (Send a student for help if needed.)
32. Under no circumstances is a substitute teacher to administer medication to a student.

33. Always ask the principal for help on any particular problem that cannot be solved satisfactorily from the information available
34. Follow regular dismissal procedures. Note walkers, bus riders, etc.
35. Straighten the desks and tables and return equipment and supplies to storage areas.
36. Leave a written report for the teacher.
37. Turn off the lights and lock the doors.
38. Always report to office during conference periods and any other time you do not have a class. Example: If a teacher is off the last period of the day – you are to report to the office for other duties.
39. Always report back to the principal's office before leaving for the day to sign out.
40. Check out at the office, to find out if you will be needed for the next day.
41. NEVER let a student out of class without some sort of hall pass. If this is handwritten, please indicate the destination.
42. No rented or home videos are allowed to be shown by substitutes.
43. No candy or foods of minimal nutritional value should be distributed while on duty.
44. Never use the classroom computers.
45. Cell phones and pagers should be turned off during instructional periods. Keep cell phone use to a minimum during non-instructional periods. A campus administrator should approve emergency situations requiring leaving phones turned on during instructional periods.

SANTA FE ISD PROFESSIONAL DRESS STANDARDS

Dress Code Guidelines: Campus Personnel

[Teachers, Instructional Aides and all Instructional Support Employees]

The personal appearance of Santa Fe Independent School District (SFISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of SFISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting.
- Clothing and accessories ***unacceptable*** for Santa Fe ISD employees include:
 - jeans (except on Friday)
 - overalls
 - shorts of any length
 - skorts, mini-skirts
 - t-shirts, unless an approved campus spirit shirt on Friday
 - bare midriffs, halter tops
 - sleeveless (unless garments fit closely under the arms and undergarments are not visible)
 - sweat suits
 - leggings (unless worn with garments that extend at least 2" above the knee)
 - low-cut shirts
 - form-fitting casual pants
 - caps/hats
 - tongue and facial piercing
 - Any body piercing and/or tattoos must not be visible.
 - clothing that advertises, bears the name or likeness of alcohol, tobacco products or drugs; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
 - clothing that has obscene or vulgar language or inappropriate pictures; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.

Jeans Exception:

- jeans, including capri jeans and athletic shoes (**Fridays only**) with spirit shirt or shirt with school colors
- no holes or frays in jeans
- Athletic shoes may be replaced with shoes of choice as long as dress code guidelines are followed.

Shorts/Shoes Exception:

- knee length/walking shorts and t-shirts on **teacher workdays only**

- Shoes must be worn.
 - no house shoes
 - no rubber sole flip flops
 - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician when appropriate.

Athletic Shoes Exception:

- Employees who are a campus nurse, OT/PT,PPCD, BSI, or Life Skills teacher, may deviate from the dress code and wear athletic shoes on a daily basis.
- Athletic shoes may be worn by employees when testing is being done on their campus (**STAAR, district benchmarks, release test days and teacher workdays only**).
- With the express permission of the principal, dress may vary from the norm on special days (theme/team days) in order to foster a climate of spirit and motivation. Participation is encouraged. Notices for such days will be posted and reported. A maximum of fifteen (15) non-dress code days for campuses/departments is allowed.
- On teacher workdays (currently three per year), teachers and classroom aides are allowed to wear jeans, knee length/walking shorts, t-shirts and tennis shoes due to a large amount of time spent moving furniture, books, display charts, etc.

MEN – Other Job-Related Areas:

Physical Education/Athletics:

- Physical Education teachers shall wear clothes appropriate for teaching physical education.
- Collared or crew-neck shirts with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn.
- Spandex or garments that are too tight are not appropriate.
- Caps/visors/sunglasses may be worn while on duty outside the school building.
- Coaches assigned to classroom instruction for part of the day should abide by the general professional dress code guidelines.
- While in the school building, P.E. Teachers and/or coaches must have warm-ups or wind suit pants over their shorts.

WOMEN – Other Job-Related Areas:

Physical Education/Athletics:

- Physical Education teachers shall wear clothes appropriate for teaching physical education.
- Collared or crew-neck shirts with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn.
- Spandex or garments that are too tight are not appropriate.
- Caps/visors/sunglasses may be worn while on duty outside the school building.

- Coaches assigned to classroom instruction for part of the day should abide by the general professional dress code guidelines.
- While in the school building, P.E. teachers and/or coaches must have warm-ups or wind suit pants over their shorts.

NURSES

- Nurses are expected to wear scrubs that are not form fitting and are appropriate for their campus assignment.
- Rubber soled shoes or tennis shoes are acceptable forms of footwear.

GENERAL:

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include school nutrition, maintenance, and custodial.
- This code applies to all school days, including staff development days on and off campus.
- If attending meetings on other campuses, Region IV, etc. attire should be as on a regular school day.
- On relaxed dress code days, employees should remember to dress appropriately for the work environment.
- The decision of the Principal, Supervisor or Director in determining the appropriateness of dress and appearance **is final.**

QUESTIONS AND ANSWERS

Q. Do I always report to the office before taking my class?

A. Yes, always. They must know that you are on the job.

Q. How long am I expected to stay on duty in a school day?

A. All substitutes are expected to perform the duties of the regular teacher or as otherwise assigned to the regular teacher. When you get the call, be sure to ask what time you are expected to report – not all of the schools have the same time schedule.

Q. Am I expected to handle all regular assignments of the classroom teacher?

A. Yes!

Q. Is a substitute ever allowed to administer corporal punishment?

A. No! Send extreme discipline cases to the assistant principal.

Q. Will the principal and the teacher evaluate my services?

A. Yes, principals and teachers have a district evaluation procedure that they use.

Q. Is there any chance that I may be considered for a full-time position?

A. If you are fully qualified, you will receive consideration always. You should indicate, however, that you are interested in a full-time position by completing an application for such a position.

Q. Why do I need to go back by the office before I leave?

A. You need to find out if you will be needed for the next day.

Q. How old must I be to substitute at the High School?

A. You must be 23 or older to sub at the High School.

ELEMENTARY SPONGE ACTIVITIES

There are many times during the day that time is lost in the classroom. When reading groups change, as students are waiting for buses, before and after recess or lunch, or whenever there is a transition, valuable moments are gone. What can be done to prevent this escape of precious learning time? The answer to this problem is evident when a substitute becomes familiar with sponge activities.

Sometimes sponge activities are called warm-ups, board work, mind stretchers, or drill activities. Whatever they are called, they provide a short practice on previously learned lessons with few or no required materials. They are easy for all students and will decrease the likelihood of classroom problems while students are waiting.

Sponge activities can become a part of all subjects. They can be put on 3" x 5" cards and laminated and used again and again, or they can be written on the board. Whenever and wherever they are used, sponge activities absorb time and turn it into productive learning.

Sponge activities have these characteristics: They are short, provide practice, review, application, transfer, and a chance to use and think about learning; are open-ended; are easy for the teacher (few materials, no grading); are self-explanatory (clear, easily understood directions); can be written or oral, individual or group, teacher-led or student led.

- Play "missing factors". Example: $6 \times \underline{\quad} = 36$
- Tell one playground rule.
- List five good health habits.
- Put spelling words in alphabetical order.
- Name as many animals, states, countries, etc. as you can.
- List: five school rules; the days of the week; the months of the year; seven holidays; etc.
- Look at the school menu and see if they are balanced meals.
- List as many breakfast cereals, kinds of transportation, sports, etc. as you can.
- Name as many kinds of ice cream, fruits, vegetables, etc. as you can.
- Count to 100 by 2's, 4's, 10's, etc.
- List all the things you can touch, smell, taste, hear, etc.
- List ways to make the work more beautiful.
- List as many adjectives, verbs, etc. as you can.
- Cut up comic strips and have students put them in the correct order.
- Remove headlines from news stories and have students find the correct story and its headline.
- Have students create a story on the chalkboard by each student adding one sentence.
- Draw a nursery rhyme character.
- Design a new costume for Halloween.
- Write what you would do if you were invisible.
- Write step-by-step directions for a card trick.
- Read a news story and rewrite the events in sequence.
- List as many tools as you can.
- Tell what you think you will do today that will be fun.

- List your best study habits. List the worst.
- Explain one thing you learned today.
- List ten big things. List ten tiny things.
- Write a word on the board and have students find rhyming words.
- Use flash cards.
- Name an object that begins with A, B, C, etc.
- Have students name items in the room that are certain shapes.
- Put number patterns on board and have students name the next three numbers.
- Play equivalent fractions by naming a fraction and having students name its equivalent.

SECONDARY SPONGE ACTIVITIES

When the substitute finds there is time left in the class period after the lesson is completed, or those rare times when there is no lesson plan, sponge activities can be beneficial to secondary students and their substitute. They provide review and practice for students and organized, subject-related activities for the substitute.

Each subject area has a variety of skills that should be reviewed. For instance, mathematics contains steps that build on each other. Therefore, the review and practice of skills will help the student move forward in a planned program. In science we realize that vocabulary and the ability to locate information become important skills to review.

History contains specific facts and overall general ideas, which also relate to geography. Therefore, review and practice should include these aspects of the topic being covered. English and literature review should cover fundamental rules as well as personal feelings related to the topic.

ENGLISH AND LITERATURE SPONGE ACTIVITIES:

- Name a number of American or British authors, plays, stories, novels, etc.
- List seven items of punctuation and how they are used.
- List as many nouns in the room as you can.
- List the twelve months of the year correctly along with their abbreviations.
- List one proper noun for each letter of the alphabet.
- Make a list of twenty prepositions, ten conjunctions, 15 personal pronouns, etc.
- Name the parts of speech.
- List as many of Shakespeare's plays as you can.
- Write a skit about yesterday's class.
- Write a description of a famous rock star and see if others can guess who it is.
- Write as many homonyms as you can: Example: past – passed.
- Name all the words you can think of that begin with the prefix “un”. Discuss their meanings.

HISTORY:

- List as many states as you can.
- Name as many presidents and vice-presidents as you can.
- List the wars the United States has been involved in.
- List the thirteen colonies and their capitals.
- Name as many U.S. rivers, countries in the world, U.S. mountain ranges, etc. as you can.
- Draw a map of Texas and list as many cities as possible.
- List as many inventors, signers of the Declaration, kings of England, etc. as you can.
- Name the Seven Wonders of the World.
- Name the rivers of Europe or Asia or Africa.
- Draw a map of your community.
- List the first ten amendments to the Constitution and describe each.
- Name an amendment of the Constitution that is the most important in your opinion.
- Describe the climate of each region of the United States.
- List as many inventions as you can that changed the world.
- List the battles of the Revolutionary War, World War I, World War II, etc.
- Make a time line of the ten most important events in U.S. history in your opinion.

- Why were these dates important: 1492, 1606, 1776, and 1813?

SCIENCE:

- List ten new science vocabulary words and their meanings.
- Name as many kinds of windstorms as you can.
- Name ten reference books that are helpful in studying science.
- Classify twelve items in your classroom. Explain the classes.
- Name the steps of the scientific methods.
- Make a graph of the different colors present in your classroom.
- Write directions for an experiment that you would like to do.
- Name as many species of plants as you can.
- Draw the parts of a flower.
- Name as many kinds of trees, mammals, insects, fish, animals that lay eggs, etc. as you can.
- Name the tools used in a laboratory.
- List as many elements and their formulas as you can.
- List the names of the bones in your body.
- Write one food for each letter of the alphabet.
- Give some examples of the food chain.
- Name methods of protective coloring.
- List the names of the phyla in biology.
- List the safety rules for lab procedures.

MATHEMATICS:

- Estimate the length of five classroom objects and then measure the objects to see how close your estimate was.
- Is this year a leap year? When was the last leap year? The next? List all the leap years from 700 to 800.
- List the things you would buy with a \$50 gift certificate.
- List twenty objects that can be identified by shape.
- How many seconds in a 30-day month? (2,592,000). Hours in a year? (8,760).
- Multiply the number of days in a week, times the number of months in a year, times the years in a decade ($7 \times 12 \times 10 = 840$).
- Add the number of hours in a day plus the number of days in a year plus the number of years in a score ($24 + 365 + 20 = 409$).
- Convert 70 degrees Fahrenheit to its equivalent Celsius temperature.
- A loaf of bread weighs $27 \frac{1}{2}$ ounces and contains 20 slices. How much does each slice weigh? (27.5 divided by $20 = 1.35$)
- You order 28 miles of guardrail to be constructed along a roadway. How many feet of guardrail do you need? ($5,280 \times 28 = 147,840$)
- Twenty-five percent of your income was deducted from your \$277.34 paycheck for benefits and taxes. What was the amount of your total paycheck after deductions?
- ($.25 \times 277.34 = \$69.34$ $277.34 - 69.34 = \$208$).