

# **CENTER INDEPENDENT SCHOOL DISTRICT**

## **SUBSTITUTE TEACHER HANDBOOK**



**2025-2026 School Year**

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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. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of substitute employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, substitutes may refer to the policy codes that are associated with handbook topics or call the appropriate district office. District policies can be accessed online at the District website ([www.centerisd.org](http://www.centerisd.org)) under the Staff Resources tab.

**District Contact Information**Administration Office

Mailing: P O Box 1689

Physical: 107 PR 605

Center, TX 75935

Phone: (936) 598-5642

Contacts: Holly Mikesh – General &amp; Absence Management

Lisa Hailey – Payroll

Cherry Bennett – Leave Specialist

Fax: (832) 552-1620

Center High SchoolGrade Levels: (9<sup>th</sup> – 12<sup>th</sup>)

658 Roughrider Drive

Center, TX 75935

Phone: (936) 598-6173

Fax: (936) 598-1527

Principal: Heath Hagler

Sub Contacts: Tim Norman

Gia Boyd

Center Middle SchoolGrade Levels: (6<sup>th</sup> - 8<sup>th</sup>)

302 Kennedy Street

Center, TX 75935

Phone: (936) 598-5619

Fax: (936) 598-1534

Principal: Jennifer Tomlin

Sub Contacts: Christy Mahan

Rene McDaniel

Center Elementary SchoolGrade Levels: (3<sup>rd</sup> – 5<sup>th</sup>)

621 Roughrider Drive

Center, TX 75935

Phone: (936) 598-3625

Fax: (936) 598-1507

Principal: Sally Wilburn

Sub Contacts: Elizabeth Scruggs

F. L. Moffett Primary SchoolGrade Levels: (PreK3 – 2<sup>nd</sup>)

294 Stadium Drive

Center, TX 75935

Phone: (936) 598-6266

Fax: (936) 598-1545

Principal: Jessica Wallace

Sub Contact: Christy Rodriguez

Roughrider Academy

Grade Levels: (9-12)

302 Kennedy Street

Phone: (936) 598-1540

Fax: (936) 591-8374

Director: Thomas Swearengen

AEP

302 Kennedy Street

Center, TX 75935

Phone: (936) 598-1533

Director: Thomas Swearengen

Little Riders Academy

294 Stadium Drive

Center, TX 75935

Phone: (936) 598-1543

Fax: (936) 598-1545

Director/Contact: Monica Caldas

## District Calendar

**Center Independent School District**  
**2025-2026 Academic Calendar for Students**

Approved March 6, 2025

August 2025						
S	M	T	W	T	F	S
					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						

September 2025						
S	M	T	W	T	F	S
	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				

October 2025						
S	M	T	W	T	F	S
			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	

November 2025						
S	M	T	W	T	F	S
						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						

December 2025						
S	M	T	W	T	F	S
	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			

January 2026						
S	M	T	W	T	F	S
				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

February 2026						
S	M	T	W	T	F	S
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

March 2026						
S	M	T	W	T	F	S
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				

April 2026						
S	M	T	W	T	F	S
			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		

May 2026						
S	M	T	W	T	F	S
					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

Days Students Attend School

Days Students DO NOT Attend School

First Day of School: August 11, 2025

Last Day of School: May 21, 2026

## Welcome to Center ISD

Center ISD is a K-12 public education school located in the heart of the Piney Woods of East Texas. Located at the geographical center of Shelby County, Center is the county seat and the largest school district in the county. Rated a Conference 4A district in UIL athletic and academic competition with 5 campuses and over 2600. Home to the Roughriders, Center ISD is committed to promoting academic excellence, human relations, and physical well-being to all students through programs based on equity and excellence.

## Mission Statement

Center ISD recognizes that each student has individual needs and that all students are diverse learners. As a result, the mission of Center ISD is to challenge each student to reach his or her intellectual, creative, and physical potential by providing a fully integrated curriculum and rigorous instruction. In doing so, Center ISD will provide a nurturing learning environment that empowers all stakeholders to become confident, creative designers of their future and will provide opportunities for collaboration to develop respect for individual differences and community values.

## Vision Statement

Center ISD believes in providing a safe and nurturing environment which promotes high academic achievement, whole child development, and a feeling of self-worth through which each student can pursue individual success in life.

## Belief Statements

WE BELIEVE that with proper instruction and support, all students will meet or exceed learning expectations.

WE BELIEVE adult learning is a lifelong commitment essential to student success.

WE BELIEVE diversity should be respected, appreciated and valued in order to strengthen learning for all.

WE BELIEVE everyone is accountable and responsible for the success of every student.

WE BELIEVE active leadership is essential and everyone's responsibility.

WE BELIEVE meaningful change will be necessary to ensure all students succeed.

WE BELIEVE all parts of a system must work together for our vision to become a reality.

## 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 laws 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 biennially and serve 4-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Deuce Wulf, President
- Greg Hubbard, Vice-President
- Casey Lout, Secretary
- Josh Burns, Member
- Cody Miller, Member
- James Ragan, Member
- Ben Wulf, Member

The board usually meets on the Thursday after the 10th at the Center ISD Administrative Building, 107 Private Road 605. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and at the Administration Office at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with an one hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## Employment

### Equal Employment Opportunity

*Policies DAA, DIA*

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Jake Henson, Interim Superintendent  
107 PR 605 Center, Texas 75935  
Jake.Henson@centerisd.org  
936-598-5642 Extension: 2904

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Brett Wheeler, Director of 504  
107 PR 605 Center, Texas 75935  
Brett.Wheeler@centerisd.org  
936-598-5642 Extension: 2712

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

### Substitute Hiring Process

Substitutes are hired throughout the year based on the needs of the district. The following outlines the general substitute hiring process for Center ISD.

1. Complete an online application for “Future Substitute Positions” by visiting the district website at [www.centerisd.org](http://www.centerisd.org) under Human Resources and Employment.
2. After applications have been reviewed for qualifications, selected applicants will receive an email with two attachments for required background checks. Please present these two completed forms along with proof of highest level of education earned (diploma, GED, official college transcripts, ect) to the Human Resources Department located in the Center ISD Administration office at 107 PR 605 Center, TX 75935.
3. Background checks are completed, credentials verified, and approved applicants will be presented to the Superintendent for hire.

*(Note: The information in Steps 4 and 5 will be emailed to you by the HR Department at the appropriate time)*

4. Approved Substitutes will complete online Substitute Training courses. The HR department will send instructions for completion via email.
5. Complete the state-mandated fingerprinting process. If the applicant has never completed a TEA approved fingerprint an email will be sent to the applicant from Identogo. The applicant is responsible for scheduling an appointment with an approved fingerprinting agency and paying an approximate fee of \$50 to the agency for this service. Please present the receipt with confirmation number to the HR department as proof of completion.
6. When steps 4 and 5 are complete, substitutes should set up an appointment with Human Resources to fill out new hire paperwork. Bring certificates of completion for online courses and fingerprinting receipt. You will also need acceptable identification documents to complete Form I9 and a voided check for required direct deposit of earnings.
7. The substitute will be added to the current sub list for the district.

## Qualifications

A substitute must have a minimum of a high school diploma or its equivalent to be considered for hire by Center ISD. Substitutes under the age of **24** are not permitted to work on the High School or Middle School campuses. Documentation for verification of credentials will be required for qualification and pay purposes. All potential substitutes must comply with fingerprinting requirements as set forth by Senate Bill 9 prior to working and shall furnish the appropriate documents to establish employment eligibility in the United States as required by the Immigration Reform and Control Act of 1986. Substitutes will also comply with district required training and attend the yearly scheduled Orientation. It is the responsibility of each substitute teacher to submit the appropriate paperwork to the Human Resources Department before beginning employment.

Center ISD shall attempt to hire certified teachers as substitute teachers whenever possible. The district shall give first consideration to the most qualified teachers on the approved substitute teacher list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

### Letter of Reasonable Assurance

Substitute teachers are issued Letters of Reasonable Assurance annually. This letter provides notice of reasonable assurance of continued employment with the district when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

This is not an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible

Failure to complete and return the annual Letter of Reasonable Assurance by the published due date will be deemed as a voluntary resignation. The substitute will be removed from the active list and must complete the hiring process again including application, hiring approval, required training, and necessary paperwork in order to be added back to the active substitute list.

### Process for Continuation of Substituting

Substitutes who have performed their duties in an acceptable manner during the course of the year and have ended the year on active status are eligible to return the next school year.

Substitutes wishing to remain on the active substitute calling list should:

1. Complete and return their Letter of Reasonable Assurance to the Human Resources department by the requested date
2. Attend the annual Substitute Orientation held by the district for information/policy updates
3. Update their Employee ID Badge at the beginning of the next school year

### Separation from Service

Substitutes may be dismissed at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District. Ref: DCD (Local). Substitutes who are not actively working will be dropped from the system. Each month the work history of individual substitutes will be evaluated. **After 60 days of inactivity, substitutes will be removed without notification and must re-apply to be re-hired. Substitutes who are dropped from the list due to inactivity will be ineligible to reapply for one full school year following their termination.**

Please communicate with the HR department if you will be unable to substitute for a short period of time but plan to return to active status.

If you wish to terminate employment with the District, please notify the Human Resources department. Final paychecks will be directly deposited on the next regular substitute pay date.

## Compensation

### Direct Deposit

All substitutes are required to sign up for direct deposit for distribution of their payroll upon hire. It is the substitute's responsibility to inform the Payroll Office in person with a valid ID when changing or closing bank accounts. A substitute must complete a new Direct Deposit Authorization Form in a timely manner and provide the new bank/account numbers and account validation for payroll at the time of this change. A Direct Deposit Authorization Form can be completed through the online Frontline Central program.

### Pay Schedule

Substitutes are paid on a monthly basis. Normally this date is the 25<sup>th</sup> of the month. Exceptions to this would be during the holiday months or if the 25<sup>th</sup> fell on a weekend in which the pay date would be the Friday before. It is suggested that each substitute keep a record of the days that he/she has worked. However, this record shall not, in any instance, be considered official should a discrepancy occur. If a discrepancy is found the campus administrator should be contacted for a resolution prior to contacting the payroll officer.

<b>PAY PERIOD BEGIN DATE</b>	<b>CUT-OFF DATE</b>	<b>PAY DATE</b>
July 20, 2025	August 30, 2025	September 25, 2025
August 31, 2025	October 4, 2025	October 24, 2025
October 5, 2025	November 1, 2025	November 21, 2025
November 2, 2025	November 29, 2025	December 19, 2025
November 30, 2025	January 3, 2026	January 23, 2026
January 4, 2026	January 31, 2026	February 25, 2026
February 1, 2026	February 28, 2026	March 25, 2026
March 1, 2026	April 3, 2026	April 24, 2026
April 5, 2026	May 2, 2026	May 22, 2026
May 3, 2026	May 30, 2026	June 25, 2026
May 31, 2026	July 4, 2026	July 24, 2026
July 5, 2026	August 1, 2026	August 25, 2026

### Rates

Center ISD's substitute pay policy is listed below:

4 Year Degree or Higher / Certified	\$100.00 Per Day
4 Year Degree or Higher / Non-Certified	\$90.00 Per Day
Non-Degreed / Non-Certified	\$85.00 Per Day

**For half day assignments, the rate would be half of the daily rate.**

It is the substitute's responsibility to notify the Human Resources Department of any changes in credentials that would influence a rate change in pay. It is also the responsibility of the substitute to keep certifications current in order to be eligible for Certified pay. Center ISD will not make salary adjustments on previous payrolls due to failure to provide required documents.

**Long Term Assignments**

Substitutes who are asked to fulfill long term assignments are eligible for an increase in pay based on the following criteria:

- The assignment is for a Certified Teaching position
- The substitute fulfills the assignment for 10 consecutive days

If the conditions are verified to be met, the rate would increase on the 11<sup>th</sup> consecutive day and continue for the remainder of the assignment at the following:

4 Year Degree or Higher / Certified	\$125.00 Per Day
4 Year Degree or Higher / Non-Certified	\$110.00 Per Day
Non-Degreed / Non-Certified	\$ 100.00 Per Day

If the substitute has any break in assignment their eligibility would cease and the 10 consecutive day count would start over.

**Absence Management (AESOP)**

Center ISD currently uses an automated system for absence tracking and substitute calling, Absence Management. Upon hire, substitutes are registered with Absence Management and given an employee ID and PIN to grant access to the system. Substitutes may search for jobs with the Absence Management system over the phone by calling (800)-942-3767, by using the Frontline Education App on their smartphone, or by accessing their online portal at <http://www.aesoponline.com>.

**Assignments**

Substitutes have access to Absence Management 24 hours a day and have the flexibility to proactively search and fill their own schedule. Training reference materials and videos for using the Absence Management system can be found by visiting the [Human Resources](#) page of the district website and through the substitute Absence Management portal by clicking the “?” icon at the top right of their account screen.

Substitutes select their campus preferences for assignments upon hire with the district. The substitute may at times receive calls from other campuses if assignments have not been filled by their preference lists. Substitutes may edit their campus preferences at any time by contacting the Human Resources office.

There are two types of assignments in the Absence Management system; absences and additional support. Absences are assignments that are needed to cover an employee's absence. Additional support assignments are those needed for extra help at the campus for testing, planning, etc.

When an assignment is accepted by a substitute a confirmation number will always be given whether on the phone or online. The acceptance process was not completed successfully if a confirmation number was not provided.

### Calling Schedule

The district call times are defaulted to 5:30 AM – 11:59 AM and 4:30 PM to 9:30 PM. No calls are made on Saturdays or during the morning call times on Sunday. These call times may be modified by the substitute through their online portal with the option to turn calling off altogether if the substitute wishes to solely use the system online.

### Non-Working Days

Absence Management allows substitutes complete control of their working schedules including days that they are unavailable. Non-Working days may be added through the substitute's online portal to notify the system on days that they are unable to accept assignments. The substitute will not receive any system generated calls or see any online assignments for indicated non-working days.

### Cancelling an Assignment

Substitutes have the ability to cancel previously scheduled assignments in the Absence Management system up to 48 hours before the assignment is set to begin. In the event that a substitute needs to cancel an assignment after the 48 hour window has lapsed the substitute must contact the campus office where they were scheduled for assignment as soon as possible. The district does ask that cancellations of assignments in such cases be limited to emergency situations. **Frequent last minute cancellations are to be reported to the Human Resources office and are subject to removal from the active substitute list.**

### Time & Attendance (Veritime)

Effective March 2015 all substitutes are required to clock in and out for their assignments using the district timekeeping system, Time & Attendance. This requirement is for Affordable Care Act tracking purposes only and hours worked will not be considered when calculating a substitute's daily rate of pay. Substitutes are to use their district issued employee ID badges to clock in and out for their assignments. District kiosks are set up at each campus, usually near the front office, and will be made available for substitutes for clocking purposes.

Substitutes are to alert the office staff immediately if they are unable to clock in and out so that the issue can be resolved at that time. Substitutes must report to the payroll office to complete a timecard correction form to correct a missed punch.



## Professional Responsibilities and Duties

### Performance of Responsibilities

Substitute teachers must fulfill all responsibilities and follow campus procedures when substituting. The campus principal serves as the immediate supervisor when a substitute is working on a campus. If the substitute does not satisfactorily meet all responsibilities, the substitute may be removed from service at that campus. Depending on severity and number of incidences, a substitute may be removed from service to the district. When this situation occurs, a district administrator will notify the substitute. Call the Human Resources Department (936)598-5642 with any questions.

### Reporting for your Assignment

When services are needed, a substitute may accept the assignment through the online Absence Management system or receive a phone call from its automated system. The system will notify the substitute of the reporting time of the assignment. In the event that a substitute is notified of an assignment at a later time than normal, they are expected to report for duty as soon as possible.

Substitutes are to report to the campus office upon arrival for an assignment. The campus principal will assign an office employee to greet the substitute, walk them to the assigned classroom, and introduce them to a regular teacher who may assist them during the day. Teaching staff have been requested to facilitate the duties of the substitute teachers by establishing guidelines for behavior with their students and by providing specific instructional plans.

Please make an effort to arrive early for your assignment to allow sufficient time to familiarize yourself with school procedures and instructional information and be fully prepared for when students arrive.

### Classroom Instruction

The substitute should endeavor to preserve the regular routine of the classroom. He/she is to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with another teacher or campus administration for assistance.

- The substitute teacher should not assign written work and leave it to be graded except at the request of the teacher.
- The substitute teacher has the same responsibility (as the regular teacher) for the students, equipment and materials assigned to his/her care. All materials and equipment used by the substitute teacher are to be returned to the proper authority or location before the substitute leaves the campus.
- When individual students cause behavioral problems which are disruptive to the learning environment, the substitute teacher should request the assistance of an administrator. NEVER administer corporal punishment or physical contact of any kind.
- The substitute is to report to the front office during scheduled planning or conference periods to receive duty assignments.

- The substitute should leave the regular teacher a brief summary of the day's activities by class period. The teacher needs to know what portion of the lesson each individual class was able to complete.
- At the end of the assignment the substitute should ensure that the classroom is left neat and clean.

### Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute teacher's use of proximity to the students. While you are in the classroom or supervising students, you are not to conduct personal business, read personal materials, sleep, search for additional assignments in the Absence Management system, etc. Your focus should be solely on the students.

### Classroom Management

Classroom management is an important responsibility of a substitute teacher. Many classrooms will contain a list of rules and consequences. Reviewing these with the students at the beginning of the class period may assist with management of the class. Students are expected to adhere to the Student Code of Conduct. Substitute teachers are charged with maintaining an appropriate classroom atmosphere at all times. Classroom management can be the most challenging aspect of a substitute's job. The following suggestions may be helpful to you.

- Learn the names of the students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Start the day promptly, firmly and concisely.
- Be fair, friendly and consistent.
- Be sure students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful and so do you.
- Use praise generously and show respect for students.
- Take an active interest in the instructional focus of the day.
- Refrain from being alone with students on an individual basis.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for removal from the district substitute list.
- Vocabulary should be appropriate for the classroom. **No profanity allowed.**
- Remain calm and relaxed. Don't lose your cool.

### Guidelines for Good Discipline

A firm, consistently positive manner combined with a well-planned instructional program will help create a good classroom environment and establish rapport with the students.

Some basic rules of good discipline are:

- Guard against making remarks which could discredit a student in front of their peers.
- **Never leave a class unsupervised.** If you must leave the room, notify the office and arrangements will be made to supervise your class.
- Pace your instruction in order to keep students interested and involved.
- Demonstrate genuine interest in the students.

- Punish only the misbehaving student, never the entire class. If cases of misconduct and insubordination continue when ordinary methods prove to be ineffectual, seek administrative assistance.
- Use intelligence, patience and understanding when dealing with students.
- Assert your authority with dignity and deliberate judgment without creating a situation which might lead to a challenge of your authority.
- Maintain your sense of humor.
- Maintain a positive attitude.

### **Professional Ethics**

Persons who serve as substitute teachers are recognized as professionals. In that role, a professional attitude is assumed. Extreme caution should be used in expressing personal opinions about activities in the schools. Concerns about practices or policies should be directed to the principal of the school. By law, the educational and disciplinary status of each individual student is confidential information and should not be discussed inside or outside the school.

### **Daily Duties**

All staff members have daily duties around the school. These may include hall duty, cafeteria duty, bus duty, or playground duty, as well as numerous others. Substitutes are responsible for performing these daily duties as part of their assignment. Ask about these daily duties upon arrival.

### **Other Duties**

A substitute may be asked to teach in a classroom other than the one they agreed to teach when they accepted the assignment through Absence Management. In this case, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose to leave campus, they will not be compensated for the work they declined to perform. Also, if a substitute is asked to work during a conference period for a teacher other than the one they were assigned, the substitute is expected to accept this administrative request.

### **Items Requiring Campus Administrative Approval**

- The care and supervision of the students assigned to the substitute teacher is of primary importance. At no time during the day should the substitute teacher leave campus unless authorized to do so. Substitute teachers should not leave the campus at the end of the school day until they have signed out through the school substitute office.
- Students are not excused to leave school under any circumstance without approval from the attendance office/campus principal.
- No written communication should be sent to parents without permission from the campus principal.

### **Computer/Internet Usage**

Substitute teachers are not to log on to teacher's computers or ask for staff computer access codes. Substitute teachers are not to access the internet or allow students to do so without

campus administration approval. In addition, substitute teachers employees are not to bring personal computers to campus.

### **Parking**

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

### **Personal Items**

Substitutes are encouraged to leave personal belongings in their vehicles if possible. The district is not responsible for items that are lost or stolen.

### **Cell Phone Usage**

Cell phones must be put away at all times during the day so as to not cause a distraction from actively monitoring students during an assignment. If a substitute needs to make an emergency call, the office should be notified so that someone can be sent to monitor students. Substitutes who are found to be on their phones while they should be monitoring students are subject to disciplinary action up to and including termination.

## **General Information**

### **Alcohol and Drug-Abuse Prevention**

#### *Policies DH*

Center ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

- An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on district property or at school-related activities during or outside of usual working hours:
- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

It shall not be considered a violation of this policy if the employee:

- Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
- Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
- Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

## **Emergency School Closing**

### *Policy EB*

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

## **Care of Materials**

Substitute teachers are requested to take responsibility in the care of instructional materials and equipment. Broken or malfunctioning equipment should be reported to the campus secretary. Additionally, substitutes are asked to respect the personal property of the educator whom they are assigned.

## **Change of Personal Information**

When a substitute employee has a change in personal information, (i.e., name, address, phone number, etc.) the Human Resources Department should be notified as soon as possible by completing the Employee Information Change form located in the Frontline Central platform. Employees must submit proper identification documents in order to submit a name change per TRS guidelines.

## **Dress and Grooming**

Substitute teachers are to reflect professionalism in dress and grooming. Campus administration will determine appropriate dress and grooming. The dress and grooming of District substitutes shall be clean, neat, in a manner appropriate for assignments, and in accordance with any

additional standards established by their supervisors and approved by the Superintendent. In the event that the standards change, supervisors will inform employees. Substitute teachers may be asked to leave if their dress or grooming is inappropriate.

## **Emergencies**

### *Policies CKC, CKD*

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockdown, and lockdown procedures. 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.

## **Criminal History Background Checks**

### *Policy DBAA*

All employees are 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 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, DHB, DHC*

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 employee 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 is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to the policies DHB (LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

## **Discharge of Convicted Employees**

### *Policy DF*

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## **Employee ID Badges**

Substitute teachers are required to wear their district issued ID badges at all times while on assignment for security reasons. It is also required that substitutes use their badges to clock in and out for their assignments. Substitutes are issued a new ID badge for each school year. If an ID badge is lost or misplaced the substitute must report to the Administration Office for replacement.

## **Personal Use of Electronic Communications**

### *Policy CQ, CY, DH*

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



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

An employee who uses electronic communications for personal purposes shall observe the following:

The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.

An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

Confidentiality of student records. [See Policy FL]

Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]

Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]

Copyright law [See Policy CY]

Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a



handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor immediately.

## **Tobacco and Nicotine Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

State law prohibits smoking, using tobacco 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

## **Visitors in the Workplace**

*Policy GKC*

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **Workers' Compensation Insurance**

*Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services Inc. effective July 1, 2022. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's immediate supervisor and [Holly Mikesch](#). Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state

agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agencies include the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

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

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

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

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

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

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

## 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, 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 up to and including termination.
- 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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day **after** the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page for additional information.

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**

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))

### **Professional Ethical Conduct, Practices, and Performance**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

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

### **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 was sexually explicit; and

- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## Professional Communication

It is the responsibility of all employees to conduct themselves in a professional manner when communicating with students, parents, and colleagues. The use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional can lead to disciplinary action up to and including termination. This includes individuals employed on an at-will basis and those under contract according to Board Policy DFBB Local.

## Student Information

### Administering Medication to Students

#### *Policy FFAC*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. 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*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal or department supervisor. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is printed below:

**Bullying Prohibited:** The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Examples:** Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

**Retaliation:** The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

**Examples:** Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim:** A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

**Timely Reporting:** Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

### Reporting Procedures

**Student Report:** To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

**Employee Report:** Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

**Report Format:** A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

**Notice of Report:** When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

**Prohibited Conduct:** The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or dis-crimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

**Investigation of Report:** The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

**Concluding the Investigation:** Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying;



however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

**Notice to Parents:** If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

### **District Action**

**Bullying:** If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

**Discipline:** A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

**Corrective Action:** Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

**Transfers:** The principal or designee shall refer to FDB for transfer provisions.

**Counseling:** The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

**Improper Conduct:** If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

**Confidentiality:** To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal:** A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

**Records Retention:** Retention of records shall be in accordance with CPC (LOCAL).

**Access to Policy and Procedures:** This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

## Substitute Eligibility for Health Insurance

Center ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Center ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be deducted from your pay for the preceding month. If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the 15th day of the preceding month. If the 15th day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- you do not accept at least 1 assignment per month
- you do not timely return a letter of reasonable assurance

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop. Therefore you would not be eligible for COBRA.



## TRS-ActiveCare PLAN HIGHLIGHTS 2025-26



# TRS-ActiveCare REGION 7

### LEARN THE TERMS

- **PREMIUM:** The monthly amount you pay for health care coverage.
- **DEDUCTIBLE:** The annual amount for medical expenses you're responsible to pay before your plan begins to pay.
- **COPAY:** The set amount you pay for a covered service at the time you receive it. The amount can vary based on the service.
- **COINSURANCE:** The portion you're required to pay for services after you meet your deductible. It's often a specified percentage of the costs; e.g., you pay 20% while the health care plan pays 80%.
- **OUT-OF-POCKET MAXIMUM:** The maximum amount you pay each year for medical costs. After reaching the out-of-pocket maximum, the plan pays 100% of allowable charges for covered services.

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# 2025-26 TRS-ActiveCare Plan Highlights Sept. 1, 2025 – Aug. 31, 2026



All TRS-ActiveCare participants have three plan options. Each includes a wide range of wellness benefits.

### How to Calculate Your Monthly Premium

- Total Monthly Premium
- Your Employer Contribution
- Your Premium

Ask your Benefits Administrator for your district's specific premiums.

### Being Healthy is Easy

- \$0 preventive care
- One-on-one health coaches and nutrition
- TRS Virtual Health
- Mental health benefits
- Member Rewards that now include rewards (up to \$599 per year) for selecting top-performing providers and facilities
- No-cost, in-home virtual physical therapy to relieve common aches and pains with Allmost Remote Recovery for TRS-ActiveCare Primary and Primary+ plans

See the benefits guide for more details.

### Primary Plans & Mental Health

- Both Primary and Primary+ offer \$0 virtual mental health visits with any in-network provider.

	TRS-ActiveCare Primary	TRS-ActiveCare Primary+	TRS-ActiveCare HD
Plan Summary	<ul style="list-style-type: none"> <li>Lowest premium of all three plans</li> <li>Copays for doctor visits before you meet your deductible</li> <li>Primary Care Provider referrals required to see specialists</li> <li>Not compatible with a Health Savings Account</li> <li>No out-of-network coverage</li> </ul>	<ul style="list-style-type: none"> <li>Lower deductible than the HD and Primary plans</li> <li>Copays for many services and drugs</li> <li>Staircase network</li> <li>Primary Care Provider referrals required to see specialists</li> <li>Not compatible with a Health Savings Account</li> <li>No out-of-network coverage</li> </ul>	<ul style="list-style-type: none"> <li>Compatible with a Health Savings Account</li> <li>Nationwide network with out-of-network coverage</li> <li>Copays for many services and drugs</li> <li>Must meet your deductible before you pay for non-preventive care</li> <li>Nationwide network with out-of-network coverage</li> <li>No requirement for Primary Care Provider referrals</li> </ul>

Monthly Premiums	Total Premium	Employer Contribution	Your Premium	Total Premium	Employer Contribution	Your Premium
Employee Only	\$526			\$521		\$546
Employee and Spouse	\$1,426			\$1,615		\$1,475
Employee and Children	\$556			\$1,056		\$525
Employee and Family	\$1,796			\$2,050		\$1,567

Plan Features	In-Network Coverage Only	In-Network Coverage Only	In-Network	Out-of-Network
Individual/Family Deductible	\$2,000/\$5,000	\$1,200/\$2,400	\$3,300/\$6,600	\$5,000/\$12,200
Coinsurance	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 50% after deductible
Individual/Family Maximum Out of Pocket	\$5,050/\$16,100	\$5,900/\$12,800	\$6,300/\$16,000	\$20,500/\$41,000
Network	Staircase Network	Staircase Network	Nationwide Network	Nationwide Network
PCP Required	Yes	Yes	No	No

Doctor Visits	Primary Care	Specialist	Urgent Care	Emergency Care	TRS Virtual Health-HeadMD™	TRS Virtual Health-HeadMD™
	\$30 copay	\$70 copay	\$50 copay	You pay 20% after deductible	\$0 per medical consultation	\$12 per medical consultation
	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible

Immediate Care	Urgent Care	Emergency Care	TRS Virtual Health-HeadMD™	TRS Virtual Health-HeadMD™
	\$50 copay	You pay 20% after deductible	\$0 per medical consultation	\$12 per medical consultation
	You pay 20% after deductible	You pay 20% after deductible	\$0 per medical consultation	\$12 per medical consultation

Prescription Drugs	Drug Deductible	Generic (31-Day Supply/90-Day Supply)	Preferred (Max does not apply if brand is selected and generic is available)	Non-preferred	Specialty (31-Day Max)	Insulin Out-of-Pocket Costs
	Integrated with medical	Integrated with medical	Integrated with medical	Integrated with medical	Integrated with medical	Integrated with medical
	\$15-\$45 copay, \$0 copay for certain generics	\$15-\$45 copay, \$0 copay for certain generics	\$15-\$45 copay, \$0 copay for certain generics	\$15-\$45 copay, \$0 copay for certain generics	\$15-\$45 copay, \$0 copay for certain generics	\$15-\$45 copay, \$0 copay for certain generics
	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible
	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible
	\$0 if SaverCSP eligible; You pay 20% after deductible	\$0 if SaverCSP eligible; You pay 20% after deductible	\$0 if SaverCSP eligible; You pay 20% after deductible	\$0 if SaverCSP eligible; You pay 20% after deductible	\$0 if SaverCSP eligible; You pay 20% after deductible	\$0 if SaverCSP eligible; You pay 20% after deductible
	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply

This plan is closed and not accepting new enrollees. If you're currently enrolled in TRS-ActiveCare 2, you can remain in this plan.

TRS-ActiveCare 2
<ul style="list-style-type: none"> <li>Closed to new enrollees</li> <li>Current enrollees can choose to stay in plan</li> <li>Not compatible with a Health Savings Account</li> <li>Copays for many services and drugs</li> <li>Nationwide network with out-of-network coverage</li> <li>No requirement for Primary Care Provider referrals</li> </ul>

Monthly Premiums	Total Premium	Employer Contribution	Your Premium
Employee Only	\$1,813		
Employee and Spouse	\$2,482		
Employee and Children	\$1,507		
Employee and Family	\$2,841		

Plan Features	In-Network	Out-of-Network
Individual/Family Deductible	\$1,000/\$1,000	\$2,000/\$6,000
Coinsurance	You pay 20% after deductible	You pay 40% after deductible
Individual/Family Maximum Out of Pocket	\$7,900/\$15,800	\$23,700/\$47,400
Network	Nationwide Network	Nationwide Network
PCP Required	No	No

Doctor Visits	Primary Care	Specialist	Urgent Care	Emergency Care	TRS Virtual Health-HeadMD™	TRS Virtual Health-HeadMD™
	\$20 copay	\$70 copay	\$50 copay	You pay 20% after deductible	\$0 per medical consultation	\$12 per medical consultation
	You pay 40% after deductible	You pay 40% after deductible	You pay 40% after deductible	You pay 40% after deductible	You pay 40% after deductible	You pay 40% after deductible

Immediate Care	Urgent Care	Emergency Care	TRS Virtual Health-HeadMD™	TRS Virtual Health-HeadMD™
	\$50 copay	You pay 20% after deductible	\$0 per medical consultation	\$12 per medical consultation
	You pay 40% after deductible	You pay 20% after deductible	\$0 per medical consultation	\$12 per medical consultation

Prescription Drugs	Drug Deductible	Generic (31-Day Supply/90-Day Supply)	Preferred (Max does not apply if brand is selected and generic is available)	Non-preferred	Specialty (31-Day Max)	Insulin Out-of-Pocket Costs
	Integrated with medical	Integrated with medical	Integrated with medical	Integrated with medical	Integrated with medical	Integrated with medical
	\$200 brand deductible	\$200 brand deductible	\$200 brand deductible	\$200 brand deductible	\$200 brand deductible	\$200 brand deductible
	You pay 25% after deductible (\$40 min/\$200 max)	You pay 25% after deductible (\$40 min/\$200 max)	You pay 25% after deductible (\$40 min/\$200 max)	You pay 25% after deductible (\$40 min/\$200 max)	You pay 25% after deductible (\$40 min/\$200 max)	You pay 25% after deductible (\$40 min/\$200 max)
	You pay 50% after deductible (\$100 min/\$200 max)	You pay 50% after deductible (\$100 min/\$200 max)	You pay 50% after deductible (\$100 min/\$200 max)	You pay 50% after deductible (\$100 min/\$200 max)	You pay 50% after deductible (\$100 min/\$200 max)	You pay 50% after deductible (\$100 min/\$200 max)
	You pay 20% after deductible (\$500 min/\$900 max)	You pay 20% after deductible (\$500 min/\$900 max)	You pay 20% after deductible (\$500 min/\$900 max)	You pay 20% after deductible (\$500 min/\$900 max)	You pay 20% after deductible (\$500 min/\$900 max)	You pay 20% after deductible (\$500 min/\$900 max)
	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply	\$25 copay for 31-day supply; \$75 for 61-90 day supply





## Substitute Handbook Signoff Sheet

I hereby acknowledge receipt of a copy of the Center ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

All Center ISD Substitutes will receive a hard copy of the Substitute Handbook. ***The electronic format for the Center ISD Substitute handbook may also be found under the Human Resources tab on the District website ([www.centerisd.org](http://www.centerisd.org)).***

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

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

I understand that I have an obligation to inform the Human Resources department of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting the Human Resources Department if I have questions or concerns or need further explanation.

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Signature

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Date