

**New Braunfels Independent School District**

# **Substitute Teacher Handbook**



**2022-2023**

## Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>Directory Information .....</b>	<b>2</b>
<b>District Information</b>	
Mission Statement/Governing Values .....	3
Calendar .....	4
<b>Campus Guidelines &amp; General Information</b>	
Guidelines.....	5
Substitute Requirements for Jobs Worked in a School Year.....	5
Student Discipline.....	5
Professional Conduct.....	5
Complaints Regarding a Substitute.....	5
Bad Weather Closing.....	6
Care of District Tools and Equipment.....	6
Injuries on the Job.....	6
Injuries to Students.....	6
Dress Code.....	6
NBISD Safety Plan.....	7
Employee Arrest and Convictions.....	7
Access to Confidential Information.....	7
Classroom Management.....	7
Tips for Success (Preparing to Teach & In the Classroom).....	8
Tips for Success (Out of the Classroom & Active Involvement).....	9
Locked Doors.....	9
New Braunfels HS .....	10
Learning Center DAEP .....	11
New Braunfels 9 <sup>th</sup> Grade Center .....	12
School of Choice .....	13
New Braunfels MS.....	14
OakRun MS .....	15
Lone Star Early Childhood Center .....	16
Carl Schurz Elementary .....	17
Seele Elementary .....	18

Lamar Elementary.....	19
County Line Elementary .....	20
Walnut Springs Elementary .....	21
Memorial Elementary .....	22
Klein Road Elementary .....	23
Veramendi Elementary .....	24
Voss Farms Elementary.....	25
Substituting in Special Education.....	26

#### **Substitute Compensation, Benefits, and Pay Schedule**

Salary Information .....	27
Payroll and Pay Schedule.....	27
Worker’s Compensation Insurance .....	28

#### **New Braunfels ISD Board Policies (Substitute teacher)**

Acceptable Use Policy .....	28
Standards of Conduct (DH) .....	35
Texas Educator’s Code of Ethics.....	35
Harassment (DH, DIA) .....	37
Blood Borne Pathogens .....	38
Alcohol-and Drug Abuse Prevention .....	40
Reporting Suspected Child Abuse .....	41
Sexual Abuse and Maltreatment of Children .....	42
Fraud and Financial Impropriety.....	42
Tobacco Use .....	42

#### **Absence and Substitute Management System.....**

43

#### **Long Term Substitute Teacher Guidelines .....**

44

## **Introduction**

Thank you for choosing to substitute for New Braunfels ISD. In our public school system, substitutes are the educational bridges when regular classroom teachers are absent. You will have the opportunity to work with many children and employees from many different campuses. We hope it will be a rich and rewarding experience.

This substitute handbook contains general information and guidelines for substitute teachers. Each campus may furnish additional campus-specific information upon the substitute teacher's assignment to the campus.

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 non contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

Policies are accessible through the NBISD website: <http://www.nbisd.org>

### **New Braunfels Independent School District**

#### **Board of Trustees**

Eric Bergquist - President

Nancy York – Vice President

Steve Minus - Secretary

Morgan Renaud - Trustee

John E. Tucker - Trustee

Megan Stratemann-Willis - Trustee

#### **Central Administration**

Dr.Cade Smith – Superintendent

Kara Bock – Assistant Superintendent

Clinton McLain Ed.D – Assistant Superintendent of Finance and Operations

Dr. Jennifer Garcia - Executive Director of Elementary Schools

Matt Jones - Executive Director of Technology

Kathy Kenney – Executive Director of Human Resources

Ingia Saxton - Executive Director of Secondary Schools

## **DIRECTORY INFORMATION**

### **New Braunfels Independent School District**

1000 N. Walnut Ave.

New Braunfels, Texas 78130

Office Hours: Monday – Thursday 8:00-5:00 Friday 8:00-4:00

Absence Management System: 1-800-942-3767

Web Access: [login.frontlineeducation.com](http://login.frontlineeducation.com)

### **HUMAN RESOURCES DEPARTMENT:**

Kathy Kenney

Executive Director of Human Resources

[kkenney@nbisd.org](mailto:kkenney@nbisd.org)

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Assistant Director of Human Resources

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830-643-5746

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Human Resources Specialist

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Position Management Specialist

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Benefits Specialist

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Melani Gallaway

Absence Management Substitute System Coordinator

830-643-5755

[mgallaway@nbisd.org](mailto:mgallaway@nbisd.org)

**PAYROLL DEPARTMENT:**

Glenda Perez  
Payroll Supervisor  
[gperez@nbisd.org](mailto:gperez@nbisd.org)

***NBISD Mission Statement***

Engage. Empower. Learn

***NBISD Vision***

Every Student. Every Day.

***Core Beliefs***

Rooted in history, building a legacy and growing toward the future.

# NBISD SCHOOL CALENDAR



# 2022-2023

## STAFF AND STUDENT HOLIDAYS

**SEPT. 5** Labor Day  
**SEPT. 23** Comal County Fair  
**NOV. 21-25** Thanksgiving Break  
**DEC. 21 - JAN. 3** Holiday Break  
**JAN. 16** Martin Luther King, Jr. Day  
**FEB. 20** Presidents' Day  
**MARCH 13-17** Spring Break  
**APRIL 7 & 10** Good Friday / Easter Monday  
**MAY 29** Memorial Day  
**JULY 4** Independence Day

## STUDENT HOLIDAY/STAFF PROFESSIONAL DEVELOPMENT

**OCT. 10**  
**NOV. 4**  
**FEB. 17**  
**MARCH 20**

## BAD WEATHER MAKE-UP DAYS

**FEB. 20 & APRIL 10**

## EARLY RELEASE/ LAST DAY OF SEMESTER

(ALL STUDENTS RELEASED 3 HOURS EARLY)

**DEC. 20**  
**MAY 25**

## TEACHER WORK DAYS

**AUG. 10-12, 15-19 & 22**  
**JAN. 4 (STUDENT HOLIDAY)**  
**MAY 26**

## NINE-WEEK GRADING PERIODS

**AUG. 23 - OCT. 21**  
**OCT. 24 - DEC. 20**  
**JAN. 5 - MARCH 10**  
**MARCH 21 - MAY 25**

## IMPORTANT DATES

**AUG. 23** First Day of School  
**MAY 25** Last Day of School & NBHS Graduation

## CALENDAR KEY

- Staff/Student Holiday
- Teacher Work Day
- △ Student Holiday/ Staff PD
- \* End of Semester Early Release (3 hours)
- [ Start of Grading Period
- ] End of Grading Period
- B Bad Weather Make-Up Day

### AUGUST 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### SEPTEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### OCTOBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JANUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### MARCH 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### APRIL 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### MAY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### JUNE 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### JULY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



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## **Campus Guidelines & General Information**

As a district, in order for our Substitute System to work efficiently and in a timely manner, we must have substitutes on our list that will be available and ready to accept assignments on a regular basis. Please keep in mind that we need individuals willing to accept last minute positions and are ready and able to quickly report to a campus when they are needed.

### **Substitute Requirement for Jobs Worked in the School Year**

A substitute with New Braunfels ISD is required to work a minimum of twenty (20) full-day assignments per school year. If a substitute does not work the required amount of days in a school year, they will be removed from the substitute list for the following year. \*This requirement does not apply to Nurse substitutes.

### **Student Discipline:**

When students cause behavior problems that are disruptive to the learning environment, the substitute should attempt to maintain discipline in the classroom using acceptable behavior management strategies. Sometimes, even the most effective classroom management strategies will fail, and individuals or groups of students may need to modify their behavior in order to resume effective teaching. **Substitutes must never administer corporal punishment, physically discipline or place their hands on/touch a student in any way.** This includes verbal abuse. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Substitute teachers should exercise extreme caution and good judgment in verbal and physical relations with students. Substitutes should establish a position of authority with the students. Be friendly without befriending the students. Under no circumstances may a substitute teacher engage in a romantic or other inappropriate relationship with a student.

### **Professional Conduct**

The substitute should never leave the classroom unattended. If the substitute needs to leave the room for a personal reason or emergency, a nearby teacher or administrator should be notified so that the classroom will be supervised. At all times and in all matters related to substitute teaching, the substitutes should never hesitate to seek help when needed.

### **Complaints regarding a Substitute**

Principals are asked to notify the Human Resources Department of any concerns or misconduct involving substitutes. Principals may exclude a substitute from the campus at any time. Removal from the active substitute list may occur due to the reasons below but are not limited to the following:

- Using profanity or discussing inappropriate topics in the presence of students
- Making sexually or racially inappropriate verbal/written comments, displaying inappropriate pictures, physical conduct or subjecting students, staff or parents to racial or sexual harassment
- Willful refusal to follow instructions and/or lesson plans left by the classroom teacher
- Classroom management concerns
- Using alcohol or illegal drugs on school property or reporting to work intoxicated
- Endangering students by leaving them unattended at any time
- Frequently arriving late or leaving early and asking to leave during conference periods
- Using personal cell phone or teacher's computer during instructional time (unless the lesson plan states to use their computer)



If a complaint is received from a Principal at a campus about a substitute and they request the substitute be removed from their campus, the substitute will be blocked from accepting any jobs from that campus. When three complaints are received from a Principal(s) within the district, the substitute will be removed from the Substitute List for the remainder of the school year. A substitute can be removed after just one incident, if the Human Resource Director determines that the offense was severe enough, for immediate removal.

### **Bad Weather Closing**

#### *Policy CKC*

The district may close schools for bad weather or emergency conditions. Should emergency situations occur such as severe weather, an announcement from the Office of the Superintendent to the local media and an alert will be sent out via the NBISD School Messenger System. Please keep your contact information current. Classes and bus service will either be delayed two (2) hours or canceled based on the situation. For additional information, call the NBISD voice mail system at (830) 643-5700. Substitutes are considered employees and should follow directives given to employees during bad weather delays or closures.

### **Care of District Tools and Equipment**

Reasonable care and caution should be taken when using any tools or equipment that is the property of the District. No equipment or supplies may be removed from the schools.

### **Injuries on the Job**

If injured while substituting, report immediately to the Principal, School Administrative Assistant and/or School Nurse. The Principal and/or Administrative Assistant should give them guidance and assistance on necessary procedures and paperwork.

### **Injuries to Students**

Students injured should be sent or taken to the School Nurse immediately.

### **Substituting for a Paraprofessional**

If you are the substitute for a paraprofessional you will work 8.5 hours which includes a 30 minute lunch.

### **Dress Code**

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. All employees/substitutes shall follow a daily minimum dress code that exceeds that of students. The minimum dress code shall be business casual (this may vary depending on the assignment). Shorts, faded/torn jeans are not appropriate. Tattoos shall be covered. Failure to follow policy as described may result in disciplinary action up to and including separation from employment.

Policy DH

## **New Braunfels ISD Safety Plan**

Posted in all classrooms you will find a NBISD Safety Plan poster. This poster will outline the District Emergency Advisory System. These Safety Plan Posters are the same throughout all buildings in the district with the exception of the map with the evacuation routes. Along with the safety plan posters you will find the NBISD Crisis Manual available to you on the main web site at nbisd.org under the Substitute Tab. Please read and familiarize yourself with this manual prior to your first assignment.

## **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, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- 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.

## **Access to Confidential Information**

Substitute teachers have an important responsibility to ensure that confidentiality is used concerning sensitive and student records information. Student personal information, student behavior, performance and achievement levels (to include grades) are not subjects of general conversation and should not be discussed outside of the school setting. **Taking pictures and video/recording students without parent permission is not permitted.** This includes pictures taken or video/recording with cell phones or other technology-related devices. When working with special needs' students, substitutes must exercise an even greater degree of caution when discussing the children that are assigned to them. Substitutes should not discuss medically-related or other sensitive information with those outside the school setting or who do not need to know such information. As a requirement of your job duties, you may have a school business need to access student and/or district information. Information concerning any district employee or student is held in the strictest of confidence. (GRA LEGAL) Unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA).

## **Classroom Management**

It is important for substitute teachers to establish their classroom expectations at the beginning of the day. Letting the entire class know your expectations in advance is key to having a successful educational day. Students, like adults, respond to positive reinforcement better than to sarcasm or use of the negative. Praising desired behavior is much more effective than punishing undesired behavior. Preventive discipline is more effective than reactive discipline. It is extremely important for the substitute not to lose his/her temper or control. It is appropriate to correct students one-on-one no matter the grade level. Students corrected in front of their peers often respond by acting out even more.

*Adapted from: Developing an Effective Substitute Teacher Program, Educational Research Service*

## **Tips for Success**

### **Preparing to Teach:**

The following are suggested best practices to prepare to substitute teach:

- Arrive at the assigned school at least 20 minutes before classes begin.
- Review the teacher's lesson plan, student discipline plan, bell schedule and seating chart to familiarize yourself with the students' names.
- Read information provided regarding campus emergency plans and fire drill procedures.
  - If time permits before class, introduce yourself to your neighboring teachers in case assistance is needed during the day.
- Relate to students in a positive manner and expect the best from all students.
- Address student concerns individually and in a private manner, if possible.
- Remain objective and be patient.
- Adhere to the established classroom routine and ask for a student helper to assist you with locating supplies, lesson assignments, etc.
- Follow the designed lesson plans at all times.

### **In the Classroom:**

Arriving to your assignment on time will ensure a good start and enable you to do the following: Read through the daily lesson plans that the teacher has left and verify that you have all the materials you need. Follow the lesson plans left by the teacher to the best of your ability. Meet the teachers around you. They may help if you have questions about the lesson plans. Keep all memos, notes, etc...received during the day and leave for the teacher to review the next day. Substitutes should introduce themselves to each class throughout the day, if applicable. Never leave students unsupervised at any time. Always have a good view of all students at all times. Constantly scan the room monitoring around you and walk around the student's desks. Expect good behavior from the students. In order to be successful in the treatment of students you need to be fair, firm, friendly and consistent. Be professional at all times.

- Don't make inappropriate statements because students will remember.
- Give positive reinforcement.
- Adhere to the teacher's lesson plan.
- Do not reinforce negative behavior.
- Move about the room frequently during the day to check on students' work and keep students on task. Give students individual help if they need it.
- Be respectful to all students and expect it in return. Don't talk down to the students.

- Respect each student's individual strengths and weaknesses. Handle wrong answers without criticizing students.
- Do not release students until the end of the class period or day. Before you leave for the day make sure all students have left the room, turn off the light and close the door.
- Organize any papers the students turned in before you leave for the day and place them on the teacher's desk.
- Complete notes to the teacher at the end of the day. Your goal as a substitute teacher is to provide continuity to the students while the teacher is absent. Write down anything you think the teacher should know in terms of students' work completion, problems/concerns, significant incidences and successes. Teachers really appreciate knowing what went on in their class while they were out. This allows follow through with any discipline that may need to occur. Compliment the students for their good behavior if possible.
- The principal has the right to expect substitute teachers to be available for students after school. (Example: drop-off students at the bus and parent pick-up area).
- If you are substituting in a long-term assignment, make sure you attend all scheduled teacher meetings. When in doubt, ask the principal what you are expected to attend.
- Report to the office to check out with the substitute coordinator to inform them that you are leaving for the day. You will need to turn in the school keys and receive your keys back.

#### **Out of the Classroom:**

- Teachers will have other duties that you will need to perform while they are absent. Sometimes it may be necessary to perform routine tasks such as hall duty, lunchroom duty, playground supervision or other duties assigned by the principal, in addition to regular classroom responsibilities. If you are asked to fill in for another classroom during the teacher's conference period, you are required to help out. The Substitute Coordinator should let you know when you check-in if you'll need to help cover later in the day.
- Substitutes should stand at the door to greet students as they enter the classroom.
- **Substitute teachers are not permitted to leave the campus during their conference period.** If there is an emergency and the substitute needs to leave the campus, the Principal/Assistant Principal and/or Substitute Coordinator should be contacted.

#### **Active Involvement:**

- A successful substitute is actively involved with instruction. This includes moving around the classroom, checking students' work and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students.

#### **Locked Doors:**

Classroom doors should be locked at all times. You are issued a key when you check-in and it should be used each time you enter and exit the classroom.

## **WELCOME TO NEW BRAUNFELS HIGH SCHOOL**

*Serving students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades.*

**2551 Loop 337 North  
New Braunfels, TX 78130  
(830) 627-6000**

**Principal:** Christopher Smith  
**Campus Contact:** Marla Ferlet (830) 627-6029

### **PARKING INSTRUCTIONS**

You may park in the designated teacher's parking lot in the front of the school.

### **STARTING AND DISMISSAL TIMES:**

Office Hours ..... 8:00 am – 4:30 pm

Teacher Hours ..... 8:20 am – 4:20 pm

Tardy Bell/Classes Begin .....8:50 am

Zero Hour ..... 7:40 am – 8:30 am

Classes Dismissed.....4:05 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the office of the bookkeeper, to sign in on the "Absence Report by Site" sheet. Please note, you will be required to show a driver's license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **END OF THE DAY**

Please leave a note for the teacher at the end of the day. Let the classroom teacher know how the day went. Did the students struggle with a lesson? If so, let the teacher know. Did the students have fun with an activity? Again, let the teacher know. Remember to include the positives of the day as well as the negatives. Sign-out at the bookkeeper's office, turn in the classroom key and receive your personal keys.

### **ATTENDANCE**

Please check attendance each class period. A student is considered absent rather than tardy after 10 minutes has elapsed from the starting time of class. Keep a cumulative record and leave it for the regular teacher.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher's classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **COMPUTERS**

The computers in each classroom are protected by password systems. Please follow any instructions left by the teacher. If students are allowed to use the computer for network applications, you should monitor their progress occasionally.

## **WELCOME TO DISCIPLINE ALTERNATIVE EDUCATIONAL PLACEMENT (DAEP)**

*Serving students who have exhibited problem behaviors.*

*902 W. San Antonio Street*

*New Braunfels, TX 78130*

*(830) 627-6962*

*DAEP Administrator & Campus Contact: Craig Kurt*

### **PARKING INSTRUCTIONS**

You may park in our parking area located on the right side of the school.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:45 am – 4:15 pm

DAEP Teacher Hours ..... 7:30 am – 4:15 pm

DAEP Student Hours ..... 8:00 am – 4:00 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and let them know you are there to sub. Sign in on the “Absence Report by Site” sheet and you will be escorted to the classroom, if needed. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office to turn in your completed Substitute report and sign-out.

**Thanks for substitute teaching at the DAEP Center!**

## **WELCOME TO NBHS NINTH GRADE CENTER**

*Serving students in the Ninth grade.*

*4150 Klein Meadows  
New Braunfels, TX 78130  
(830) 629-8700*

*Principal: Angela Watsom  
Campus Contact: Jaymie Snider (830) 629-8707*

### **PARKING INSTRUCTIONS**

You may park in front of the school.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 8:00 am – 4:15 pm  
Teacher Hours ..... 8:05 am – 4:05 pm  
First Bell .....8:20 am  
Classes Begin .....8:25 am  
Classes Dismissed ..... 3:55 pm

**PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO – FIRST CONTACT** Please report to the front office and ask for the principal's secretary. They will give you a copy of the teacher's schedule, bell schedule, map of the school, class rosters, room key and proxy card and brief you on attendance procedures. Please note, you will be required to show a driver's license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day. Don't forget to clock in!

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher's classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Complete the substitute report form and turn in to the office then clock out.

**Please let us know if we can help in any way.**

**Thanks for substitute teaching at NBHS Ninth Grade Center!**

## **WELCOME TO SCHOOL OF CHOICE**

*Serving students working on earning a high school diploma outside of the high school.*

**4150 Klein Meadows  
New Braunfels, TX 78130  
(830) 629-8722**

**Principal:** Jerry Clark  
**Campus Contact:** Nina Sampson (830) 629-8650

### **PARKING INSTRUCTIONS**

You may park in the front of the school.

### **STARTING AND DISMISSAL TIMES:**

SOC Teacher Hours ..... 7:45 am – 4:15 pm

SOC Student Hours ..... 8:00 am – 4:00 pm

**PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO – FIRST CONTACT** Please report to the SOC office and ask for the PEIMS clerk. They will have you sign in on the “Absence Report by Site” sheet and give you a copy of the teacher’s schedule, bell schedule, map of the school, and brief you on attendance procedures. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Complete the substitute report form and turn in to the principal’s office then sign-out.

**Please let us know if we can help in any way.**

**Thanks for substitute teaching at School of Choice!**



## **WELCOME TO NEW BRAUNFELS MIDDLE SCHOOL**

**Serving students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.**

***1806 Settlers Crossing  
New Braunfels, TX 78130  
(830) 627-6270***

***Principal:*** Greg Hughes  
***Campus Contact:*** Unfilled (830) 627-6277

### **PARKING INSTRUCTIONS**

Please park in the front of the school.

### **STARTING AND DISMISSAL TIMES**

Office Hours..... 8:00 am – 4:00 pm  
Teacher Hours ..... 8:00 am – 4:00 pm  
First Bell .....8:15 am  
Classes Begin .....8:20 am  
Classes Dismissed ..... 3:50 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for the principal's secretary, receptionist or attendance clerk. They will have you sign in on the "Absence Report by Site" sheet and give you a copy of the teacher's schedule, bell schedule, map of the school, and brief you on attendance procedures. Please note, you will be required to show a driver's license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher's classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Complete the substitute report form and turn in to the principal's office, then sign-out.

**Please let us know if we can help in any way.**

**Thanks for substitute teaching at New Braunfels Middle School!**

## **WELCOME TO OAKRUN MIDDLE SCHOOL**

**Serving students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.**

***415 OakRun Point  
New Braunfels, TX 78130  
(830) 627-6400***

***Principal: Jessica White  
Campus Contacts: Luz Serrato (830) 627-6409***

### **PARKING INSTRUCTIONS**

Please park in the visitor parking lot in the front of the school.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 8:00 am – 4:30 pm  
Teacher Hours ..... 8:00 am – 4:00 pm  
First bell .....8:15 am  
Tardy Bell/Classes begin .....8:20 am  
Classes Dismissed ..... 3:50 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the school office and ask for Luz Serrato to sign the “Absence Report by Site”. If you are the substitute for a paraprofessional you work 8.5 hours, which includes a 30-minute lunch. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office to let us know that you are leaving the campus and return the completed substitute report form.

**Thanks for substitute teaching at OakRun Middle School!**

## **WELCOME TO LONE STAR EARLY CHILDHOOD CENTER**

*Serving students in our Pre-K and PPCD programs.*

**2343 W. San Antonio Street  
New Braunfels, TX 78130  
(830) 627-6820**

**Principal:** Heather Salas  
**Campus Contact:** Marisa Soto (830) 627-6827

### **PARKING INSTRUCTIONS**

You may park in our parking area located on the Hidalgo Street side of the school. We ask that you avoid parking in front of the school (San Antonio Street), in order to alleviate congestion and to speed the process of safely loading and unloading of children. We have devised a traffic pattern in cooperation with the New Braunfels Police Department.

### **STARTING AND DISMISSAL TIMES:**

Pre K 4 Teacher Hours ..... 7:30 am – 4:00 pm

Pre K 4 Tardy Bell/Classes Begin ..... 7:55 am

Pre K 4 Classes Dismissed ..... 3:25 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Marisa Soto. You will need to sign in on the “Absence Report by Site” sheet, and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Lone Star Early Childhood Center!**

## **WELCOME TO CARL SCHURZ ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

*633 W. Coll  
New Braunfels, TX 78130  
(830) 627-6680*

*Principal: Tracey Green  
Campus Contact: Mary Sias (830) 627-6682*

### **PARKING INSTRUCTIONS**

You may park in our parking area located at the back of the school, next to our gym. We ask that you avoid parking in front of the school (Coll Street), in order to alleviate congestion and to speed the process of safely loading and unloading children. We have devised a traffic pattern in cooperation with the New Braunfels Police Department.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:00 am – 3:30 pm  
Teacher Hours ..... 7:30 am – 4:00 pm  
Tardy Bell/Classes Begin ..... 7:55 am  
Classes Dismissed ..... 3:25 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Carl Schurz Elementary!**

## **WELCOME TO SEELE ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

*540 Howard  
New Braunfels, TX 78130  
(830) 627-6750*

*Principal: Miriam Blanton  
Campus Contact: Monica Hairell (830) 627-6752*

### **PARKING INSTRUCTIONS**

You may park in our parking area located at the back of the school, next to our gym. We ask that you avoid parking in front of the school by the playground because of afternoon pickup for the students.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:00 a.m. – 3:30 p.m.  
Teacher Hours ..... 7:15 a.m. – 3:30 p.m.  
Tardy Bell/Classes Begin .....7:35 am  
Classes Dismissed ..... 3:05 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Erin Moye. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Seele Elementary!**

## **WELCOME TO LAMAR ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

*240 N. Central  
New Braunfels, TX 78130  
(830) 627-6890*

*Principal: Chris Russell  
Campus Contact: Serah Jones (830) 627-6892*

### **PARKING INSTRUCTIONS/RESTRICTIONS**

Feel free to park in any of the parking spaces which face the playgrounds. Please do not park in the circular drive directly in front of the school or on the Veramendi St. side of the building.

### **STARTING AND DISMISSAL TIMES:**

Office Hours.....7:20 am – 3:50 pm

Teacher Hours.....7:25 am – 3:50 pm

Student Hours for Kinder –Fifth Grade ..... 7:55 am – 3:25 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Serah Jones or Annie Perez. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Lamar Elementary!**

# **WELCOME TO COUNTY LINE ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

***1200 W. County Line Road  
New Braunfels, TX 78130  
(830) 627-6610***

***Principal:*** April Jones  
***Campus Contacts:*** Jennifer Sacriste (830) 627-6678

## **PARKING INSTRUCTIONS**

You are welcome to park in the area designated for the “Staff.” The parking spaces in front of the school are for “visitors”, and the curb line in front of the school is designated as a “fire lane” with no parking allowed. Please be aware that parking is prohibited on County Line Road.

## **STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:00 am – 4:00 pm

Teacher Hours ..... 7:15 am – 3:15 pm

Student Hours for Kinder – Fifth Grade ..... 7:35 am – 3:05 pm

## **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Jennifer Sacriste. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

## **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

## **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at County Line Elementary!**

## **WELCOME TO WALNUT SPRINGS ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

**1900 S. Walnut  
New Braunfels, TX 78130  
(830) 627-6540**

**Principal:** Leigh Bailey  
**Campus Contact:** Candace Oakes (830) 627-6587

### **PARKING INSTRUCTIONS**

Please park in the staff parking lot only.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:15 am – 4:00 pm  
Teacher Hours ..... 7:30 am – 4:00 pm  
Tardy Bell/Classes Begin ..... 7:55 am  
Classes dismissed ..... 3:25 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Candace Oakes. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Walnut Springs Elementary!**



## **WELCOME TO MEMORIAL ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

*1911 S. Walnut  
New Braunfels, TX 78130  
(830) 627-6470*

*Principal: Nicole Haecker  
Campus Contact: Brenda Silva (830) 627-6525*

### **PARKING INSTRUCTIONS**

Please park in the staff parking lot.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:00 am – 3:45 pm

Teacher Hours ..... 7:15 am – 3:45 pm

Paraprofessional Hours.....7:00 am - 3:30 pm

Tardy Bell/Classes Begin .....7:45 am

Classes dismissed .....3:15 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Brenda Silva. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Memorial Elementary School!**

**WELCOME TO KLEIN ROAD ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

**2620 Klein Way  
New Braunfels, TX 78130  
(830) 221-1700**

**Principal:** Marisela Lopez  
**Campus Contact:** Lisa Rochin (830) 221-1704

**PARKING INSTRUCTIONS**

See school map.

**STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:00 am – 3:45 pm  
Teacher Hours ..... 7:10 am – 3:20 pm  
Tardy Bell/Classes Begin .....7:35 am  
Classes dismissed ..... 3:05 pm

**PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Lisa Rochin. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

**LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

**END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Klein Road Elementary School!**

## **WELCOME TO VERAMENDI ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

**2290 Oak Run Parkway  
New Braunfels, TX 78132  
(830) 608-5900**

**Principal:** Leah Droddy  
**Campus Contact:** Gracie Salas (830) 608-5904

### **PARKING INSTRUCTIONS**

Please park in the Faculty/Staff parking lot.

### **STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:00 am – 4:00 pm

Teacher Hours ..... 7:10 am – 3:40 pm

Tardy Bell/Classes Begin .....7:30 am

Classes dismissed ..... 3:00 pm

### **PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Gracie Salas. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

### **LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

### **END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Veramendi Elementary School!**

**WELCOME TO VOSS FARMS ELEMENTARY**

*Serving students in Kinder, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.*

**2510 Pahmeyer Rd.  
New Braunfels, TX 78130  
(830) 608-5800**

**Principal:** Kristin Rodriguez  
**Campus Contact:** Jessica Sambrano (830) 608-5804

**PARKING INSTRUCTIONS**

Please park in the Faculty/Staff parking lot.

**STARTING AND DISMISSAL TIMES:**

Office Hours..... 7:00 am – 3:30 pm

Teacher Hours ..... 7:15 am – 3:30 pm

Tardy Bell/Classes Begin .....7:30 am

Classes dismissed ..... 3:00pm

**PLACE AND PERSON THE SUBSTITUTE SHOULD REPORT TO**

Please report to the front office and ask for Jessica Sambrano. You will need to sign in on the “Absence Report by Site” sheet and then you will be escorted to the classroom. Please note, you will be required to show a driver’s license the first time you are on campus to be entered in the RAPTOR system, so please be prepared by bringing your ID with you for your first sub job here. Also, you will exchange your vehicle keys for the classroom keys in order to remember to turn them in at the end of the day.

**LOCATION OF DAILY INSTRUCTIONS/LESSON PLANS**

The substitute will find the daily instructions/lesson plans in the teacher’s classroom. If there are not any plans, notify the office and they will assist you in getting the plans or give you a substitute folder on file in the office.

**END OF THE DAY**

Please report to the office once again and let us know that you are leaving the campus. Complete and turn in the substitute report form.

**Thanks for substitute teaching at Voss Farms Elementary School!**

## **Substituting in Special Education**

### **Content Mastery**

Students come to content mastery (CM) from a regular classroom for extra help with assignments. You may need to reteach, give a test orally, practice with flashcards, help students complete assignments, etc. ❖ *Most of the district's content mastery classes are supported with at least one aide. At the high school there are several teachers and two aides.*

### **Resource Class**

Students that attend resource are there for the entire period and are taught that subject (reading, language arts or math) by only the resource teacher. A resource teacher may have several reading or math classes a day. ❖ *Most of the district's resource classes are supported by an aide.*

### **Life Skills Units**

These students are working on life skills (domestic skills, job skills, simple reading and math, communication skills, etc.). Some students may leave the classroom for some subjects. Sometimes the special education teacher may go into the regular classroom with the student for inclusion. Some teachers at the high school and middle school also have classes in the community.

❖ *All life skills classes are well staffed for support with one or more aides. The community classes are supported by other teachers and aides.*

### **Preschool Program for Children with Disabilities (PPCD)**

These students are ages 3-5 with varying disabilities. These students may attend regular education classes. The teacher may attend the regular education classes with the children for inclusion.

❖ *These classes are supported with aides.*

### **FOCUS Program**

Students participating in the FOCUS program are included in the general classroom. The FOCUS teacher helps the student monitor behavior and provides immediate intervention when behavior concerns arise.

## Substitute Compensation, Benefits, and Pay Schedule

### Salary

The current substitute rates are:

\$110 Daily Rate

\$130 a day for a Texas **Certified** Teacher subbing

(a substitute who subs less than 4.5 hours will receive half the daily rate)

A Texas certified substitute who works and completes at least 15 days for a teacher/RN/Librarian/Counselor in the same job assignment (resulting from Temporary Disability or Family Medical Leave Act); will be considered a long-term substitute. The daily rate for a long-term sub is \$150.00 per day through that assignment. Any days missed during the assignment will be subtracted from the job total which may result in not qualifying for the long term rate.

A substitute (who is a Texas certified teacher) filling a **vacant** teaching position will receive \$200.00 a day.

### Payroll and Pay Schedule

Substitutes will be paid once a month on the 15<sup>th</sup> to cover the days worked in the previous pay period. All employees are required to receive their pay through direct deposit to a financial institution. Once direct deposit has been transmitted, your bank is responsible for the availability of your funds. If you close your account prior to payday, the bank will refund the money to the district; however, the district must wait for the receipt of these funds before reissuing or re-depositing to your new account. The employee may receive a paper check for their first pay period; pending receipt of direct deposit authorization form. Below is a schedule of the pay periods.

#### NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT 2022-2023

#### PAY PERIODS AND PAY DATES

#### MONTHLY PAYROLL

PAY DATES		PAYROLL REPORTING DATES	
MONDAY	AUGUST 15, 2022	JUNE 19	- JULY 16, 2022
THURSDAY (5)	SEPTEMBER 15, 2022	JULY 17	- AUGUST 20, 2022
FRIDAY	OCTOBER 14, 2022	AUGUST 21	- SEPTEMBER 17, 2022
TUESDAY	NOVEMBER 15, 2022	SEPTEMBER 18	- OCTOBER 15, 2022
THURSDAY	DECEMBER 15, 2022	OCTOBER 16	- NOVEMBER 12, 2022
FRIDAY	JANUARY 13, 2023	NOVEMBER 13	- DECEMBER 10, 2022
WEDNESDAY	FEBRUARY 15, 2023	DECEMBER 11	- JANUARY 7, 2023
FRIDAY (5)	MARCH 10, 2023	JANUARY 8	- FEBRUARY 11, 2023
FRIDAY (5)	APRIL 14, 2023	FEBRUARY 12	- MARCH 18, 2023
MONDAY	MAY 15, 2023	MARCH 19	- APRIL 15, 2023
THURSDAY	JUNE 15, 2023	APRIL 16	- MAY 13, 2023
FRIDAY (5)	JULY 14, 2023	MAY 14	- JUNE 17, 2023
TUESDAY	AUGUST 15, 2023	JUNE 18	- JULY 15, 2023
FRIDAY (5)	SEPTEMBER 15, 2023	JULY 16	- AUGUST 19, 2023

\*Pay dates represent the pay period used to post employee overtime, supplemental pay, sub pay and absence deductions, which will be posted according to the Payroll Reporting dates as shown above.

**Substitute teachers are encouraged to keep a record of the dates, times, and schools in which they substitute to verify paychecks for accuracy.**

## **Worker's 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 is self insured for worker's compensation claims and utilizes a third party administrator for approval and payment of claims and benefits. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries must be reported immediately to the employee's supervisor. 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.

## **NBISD Board Policies**

For more information, refer to the policy located on the NBISD website: [www.nbisd.org](http://www.nbisd.org).

## **Acceptable Use Policy**

### *Policy CY*

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

## **Technology Resources**

### *Policy CQ*

The district's technology resources, including its networks, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for instructional and administrative purposes only. Limited personal use is permitted if the use:

- Imposes no tangible cost of the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and any other use of technology resources are not confidential and will be monitored to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management should contact the technology department.

1. The use of any technology must support the educational goals of New Braunfels Independent School District (NBISD). Use must be authorized by a NBISD staff member and must lie within the bounds of NBISD curriculum.
2. Accessing or transmitting any material that is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secrets.

3. Individual(s) involved in any of the following will be subject to disciplinary action in accordance with the NBISD Student Code of Conduct:
  - Any involvement in, or attempt to access, alter, or change the data of another user (trespassing or vandalism)
  - Any involvement in, or attempt to access, alter, or change the configuration of a computer or mobile device in such a way that would disrupt use or interrupt instruction (vandalism)
  - Any individual who is involved in, or attempt to access, alter, or change network configuration, security, or administration without written permission from the NBISD Director of Technology or his/her designee (trespassing or vandalism)
4. NBISD computers, mobile devices, phone systems, the Internet, and other network-delivered services should not be used for personal profit, or for assisting in a public campaign or any public election.
5. When placing, removing, or restricting access to specific databases, the Internet, or other network delivered services, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.
6. The Acceptable Use Policy and commitment form for technology will be posted in all computer labs.

Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their own child(ren). Any parent wishing to restrict his/her child's access to such services must provide the school with this restriction in writing. For details, see the NBISD board policy governing the selection and adoption of instructional materials.

### **User Responsibilities**

All users are expected to abide by the generally accepted rules of network etiquette. In addition to regular classroom rules, network etiquette rules include the following:

- A. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- B. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do on your computer can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. **PRIVACY.** Do not reveal any personal information, including your name, home address or personal phone numbers, or those of students or colleagues. Do not send confidential information about students or employees using electronic mail.
- D. **ELECTRONIC MAIL.** Electronic mail is not private and is subject to the Open Records Act. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities.
- E. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.
- F. **OWNERSHIP.** Any data, intellectual property, or communication placed on district equipment will become the property of NBISD.



**Here are the prohibited behaviors as described in Policy CQ (local and legal): You are not to** ♦ Share confidential information about students or employees using any electronic process unless the person receiving this information has a legitimate educational interest. This includes personal comments and opinions about people as well as confidential information that you would not want to be forwarded. It is not acceptable to post confidential information about specific students to conference folders. ♦ Send, display, download offensive messages or pictures.

- ♦ Assist in a public campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- ♦ Use obscene language.
- ♦ Harass, insult, or attack others.
- ♦ Engage in practices that threaten the network (loading or downloading files that may contain a virus). ♦ Violate copyright laws and/or software maintenance agreements.
- ♦ Use others' passwords or share personal passwords with users.
- ♦ Trespass in others' folders, documents, or files.
- ♦ Intentionally waste resources.
- ♦ Download / store games or other non-instructional software on networked equipment.

**Specific behaviors that fall within the prohibited are also:**

- ♦ Spamming - sending unsolicited, non-professional messages to a large number of people ♦ Flaming - insulting or harassing messages about individuals. Be nice!
- ♦ Participating in chain letters - these are against the law. Besides which, they waste your time and give you false hope or fears.
- ♦ Participating in non-educational social networking such as Facebook.

**Personal electronic devices/school district network:**

Employees are not to connect personal electronic devices to the District's network. The Department of Technology reserves the right to confiscate equipment that is threatening to compromise the integrity of the district's network.

**Personal Use of Electronic Communications**

*Policy DH*

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic communications also includes 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, meal times, 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 the district's logo or other copyrighted material of the district without express, written consent.
- The 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 Code of Ethics and Standard Practices for Texas Educators, 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 Policy 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 Policy DH (EXHIBIT)]

See Electronic Communications between Employees, Students, and Parents below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students, and Parents**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are accepted from the district regulation; and

• The parent is solely responsible for monitoring electronic communications between the employee and the student. The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not communication.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; District rules prohibit any New Braunfels ISD employee from developing and representing the district on any social network site.
- The employee shall not communicate directly with any student through electronic media between the hours of 10:00 pm and 7:00 am.
- The employee does not have a right to privacy with respect to communications with students and parents. • The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- All staff are required to use school email accounts for all electronic communications with parents. Communications about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

- An employee shall notify their supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

## **New Braunfels ISD Employee Acceptable Use Policy & Commitment Form**

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

Access to the District's electronic communications system is a privilege, not a right. With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **RULES FOR APPROPRIATE USE:**

- The account is to be used mainly for educational purposes, but some limited personal use is permitted. • You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive email from you with a school address might think your message represents the school's point of view.

### **INAPPROPRIATE USE**

- Using the system for illegal purposes;
- Tampering with software protections and/or disabling or attempting to disable any internet filtering device;
- Encrypting communications to avoid security review;
- Altering or attempting to alter system software or hardware configurations on network systems or local devices;
- Installing unauthorized software programs;
- Borrowing someone's account without permission;
- Impersonating any person or communication under a false or unauthorized name;
- Downloading or using copyrighted information without permission from the copyright holder. Employees may be held liable for any of their own actions that violate copyright laws;
- Intentionally introducing a virus to the computer system;
- Sending or storing messages or materials with the intent to defraud, harass, defame or threaten others;
- Sending mass mailings or spamming;
- Playing network games or downloading large files without prior authorization;

- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.;
- Wasting school resources through the improper use of the computer system;
- Using school computers for advertising, profiting, and/or soliciting;
- Gaining unauthorized access to restricted information or resources;
- Connecting a personal device to the District's network;

## **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the account provided; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

## **Possession and Use of Other Personal Electronic Devices**

Students are allowed to bring personal electronic devices under the guidelines of the district AUP located at [www.nbisd.org](http://www.nbisd.org).

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See Searches and policy FNF.]

Any disciplinary action will be in accordance with the ***Student Code of Conduct***. The district will not be responsible for any damaged, lost, or stolen electronic device.

**Instructional Use of Personal Telecommunications and Other Electronic Devices** In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment are allowed for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting", will be disciplined according to the Student Code of Conduct may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstance, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct

that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **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.
- Know and comply with department and district procedures and policies.
- 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 for professional educators. 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 actions, 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 the superintendent first learns of the incident. The *Educator's Code of Ethics* is reprinted below:

## **Texas Educator's 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. This chapter shall apply to educators and candidates for certification. (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 of Educator Certification (SBEC) and its certification processes.

**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 of 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 the 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 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.

### **Discrimination, Harassment and Retaliation**

#### *Policies DH, DIA*

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

Employees who believe they have been discriminated against or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal or supervisor, or appropriate district official. If the



campus principal, supervisor, or district official is the subject of a complaint, the employee shall report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

The district's policies (DIA) that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found on the NBISD website, [www.nbisd.org](http://www.nbisd.org).

## **Sexual Harassment**

### *Policy DH*

Sexual harassment of an employee or a student is prohibited. Sexual harassment is conduct that is sexual in nature, unwelcome in nature, requests for sexual favors, verbal and physical conduct of a sexual nature that negatively affects an individual's work performance or creates an intimidating, hostile or offensive work environment. Title VII of the Civil Rights Act of 1964 protects all employees from sexual harassment. The Title IX of the Education Amendments of 1972 protects all students from sexual harassment.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

## **Harassment of Students**

### *Policies DH, FFG, FFH*

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

The district's policies DF (Legal) and (FFH) (Local) that includes definitions and procedures for reporting and investigating harassment of students can be found on the NBISD website, [www.nbisd.org](http://www.nbisd.org).

## **Bloodborne Pathogens**

### *Policy DBB*

If you are an employee who might encounter blood or body fluids at work, you could be exposed to Bloodborne Pathogens (BBPs), such as hepatitis B, hepatitis C and HIV. It is important to know the risks of BBP's even if your job has minimal risk of exposure.

## **Bloodborne Diseases**

Blood can carry many diseases. The 3 most common are:

- HIV (human immunodeficiency virus)
- HBV (hepatitis B virus)
- HCV (hepatitis C virus)

### **Human Immunodeficiency Virus**

HIV attacks the body's immune system. A person infected with HIV can take years to develop any symptoms. A person with HIV will develop AIDS and/or AIDS related illnesses such as cancer, neurological problems, and opportunistic infections. HIV is transmitted through sexual contact or contact with blood and other body fluids. There is NO vaccine to prevent HIV infection.

### **Hepatitis B Virus**

Hepatitis is the inflammation of the liver and is a serious disease that can cause liver damage, cirrhosis, and death. A person without symptoms may not know that he/she is infected. HBV (hepatitis B) can be transmitted by blood, saliva, and other body fluids. HBV can be transmitted to family members, sexual partners, and unborn infants. There IS a vaccine available to those with a high occupational risk.

### **Hepatitis C Virus**

HCV (hepatitis C) also affects the liver and 75% of people with HCV have NO symptoms. A blood test is needed to determine if the virus is HBV or HCV. There is NO vaccine to prevent HCV.

The most common ways BBPs are transmitted are through unprotected sex with an infected person, sharing needles or other paraphernalia to inject drugs, and infected mothers can pass BBPs to newborn children. It is also possible to spread BBPs through touching surfaces contaminated with blood or body fluids, then touching your eyes, nose or mouth; injuring yourself on a contaminated sharp object, including needles, sharing toothbrushes or razors, and poor infection-control practices used during tattooing or body piercing. Hepatitis B can survive outside the body for at least a week and hepatitis C can survive outside the body for up to four days.

### **Standard Precautions**

Precautions must be a standard practice for school employees at risk of exposure to blood or body fluids. •

You should assume that everyone you come in contact with is potentially contaminated with HIV or hepatitis.

- Protect yourself with personal protective equipment (PPE). This includes gloves, masks and protective eyewear.
- It is your job to keep PPE readily available and in good working condition (damaged and/or loose-fitting PPE does not protect you).
- Keep your hands washed and your environment clean.

### **Personnel Positions**

#### **Substitute, Temporary, and Part-Time Positions**

##### *Policy DPB*

At the beginning of each school year, the district shall compile a list of qualified substitute teachers available for the school year. The District shall attempt to hire certified teachers as substitutes whenever possible; however, other substitute applicants shall be considered. A substitute shall be subject to all duties of a regular classroom teacher.

## **Alcohol- and drug-abuse Prevention**

### *Policies DH, DI*

New Braunfels 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:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any glue, aerosol paint, or any other chemical substance which may be abused by or used for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

### **Drug Abatement**

In order to maintain a drug-free environment, and to comply with federal and state requirements, the district will provide information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The district's policy of maintaining a drug-free environment. (See DH (Local)).
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community (if any).
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. (See DI Exhibit).

### **Drug-Free Schools Requirement**

The district prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants and alcohol on school premises or as part of any of the district's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the district, and referral to appropriate law enforcement officials for prosecution. Information is available for employee rehabilitation and/or assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

A copy of this policy, the purpose of which is to prohibit drug abuse in the workplace, shall be provided to each employee at the beginning of each year or upon employment.

## **Dietary Supplements**

### *Policy DH*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact

as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **Reporting Suspected Child Abuse**

### *Policies DF, DG, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001 to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee 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 report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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 agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency.

Reporting the concern to the principal does not relieve the employee of the requirements 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.

### **Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed through the district improvement plan. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state Law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

### **Fraud and financial impropriety**

#### *Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district • Forgery or unauthorized alteration of a check, bank draft, or any other financial document. • Misappropriation of funds, securities, supplies, or other district assets, including employee time. • Impropriety in the handling of money or reporting of district financial transactions • Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties • Unauthorized disclosure of investment activities engaged in or contemplated by the district. • Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district.
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment. • Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

### **Tobacco Use**

#### *Policies DH, GKA, FNCD*

State law prohibits smoking, vaping, or using tobacco products on all district-owned property and at school related or school-sanctioned activities, on or off campus. 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 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.

## Absence and Substitute Management System:

Absence and Substitute Management services will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

### How do I interact with Absence Management?

1. You can interact with Aesop on the internet at: [login.frontlineeducation.com](http://login.frontlineeducation.com) Here, you will be able to look for available jobs, check your job schedule, update personal information, and exercise other features such as selecting specific campuses and indicating “non work days”.
2. You can also call Absence Management toll free at: 1-800-942-3767. Simply follow the voice menu to access the features.

### Important Notes:

Your ID and PIN numbers for accessing Absence Management are as follows:

ID Number **Your personal telephone number**

PIN Number **1212** (please change this, after your first login)

\* Your ID Number is determined by the phone number we have on file in Ascender. If you wish to update this number, you will need to contact the district's sub coordinator. To change your pin number, select the Preference Tab and then the Change Pin tab, on the left.

\*When accepting a substitute job, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your communication is not complete until you receive a confirmation number.**

### **Substitute Training:**

**Log on to your account and click on the Help button to visit the Learning Center. Then click on each icon (Popular Questions, Getting Started and Finding Jobs) to watch videos for instructional and helpful tips.**

Refer to the Substitute QuickStart Guide provided to you when you are assigned your Onboarding Date.

## **Long-Term Substitute Teacher Guidelines**

All NBISD long term substitutes must be a Texas Certified Teacher completing a minimum of 15 days for a Teacher in the same job assignment. The daily rate is \$150 per day. A long term substitute will mirror the teachers schedule and responsibilities. Campus Principals will identify and contact candidates to fulfill campus needs for long term substitutes.

### **Responsibilities:**

- Follow the set schedule
- Lesson Plans
- Assignments and testing
- Grading
- Follow special program support plans
- Attendance
- Parent communication
- Behavior
- Planning with your grade level
- Meetings as requested by your campus admin
- Duty as assigned