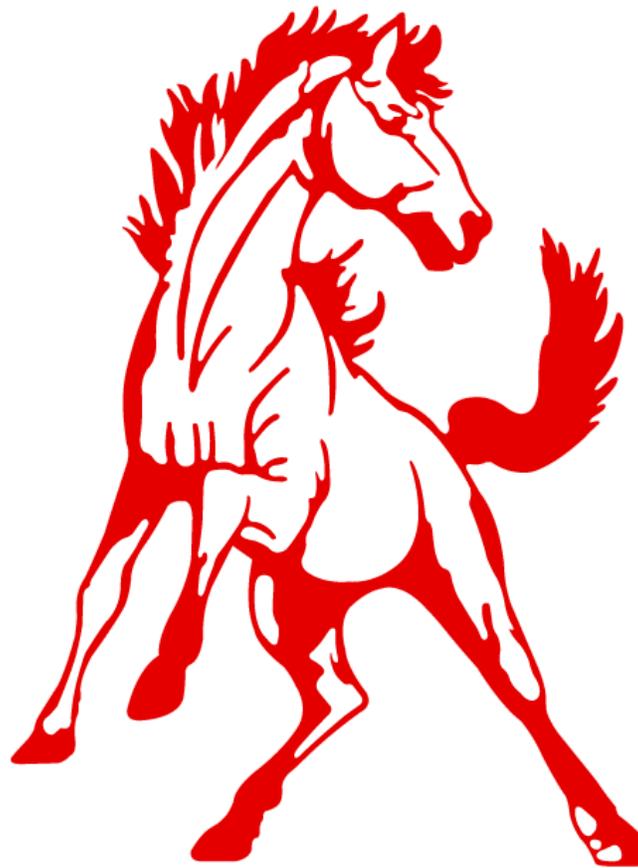


SWEETWATER INDEPENDENT
SCHOOL DISTRICT

Substitute Handbook



SWEETWATER INDEPENDENT SCHOOL DISTRICT SUBSTITUTE HANDBOOK

INTRODUCTION

Nationwide statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year during kindergarten through twelfth grade. This staggering fact proves the importance of the contributions you make as a substitute teacher in the education of the SISD students. Welcome to a rewarding and challenging profession!

Web-based Support and Information

SISD has a web site that includes District and campus information that may be of importance to all shareholders. Substitutes are strongly urged to visit www.sweetwaterisd.net.

QUALIFICATIONS

Anyone seeking a substitute position in the Sweetwater Independent School District must complete or provide the following:

- The District's application form
- Submit to a current background check and fingerprinting
- Provide a Social Security Card
- Provide a current drivers license or other picture ID
- A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas Certificates
- Tax withholding income form
- Copy of banking information for direct deposit

DISTRICT POLICIES

SISD Policy may be accessed on the SISD web-site at www.sweetwaterisd.net under the heading "SISD Board of Trustees". All employees are required to follow Board Policy and policies directed toward all employees will also apply to substitute teachers.

Dress/Grooming

Substitutes should exercise discretion and good judgment in their dress. Dress should be professional and appropriate for the assignment. No tops showing cleavage are allowable. If substituting for a physical education class, dress should be considered. What is appropriate for the regular classroom may not be best in the gym or playing field. We expect all employees to use good grooming and dress professionally to set the example for our students.

Student Surveys/Personal Questions

Substitutes should never conduct student surveys for any purpose. Personal questions of a sensitive or private nature not included in the teachers' lesson plans will be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

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

[https://pol.tasb.org/Policy/Download/941?filename=DIA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/941?filename=DIA(LOCAL).pdf)

Harassment of Students - Policies DH, DHB, FFG, FFH, FFI

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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

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 has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her

knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below: <https://pol.tasb.org/Home/Index/941>

Advancement of Religion

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to lead prayer or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students outside of approved curriculum.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

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

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

Reports to Child Protective Services can be made Online at <https://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 or administrator 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 taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer

minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the superintendent immediately.

Visitors in the Workplace

Policy GKC

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

Cell Phones and Other Communication Devices

Policy CQ, DH

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the

content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - o Confidentiality of student records. [See Policy FL]
 - o Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

law and punishable by a fine are displayed in prominent places in all school buildings.

Alcohol and Drug-Abuse Prevention

Policy DH

Sweetwater 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: [https://pol.tasb.org/Policy/Download/941?filename=DH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/941?filename=DH(LOCAL).pdf)

Computer Use

Nearly every classroom in the District has a computer which provides access to the internet. Please use only the technology specified in the teacher's lesson plans while substituting. Do not log in to technology using someone else's credentials unless specifically instructed to do so and then only for the purpose designated in the lesson plan. Be familiar with the SISD Acceptable Use Policy for computers and technology and be sure that you and your students follow it. Never use email with another person's identity.

Criminal Records Check

A criminal history background check is completed on all applicants when they apply to be a substitute teacher. If the applicant clears the background check, they may be hired as a substitute teacher. All applicants must sign their criminal history background check prior to attending substitute training. Forms may be picked up and signed at the SISD Administration building located at 207 Musgrove St., Sweetwater, TX, 79556.

Campus Safety and Security - All Sweetwater ISD Campuses

All doors are to be closed and locked at all times. In the event of an active threat, the terminology used is to avoid, deny or defend.

- Avoid means to leave the area. Break a window, exit through an outside door. Leave the area of the threat.
- Deny means to deny access to you and your students. Barricade the door with heavy objects to disrupt any access by an active threat. With such action, once the opening is barricaded, you and all students will congregate in the corner of the wall adjoining the door. Equally, you will turn off lights and be as quiet as possible.
- Defend means to use whatever force to defend your life and the lives of your students.

PREPARING FOR THE CLASSROOM

Lesson Plans

It is the responsibility of the full time teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. If a teacher fails to provide lesson plans, the substitute should report this failure to the school administrator in a professional manner, and students are expected to access the curriculum through BrightThinker. It is the responsibility of the substitute to ensure students maximize their learning time while engaging in online learning activities. While students are working online, active monitoring is required to minimize off task student behaviors. If a student can not proceed in the BrightThinker platform for the class subject they are currently in, they are to be instructed to log into a different class to continue working or read their book.

Routines

The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special needs students (when appropriate), pupil seating charts, and key, if necessary. Other schedules and routines may be posted in the classroom.

Starting Your Day

Get the students to work as soon as they enter the room. Have instructions for an activity written on the board or overhead, and greet students by telling them to read the directions and begin the activity. Once all students are settled and working on the activity, take attendance. Then, introduce yourself to the class. State your rules and expectations, and remind students that you will be giving their teacher a full report about the day. Outline what students will be doing during the day or class period. Finally, put the regular teacher's plans to work.

Extra Duty Instructions

Teachers are often assigned duties outside of classroom instruction (playground, bus, lunch, etc). The substitute for that teacher may be required to carry out those duties. Substitute teachers should ask the office for direction and also check to see if the regular teacher has indicated any extra duty assignments. The substitute may also be required to cover other classes during the regular teachers scheduled conference (or athletic periods if a coaching position). The need for coverage will be communicated by the campus based upon the immediate staffing needs.

RESPONSIBILITIES OF SUBSTITUTE TEACHERS

Ethical Behavior

Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

Confidentiality

Substitute teachers have an ethical responsibility to treat confidentiality matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them. Any discussion outside the school setting, of any student and especially special needs students is strictly prohibited.

Criticism/comparisons

The substitute teacher is encouraged to speak honestly about their experiences in the District. The Mission of the District and the goals of the school are harmed when a substitute teacher engages in false and malicious gossip about their teaching experiences. If the substitute has a bad experience while on a campus, the campus principal should be informed immediately. Disparaging comments comparing one school to another or comparing children in one classroom/grade level with those of another should not be made. Under no circumstances should a substitute teacher criticize the full time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.

No Solicitation

Substitute teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any SISD property.

Substitute/Student Relationships

Substitute teachers should exercise extreme caution and good judgment in relationships with students. Substitutes should establish a position of authority with the students; they may "be friendly" without "befriending" the students. Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated.

Assignment and Procedures

All sub assignments are made through Frontline; the sub request and subsequent job acceptance must be on record in Frontline for a sub to receive compensation. Because it is impossible to foresee emergency situations, a substitute may be called the morning of the assignment. Campuses will allow the substitute reasonable time to report. If at all possible, job assignments will be booked days, weeks and even months in advance. Make sure that any changes in phone numbers are reported to the Administration Office at 207 Musgrove (325-235-8601) and/or campus offices.

Maintaining Active Sub Status

Substitutes are required to accept and fulfill a minimum of one job per 6 weeks (each 6 week period is aligned to the [SISD School Calendar](#)). If this requirement is not met, the substitute will be removed from the sub list, will have to re-apply for a substitute position, and complete substitute training again in order to regain active status.

Accepting and Canceling Jobs

Substitutes should accept the jobs they are offered through [Frontline \(Absence management system\)](#). Once they have done so, they should write down the date, time, location and other pertinent information to the assignment. If, after accepting a job, a substitute must cancel a job, he/she should do so at the earliest possible opportunity, by logging back into Frontline and canceling the job. It is recommended the substitute contact the campus office and speak to the campus secretary. Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels in a timely manner. Failure to do so may result in a campus decision not to call to book jobs in the future; repeated failure to do so may result in the substitute being overlooked for assignments at other campuses in the District.

Substitutes may use the scheduling feature in Frontline to block off days they do not want to or can not substitute teach.

Parking and Privileges

Substitute teachers may park in the parking space of the teacher for whom they are substituting, if the campus has assigned parking spaces. The "reserved" or the "visitors" parking areas are also available. Please ask when you check in with the Secretary. Substitutes may leave the campus for lunch provided they have time without being late when returning to the campus and provided they do not have a duty assignment. Substitutes are also welcome to eat lunch either in the cafeteria or in the teachers' lounge.

Punctuality

Substitute teachers are expected to report to duty on time, 20 minutes before the beginning of the school day, unless special arrangements have been made through the campus office. This will allow time to report to the office, sign in, locate the classroom, review lesson plans, prepare the room, organize instructional materials, and otherwise prepare for a successful day of substitute teaching. The time required for substitute teachers to report for duty may vary from school to school. It is advisable that substitute teachers call the school the day before to verify the start time and to get directions to the school if needed.

Half Day Vs. Full Day:

Times vary depending upon the campus start times. The actual job times will be posted in Frontline when you accept a job on a campus.

Arriving for Duty

Upon arrival, report to the campus office to clock in on Frontline before going to the classroom. While in the office, sign in and request information concerning the assignment and other duties. The substitute should ask about any special instructions or information needed to successfully carry out the day's activities.

Required Identification

Substitutes are required to wear an I.D. badge while on campus.

Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, please check with the office. Substitute teachers will maintain the regular routine of the class and follow the daily class schedule and lesson plans provided by the regular teacher.

Occasionally, a substitute teacher may be asked to perform duties in addition to those of a substitute teacher. Also, a substitute may be asked to teach in a classroom other than the one to which he was previously assigned. In both cases, the substitute is expected to demonstrate flexibility and cooperation with the campus administration in its attempts to meet the instructional and safety needs of the students under their care.

Lesson Plans

When teachers are absent from school, they have been asked to leave lesson plans for the substitute teacher. The substitute teacher should make every effort to follow the teacher's plans in order to maintain continuity of instruction in the classroom. The lesson plans are the blueprint, the roadmap, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans.

In the event lesson plans are not left or students complete the assigned lesson before the end of the period, students are expected to access the curriculum through BrightThinker. It is the responsibility of the substitute to ensure students maximize their learning time while engaging in online learning activities. While students are working online, active monitoring is required to minimize off-task student behaviors. If a student can not proceed in the BrightThinker platform for the class subject they are currently in, they are to be instructed to log into a different class to continue working or read their AR book.

Written work/Grading papers

The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher. Substitute teachers should not grade student work, unless they are filling a long-term substitute position and prior arrangements have been established with the teacher of record and the campus administration.

Grade Books (paper and electronic)

The substitute teacher will not have access to the teacher's grade book. Law prohibits anyone other than the regular teacher from adding or deleting from the student's grade record.

Monitoring the Classroom

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

Classroom Management/Discipline

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and students know what the expectations for good behavior are and what the consequences will be if they choose not to follow the classroom and campus rules. Effective classroom management will lead to effective teaching and maximize learning for all students.

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, 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. The substitute should ask for assistance if a student becomes disruptive or consistently misbehaves. The substitute teacher may request that a student leave the classroom and report to the principal's office if disruptive behavior is ongoing. This action may occur after every effort has been made to correct the behavior allowing the positive classroom environment to resume.

Substitutes must never administer corporal punishment or physically discipline a student in any way. Nor should the substitute teacher verbally abuse a student. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used with students. Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline referral slip or note explaining the circumstances.

Referral process

Complete a referral form when sending a student to the office. If none are available, send a written note in the place of a referral form. When completing the referral form, indicate your name on the line for the teacher AND the teacher's name for which you are substituting. Send the student and the completed form to the office or send the completed form to the office with another student if the situation warrants.

Office Communications

You may send a student to the office with a message or in extreme cases, where student welfare is a concern, use a cell phone to contact the campus office and administrator.

Unattended Classroom

The substitute should **never** leave the classroom unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

Firm, Fair and Consistent

In order to be successful in managing student behavior, the substitute needs to treat students in a firm, fair, and consistent manner. Fairness and consistency are key issues with students. The substitute must not "play favorites" when dealing with student behavior or performance. This will lead to a lack of respect for the substitute teacher that may cause problems both at present or in the future.

Seek Help When Needed

At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to seek help when needed. Everyone in the school system wants the substitute teacher to be successful. Help is only a few steps away at all times. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitute with either instructional questions or classroom management concerns. This includes the administrators, grade level chairpersons, team leaders, and department heads.

Student Attendance

One of the many duties of the full time teacher is recording student attendance. Procedures may vary from campus to campus, but attendance must be taken. Substitutes are expected to assist in compliance with this requirement. Depending on the grade level or campus, attendance may be taken at the beginning of each class period. When reporting for duty, substitutes should ask school office personnel about the procedure for recording student attendance on that campus.

Leaving the Campus

The supervision of the students assigned to the substitute will be of extreme importance. At no time during the day should the substitute leave campus unless authorized to do so. Substitute teachers shall not leave the campus at the end of the school day unless they have cleared through the campus office.

At the End of the Day

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute will still have several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the substitute's instructional efforts. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during his/her absence.

Finally, the substitute should always check out through the office when leaving for the day and clock out on the Frontline system. This provides the office staff an opportunity to deliver any messages to the substitute they may have received and to note the time of departure. The substitute may also find out about other substituting opportunities to be assigned.

Changes in the Personal Profile Information

Throughout the year, the substitute has the responsibility of keeping the current information and phone numbers on file in the Frontline system, and contacting the Administration office if there are any changes in their personal profile information. This includes your current address, to ensure the business office can send the paycheck to the correct address.

DISTRICT PERSONNEL AND SERVICES

Successful substitute teaching is a partnership between the substitute, the full time teacher, the campus and district staff.

District Staff

Administration Office

There is a full time staff dedicated to providing service and support to SISD personnel including substitute teachers. Your questions may be directed to the appropriate person by calling the Administration Office at (325) 235-8601.

Payroll Policies

Job Log

It is advisable that the substitute keep a job log of dates, times, schools, and job numbers when working as a substitute so that they may more easily verify the accuracy of their paychecks.

Half Day Rules

Substitute teachers should have a clear understanding of whether they are substituting for a whole day or a half-day assignment before accepting jobs. Also, substitutes should be aware that when working two half day jobs on the same date, one in the morning and one in the afternoon that they will be paid at the full day rate.

Payroll Questions

All questions regarding your paychecks should be directed to the Payroll Clerk at the Administration Office at (325)235-8601.

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Parent Family Engagement Coordinator, 325-235-8601. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Jill Boyd, jill.boyd@sweetwaterisd.net, 325-235-8601.

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

Removal From Service

Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. If circumstances warrant it, the substitute may be restricted immediately from service to the District, pending the outcome of any investigation of Policy violations. Substitutes may also be excluded from working at particular campuses if the school administration deems it is in the best interest of the students and district to do so.

CAMPUS PERSONNEL AND SERVICES

Campus Staff

Principal

The campus principal will be monitoring the classrooms and hallways throughout the day. Their presence will have a positive effect on school climate and help prevent any disruptions to the learning environment. Be sure to report any classroom incidents to the campus principal. If there have been student situations that may provoke a phone call from parents or other concerned parties, the principal will certainly need to be prepared to address those concerns.

School Secretaries

Secretaries or office aides are available when you sign in at the office. They can provide you with much of the information needed to carry out the assigned duties. The secretary will make the substitute aware of routine information, such as special duties or assignments, attendance reports, dismissal times, special events, etc.

Teachers and Paraprofessionals

Teachers and Paraprofessionals are willing to assist the substitute and answer questions. Paraprofessionals may be a part of the classroom teaching team. They have their duties to perform and will be a valuable resource for the substitute teacher. Their knowledge of the students and the classroom routine will allow the students to adapt when the regular classroom teacher is away. Discipline procedures should continue in the absence of the regular teacher. Other staff members and paraprofessionals will be able to assist in this area.

Custodians

Each campus has custodians assigned to make sure the campuses are clean and safe for the students. Leaving the room clean and orderly will assist the custodians in completing their duties. Having papers, books and trash on the floor prevents them from completing their duties on time. Please be aware of this as you leave the classroom.

CLOSING COMMENTS

Thank you for choosing one of the most difficult jobs in education. In many ways the job of the substitute is much more difficult than that of the full time teacher, but your job can be very rewarding as well. You will have the opportunity to meet and work with hundreds of children from multiple campuses, not just a few from one. Yours will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute teacher. We hope that this Handbook and the school website will assist you in your successes as well. Welcome to Sweetwater Independent School District!