

NORTHSIDE INDEPENDENT SCHOOL DISTRICT



EXCELLENCE

SUBSTITUTE TEACHERS HANDBOOK

2004-2005



Substitute Teacher Support

Available at:

www.nisd.net/hr

Division of Human Resources

5617 Grissom Road • San Antonio, TX 78238-2220

(210) 397-8600 • www.nisd.net

SUBFINDER SYSTEM – 522-8987

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2004-2005



DIVISION OF HUMAN RESOURCES

5617 GRISSOM ROAD • SAN ANTONIO, TX
78238-2220 • (210) 397-8600

Revised 07-04

Important Phone Numbers

**Substitute Employees Management System 522-8987
(SEMS)**

Substitute Office 397-8606

Payroll Office 397-8679

Safeline 397-SAFE (7233)

Substitute Office E-mail suboffice@nisd.net

WebConnections

WebCenter:
sems.nisd.net
(no “www”)

Substitute Teacher Website:
www.nisd.net/hr/substitutes

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The Northside Independent School District is an Equal Opportunity Employer
valuing cultural diversity among its students, staff, and community.



John M. Folks, Ed.D.
Superintendent

Superintendent's Greeting

FALL, 2004

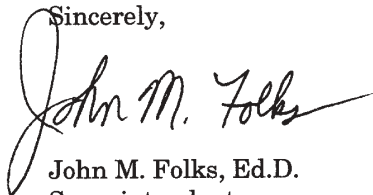
To Northside Substitute Teachers:

On behalf of the Board of Trustees and the Administration, **welcome** to the Northside Independent School District. The role of the substitute teacher is a challenging one which brings with it many rewards and the opportunity to assist in the development of Northside's greatest asset -- its students.

The purpose of this handbook is to provide substitutes with the information needed in order to provide continuity to the instructional program when teachers must be absent from their classrooms. In addition to providing assistance to the instructional program, another primary responsibility of substitute teachers is to maintain a safe, attractive, and supportive educational environment for the students entrusted in their care.

We are pleased that you have chosen to join the rest of the staff in their efforts to fulfill the mission of the Northside Independent School District. Have a great year!

Sincerely,



John M. Folks, Ed.D.
Superintendent

5900 Evers Road
San Antonio,
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One of Northside School District's main priorities is to provide learning environments that are safe and orderly. This is a challenge that the Northside schools cannot do by themselves. Help must come from parents, students, staff and community members. That is why we have **Safeline (397-SAFE)**. Safeline is a 24-hour phone line where anyone may anonymously leave information that will help keep schools safe. All staff share in the responsibility to provide safe and orderly learning environments.

I. INTRODUCTION

A. Welcome

The staff of the Division of Human Resources joins the Superintendent in welcoming you to the noble and challenging teaching profession. 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 makes all the more important the contributions you will make as a substitute teacher toward sustaining the education of Northside's children and youth. In Northside, we like to think of our substitute teachers as "Guest Teachers," and intend to treat them with the respect and support guests deserve.

B. Orientation

Before beginning their substitute duties, all substitute teachers new to Northside **must** attend an Orientation session provided by the Division of Human Resources. The three-hour Orientation includes information on the automated Substitute Employee Management System (SEMS), basic information about the role of the substitute teacher, District Policies and Procedures, and answers to the most frequently asked questions about substitute teaching.

C. Training

Training of substitute teachers is an integral part of the Northside ISD Substitute Teacher Program. In addition to the Orientation session, the Human Resources Division also provides on-going training for its substitute teachers. Completion of an eight-hour training program is **required** for substitutes who have no teaching experience. This "core" program includes classroom management and discipline strategies, effective teaching practices, an overview of curriculum and instruction, and an introduction to special needs students and programs.

Human Resources also offers other workshops for substitute teachers throughout the year through the Division of Adult and Community Education. Consult the current Schedule of Classes for course offerings and availability.

D. Photo I.D. Badge

All required paperwork must be completed and received by the Division of Human Resources by the conclusion of the Orientation. At the Orientation, your picture will be taken for the photo ID-badge. The badge may be picked up either at the conclusion of the Orientation or when you have completed the training (if required). Substitutes must wear or display this badge at all times when on campus or attending a school-sponsored event.

E. Web-based Support and Information

Northside has a web site dedicated to substitute teachers that includes frequently asked questions, resources on the internet, the District map, this Handbook and other resources intended to enable substitutes to be more successful in their jobs. Substitutes are strongly urged to visit the site often at www.nisd.net/hr/substitutes.

F. Evaluations

Northside requires that its substitute teachers be evaluated to ensure satisfactory job performance. For new employees, evaluations should be completed following each of the first three substitute assignments. Evaluation forms are provided to new substitute teachers at the time they attend Orientation and are available on the Substitute Teacher Website. Subsequent evaluations may also be completed as needed or if desired.

Satisfactory performance on the evaluations generally assures continued placement in the SEMS system. **Exemplary performance** may result in the substitute's being placed on a school's "**priority**" list. **Unsatisfactory** evaluations may result in administrative action ranging from a phone call to discuss the evaluation, to dismissal of the substitute teacher. The overwhelming majority of evaluations are very positive and require no action at all be taken. Copies of the evaluations are maintained in the substitute's personnel file and may be viewed upon request.

II. SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM (SEMS)

A. Overview

Northside uses an electronic means for reporting absences and arranging for substitutes to fill the vacancies created by the absences. It is called the Substitute Employee Management System (SEMS) and its companion product, WebCenter. The SEMS system is a telephone-based system; the WebCenter is a computer (internet) based system. All substitutes must use the SEMS/WebCenter system.

B. Registration

After attending the Orientation, the substitutes must phone the SEMS system at 522-8987, and follow the voice prompts to get their Personal Identification Number (PIN.) They should **write down this number** in a safe and secure place, where it is easily accessible when calling SEMS or using the WebCenter. NOTE: Everyone must register with the SEMS system, since it is through the registration process that you obtain your PIN number. You will need the PIN number when using the WebCenter as well.

C. Social Security Number

You will only be required to use your social security number once—to obtain your PIN. Thereafter, you will use the PIN, not your social security number, when accessing SEMS/WebCenter.

D. Logging on to WebCenter

You may use any computer with internet connectivity to check for jobs, review your jobs, or cancel the jobs you have already accepted. However, the computer must use one of the following browsers for accessing the Internet: *Microsoft Internet Explorer* version 5.0 or later, or *Netscape Communicator* version 6.0 or later. To log on to WebCenter, you will need two numbers – your PIN number, obtained from calling the SEMS system, and your Employee ID number, which will be on your paycheck stub, and will also appear on your Substitute Employee Badge.

E. Requesting and Pre-assigning Substitutes

When employees create their absences in SEMS system, they have several options regarding use of a substitute: 1) no substitute may be required for the absence; 2) a specific substitute may be requested through the system; and 3) a substitute may be pre-assigned to assume the duties of the absent employee.

If a substitute is requested, the SEMS system will search to see if the requested substitute is available and will assign that substitute to the job if he/she is available and approved for working for that job classification, at that location, on that day of the week. In order to pre-assign a substitute to an absence, the employee must have contacted the substitute directly – in person, by phone, or via email—and received assurance from the substitute of their eligibility and availability for the job.

In either case—whether requesting or pre-assigning a substitute—the employee must use the substitute’s **EMPLOYEE ID—not their PIN**—when entering the information into the SEMS/WebCenter system.

F. Job Numbers/Calendar of Jobs

When an employee successfully creates an absence, a *job number* is assigned to that absence. Substitutes should always keep a record of the job numbers for the employee absences that they filled. An ideal place to keep these records is on a calendar onto which the substitute can enter the dates, locations, employee names, and specifics about the assignments, including the job numbers. It is strongly recommended that substitutes carry with them a calendar anyway so that if teachers or administrators want to pre-assign a job with them, they will have their calendar handy to check for availability.

G. Call Out Times

As noted in **Appendix J-1** the SEMS system will begin calling substitutes to fill jobs at 5:00 p.m. and continue calling until 10:00 p.m. for jobs that need to be filled for the next day or beyond. The SEMS system will also call the substitute beginning at 5:30 a.m. in order to fill jobs for that day. It will continue to call for current day jobs even after the start of the work day. Substitutes are encouraged to accept these belated job offers even if it means that the substitute will not be able to begin the assignment until after it has begun. Simply call the school and inform them of your circumstances and approximate time of arrival.

H. Reviewing and Canceling Jobs

Substitutes may *review* jobs that they have already accepted by either calling the SEMS phone system or through the WebCenter. If they are ever in doubt about a date, location or person for whom they are substituting, they should review the job. Substitutes may also *cancel* a job that they have already accepted if it is necessary to do so. Acceptable reasons for canceling jobs include personal illness, illness or death in the family, transportation problems, or some other personal emergency. When canceling a job, the substitute will be prompted to provide the reason for the cancellation. NOTE: Substitutes should never cancel a job only to accept another job for the same time period simply because the other job appears more attractive to them.

I. Searching for Jobs

In addition to reviewing jobs already accepted, substitutes may also search for available jobs using the SEMS/WebCenter. The system will play/display jobs for which the substitute is eligible so that the substitute can elect to accept or decline the job. Additional information on this feature may be found in **Appendix J-1**.

J. Setting Dates of Unavailability/Do Not Disturb

Substitutes **must** enter date ranges during which they are unavailable to work so that the system does not continuously call them for jobs for which they cannot work. They may also activate a *Do Not Disturb* feature so that they will not be called again during a specific call-out period.

K. Lost/Forgotten PIN numbers

If you lose or forget your PIN, you may retrieve it by re-registering with the SEMS system, following the same steps you took when registering with the system for the first time. (Note that this will require your entering your social security number again when

prompted.) **Please do not contact the Substitute Office to retrieve lost or forgotten PIN numbers.**

L. “Zapping” Devices

Electronic devices may be in use today that offer households relief from annoying telemarketing calls, but may also limit the performance of the SEMS. Please be aware of this limitation of the zapping device and recognize the need to search for jobs on your own in the absence of the system’s ability to call you for jobs.

III. RESPONSIBILITIES OF SUBSTITUTE TEACHERS

A. Ethical Behavior

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

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

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. 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.

1. Professional Ethical Conduct, Practices, and Performance.

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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

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

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

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

2. Ethical Conduct Toward Professional Colleagues.

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

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

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

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

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

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 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 knowingly treat a student in a manner that adversely affects the student’s learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

B. General Duties

1. Accepting and Canceling Jobs

Whenever possible, substitutes should accept the jobs they are offered through the SEMS system. Once they have done so, they should write down the date, time, location, job number and other information pertinent to the assignment. If, after accepting a job, a substitute must cancel a job, he should do so at the earliest possible opportunity. This can be done using either the SEMS system and following the prompts to cancel a job or the WebCenter. If he attempts to cancel the job after the deadline for doing so (approximately 6:00 a.m. the morning of the assignment) the SEMS system will prompt the substitute to call the school admin-

istrator to cancel the job. (See **Appendix F** for school phone numbers.) Note: Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. Failure to do so will result in a school’s excluding that substitute from working on their campus in the future; repeated failure to do so will result in the substitute being restricted from working anywhere in the District.

2. Parking and Privileges

Substitutes or “Guest Teachers,” are employed as TEACHERS. They are not visitors or volunteers. Substitute teachers should not park in “reserved” or “visitors” parking areas. When working on campus, they should use the faculty parking lots, the faculty lounges, and may take advantage of any other privileges or amenities offered full time teachers. Substitutes may eat lunch either in the cafeteria or in the teachers’ lounge. They may also take advantage of the services and materials available in the Northside Activity Center’s Professional Development Workroom. (See **Appendix I**.)

3. Punctuality

Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. This includes reporting to duty AT LEAST fifteen (15) minutes before the start of school. Many experienced substitutes advise arriving at school 30 minutes before the start of school in order to allow time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching.

The exact beginning and ending times for substitute teachers may vary from school to school, so be certain to listen carefully to the start times as indicated by the sub-finder system. **When in doubt, call the school the day before to verify the start time and to get directions to the school if needed.**

Beginning and Ending Times for Schools

	<u>Start Time</u>	<u>End Time</u>
Elementary Schools	7:50	2:50
Middle Schools	8:20 or 8:30	3:20 or 3:30
High Schools	8:40 or 8:50	3:40 or 3:50

Times may vary somewhat from school to school, but these are the beginning and ending times for most NISD schools. All Substitutes are expected to report for work at least 15 minutes prior to the start of school and remain for at least 15 minutes after the end of school.

4. Reporting for Duty

Substitutes should always wear their **photo I.D. badge** and should report to the school office before assuming their duties in the classroom. While in the office, they should ask for a **substitute’s folder**. Many schools have prepared folders for substitute teachers containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and list of key personnel. They should also ask if there are any special instructions or other information needed to carry out the day’s activities. Finally, they should ask in the office where the absent teacher’s **lesson plans** can be found.

5. Substitute Identification

The substitute's I.D. badge should be worn or displayed at all times. If the badge is lost or stolen, please report this to the Substitute Office in Human Resources immediately and make arrangements to have another badge made. While on campus, be prepared to identify yourself as a substitute teacher and provide the name of the full time teacher whose place you are taking. (See Visitors in the Workplace for additional information.)

6. Supplies, Materials and Equipment

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves campus. At the end of the day, the teachers' rooms and equipment should be left the way they were found. The full time teacher's desk, files, and other storage areas should be regarded with respect.

7. Leaving the campus

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

8. Other Duties as Assigned

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 he had agreed to teach when he accepted the assignment through the SEMS system. In both cases, the substitute is expected to demonstrate **flexibility and cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

9. 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 still has 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 plans was accomplished and any other important information about the substitute's instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during her absence. In addition to leaving a note for the teacher, the substitute should leave an evaluation to be completed (if required.) Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have received and to note the time of departure.

10. Changes in the Personal Profile Information

Throughout the year, the substitute has the responsibility

of keeping current the information that is stored in the Substitute Office. This includes the current address – which is where your paychecks are sent. And it also includes the schools you want to work at and the subjects you want to teach. None of this information can be changed through the SEMS/WebCenter system. These changes must be phoned into the Substitute Office at 397-8606 or e-mailed to suboffice@nisd.net. **Please keep all information current.**

C. 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, check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

1. Lesson Plans

When teachers are absent from school, they will leave **lesson plans** for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the road map, 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. Any deviation from the lesson plans must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to help with missing lesson plans. Also, in the Elementary schools, grade level chairpersons and subject matter specialists are available to assist the substitute. At the high school level, department chairpersons will provide assistance. And at the middle school – where learning is organized into instructional teams – the team leader should provide help when lesson plans are missing or insufficiently developed.

2. Student Attendance

One of the many regular duties of the full time teacher is the taking of student attendance. State law and District policy require that student absences be excused only with a written note from the parents or legal guardians. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office following the procedures established at the school. Attendance-taking procedures are included in the substitute's folder or are available from the office or any full time teacher.

QUESTIONS??? SEEK HELP!!

3. 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. Nor should the full time teacher expect the substitute to grade papers not assigned in the lesson plans. Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.

4. Classroom Management

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classroom and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching. (Courses in effective classroom management are offered by the District throughout the year. See the Continuing Education Catalogue for additional information.)

5. Discipline

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. Substitutes must **never** administer **corporal punishment**, physically discipline a student in any way, or verbally abuse the students. 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 slip or note explaining the circumstances.

a) Referral process

Northside ISD uses a standard referral form to be used when sending a student to the office. A supply of these forms should be in the Substitute folder or they are available from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the office with another student if the situation warrants it.

b) Office Communications

In every classroom there is a communication device that can be used if you need to contact the office for immediate assistance. In older schools, there is a "Call Button" that is located on the wall near the door. In newer buildings, there is a telephone for use in contacting the office. If either is inoperative, you can send a student to the office with a message.

c) 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 and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

d) Firm, Fair and Consistent

Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substitute needs to treat them in a **firm, fair, and consistent** manner. Fairness and consistency are key issues with students, especially in the middle school. The substitute must not "play favorites" when dealing with student behavior or performance.

e) Also, refer to the Internet Resources page of the Substitute Teacher web site. Please view the Discipline Help web page. (www.nisd.net/substitutes)

6. Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, "Be on your feet – not on your seat," is sage advice to the substitute. Many discipline problems can be avoided by the substitute's use of proximity to the students.

7. Seek Help!

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—the teachers, administrators, students, and parents. Help is only a few steps or a call to the office away at any time. 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. These personnel include the administrators, subject area experts, grade level chairpersons, team leaders, and department heads.

8. Helpful Hints for Successful Substitutes

In addition to the school-based sources for assistance, help is also available to the substitute through a wide range of other sources. The **Northside Activity Center** has a section in its Professional Development Library for substitutes from which books, videotapes, and workbooks can be checked out. The **NISD** Substitute Teacher web site (www.nisd.net/hr) should be visited. Internet resources include hundreds of sites available to substitutes for assistance with discipline, classroom management, and instructional materials. For your convenience, some of the most frequently listed hints for successful substitute teaching and resources for substitute teachers are listed in **Appendix C-1.**

IV. RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND FULL TIME TEACHERS

Successful substitute teaching is a partnership between the substitute, the full time teacher, the staff at the school where the teacher works, and District Staff.

A. District Staff

1. Substitute Office

There is a full time staff dedicated to providing service and support to Northside’s Substitute teachers. Their responsibilities include: creating and maintaining employee files, coordinating payroll information with the Payroll Office, providing I.D. Badges, and scheduling Orientations and training for substitutes. Questions about any of these matters can be directed to **Debbie Dyer at 397-8606** or by e-mailing the Substitute Office at suboffice@nisd.net. Administrative staff is also available to answer any questions substitutes may have about their duties and responsibilities or the training requirements. Contact the Substitute Office administrator for answers to these types of questions.

2. Payroll Office

It is the responsibility of the Payroll Office staff to provide the substitute with accurate and timely delivery of payroll checks. Checks are mailed to the substitute’s home address on a **bi-weekly** basis. The Pay Date Schedule may be found in **Appendix A**. If a substitute believes an error has occurred in a paycheck, the contact person in Payroll is **Ruby Travis at 397-8679**.

B. School Staff

1. Substitute Folder

Many of the schools provide the substitute with a **substitute folder** in which can be found everything the substitute needs to carry out his/her responsibilities. Ask for this folder when you check in at the office upon arrival.

2. School Routines

The substitute will be provided a schedule of the regular school program and any schedule changes, such as school assemblies, pep rallies, etc. The substitute should be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc. The substitute should be informed of and follow the procedures for attendance reporting.

C. Full Time Teacher

1. 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. The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, other teachers and staff are available to the substitute for assistance.

2. Routines

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

3. Support

Whenever the regular teachers anticipate an absence, they should prepare students to work with the substitute teacher.

Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the regular teacher does find it necessary to express dissatisfaction with the substitute’s work, this should be discussed with the school administrator.

4. Evaluations

Teachers should complete any evaluations left for them in a timely manner and return the form to the office for processing. If the evaluations are less than satisfactory, the teachers should be specific in their criticism of the substitute teacher so that improvement might be made.

V. PAYROLL AND EMPLOYMENT ISSUES

A. Rates of Pay

Substitute Qualifications	Full Day	Half Day	Long Term
Certified Teacher	\$85	\$57	\$94
90+ Sem. Hrs. College	\$70	\$47	\$79
60-89 Sem. Hrs. College	\$65	\$43	\$75
Paraprofessional Sub	\$50	\$33	\$50

B. Special Notes Regarding Pay

1. Pay method/ frequency

Substitute teachers will be paid on a **bi-weekly** basis. Paychecks may be mailed to the substitutes home address listed with the SubFinder Office **OR** the substitute may arrange for **Direct Deposit** to their banking institution. Please refer to the Payroll Schedule listed in **Appendix A** for payroll dates.

2. 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 at the end of each bi-weekly pay period.

3. 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, not the total of two half day rates.

4. Long term jobs

If a job lasts 10 consecutive days or longer, the substitute will be paid the long term rate **beginning with the 11th day**.

5. Long term jobs (20 days or more)

Certified teachers who work a long term assignment of greater than 20 days are paid the daily rate of **\$113**, retroactive to the first day of the assignment. However, in order to qualify for this rate of pay, the teacher must hold a valid teaching certificate in the subject area being taught.

QUESTIONS??? SEEK HELP!!

- All questions regarding your **paychecks** should be directed to the Payroll Office not the Substitute Office. The contact person in the Payroll Office is **Ruby Travis and can be reached at 397-8679 or e-mailed at RubyTravis@nisd.net.**

C. Texas Workforce Commission

The District reports your wages to the Texas Workforce Commission. If you become unemployed, you may be eligible for unemployment benefit payments. **NOTE: Individuals employed by a school district in any capacity are usually not paid benefits for any unemployment during the period between two regular academic years or terms (June and July) if they have been given reasonable assurance of employment for the upcoming school year and have indicated they will be available for employment. Employees may be eligible for unemployment benefits if they had other employment for several quarters concurrent with their Northside employment or during the relevant base period. Benefits paid would be based on the wages from their non-Northside employment. In addition, employees are not paid benefits for unemployment during extended holiday periods (winter and spring breaks).**

D. Teacher Retirement Benefits

A substitute teacher who is employed for 90 days or more during any school year may use the total number of substitute days for Teacher Retirement Benefits. Contact Ruby Travis to initiate this process (397-8679).

E. Retired Teachers

Retired teachers who are receiving Teacher Retirement System benefits, and/or Disability Retirement benefits must contact Ruby Travis in Payroll Department at 397-8679.

F. Social Security Options

Northside Independent School District does not participate in the Social Security system for most employees. One exception is substitute teachers, from whose paychecks Social Security is withheld. However, Social Security taxes will not be withheld for substitutes who are of TRS retirement age, are receiving TRS retirement benefits or are active TRS members. It is the responsibility of the substitute teacher to notify NISD of TRS status. TRS active members who substitute 90 days or more in a school year, may purchase a year of TRS creditable service. Contact Employee Benefits at 397-8620 for more information.

G. Equal Employment Opportunity

Northside Independent School District does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

H. Free College Tuition/Fees for Qualified Substitute Teachers

The Aides Exemption Program, formerly available only to Instructional Assistants, is also available to substitute teachers who have worked a total of 180 days in the last five years. Through this tuition exemption program, eligible employees are exempted from tuition and fees while enrolled in courses leading to teacher certification in a Texas public college or university. For more information, call **1-800-242-3062**, or visit the Higher Education Coordinating Board's website at www.CollegeForTexans.com.

I. Workers' Compensation

Through a self-insured program, Northside provides workers' compensation coverage for its employees. All employees are covered for occupational-related injuries and illnesses only. Workers' Compensation pays for medical expenses and loss of wages as related to the injury. Weekly income benefits begin to accrue on the 8th day of disability. Wage replacement (weekly) benefits have a 7-day waiting period. Temporary Income Benefits (TIBs) are not paid until approximately the 13th day of medically supported disability. **Note: Workers' compensation does not cover property damage suffered by an employee such as broken glasses, broken jewelry, ripped clothing, etc. In addition, accidents involving horseplay or drugs and alcohol are not covered under the Workers' Compensation law.**

An employee who sustains an occupational injury must immediately report the incident to his/her supervisor. The Employer's First Report of Injury form must be completed by the immediate supervisor and forwarded to the Risk Management Office immediately or at the supervisor's earliest opportunity. Failure to timely report an injury may result in loss of benefits or possible fines. Additionally, the employee is required to report any absence due to a work-related injury to the Risk Management Office and to the immediate supervisor or his/her designee. If absent from work due to an occupational related injury, the employee obtains a written release from his/her physician and reports to the Risk Management Office prior to returning to work.

Additional information is available from the District's Risk Management Office (397-8720) and the Texas Workers' Compensation Commission (210) 593-0070.

J. 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 and the Human Resources Administrator conclude it is in the best interest of the District to do so. Each campus maintains its own **exclusion list** of substitutes it no longer wants to use as substitute teachers.

K. Annual Renewal of Service

Substitute teachers work as "at-will" employees from school year to school year, and must submit updated paperwork annually, during the summer preceding the beginning of each school year. Notices will be sent to the substitutes' home address informing them of the procedures for reapplying. Substitutes who are not performing satisfactorily by the end of any school year will not be invited to reapply for the following year.

VI. DISTRICT POLICIES

A. Dress/Grooming

Substitutes should exercise discretion and good judgment in their attire. Dress should be appropriate for the assignment. T-shirts, jeans, and tennis shoes are discouraged in the classroom, except in physical education. A more detailed description of the rules for professional dress and grooming is found in **Appendix B.**

B. Student Surveys/Personal Questions

District policy prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. Also, **personal questions** of a sensitive or private nature not included in the teachers' lesson plans should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

C. Sexual Harassment

Northside ISD takes very seriously its commitment to stopping sexual harassment in the workplace. All allegations of sexual harassment are investigated and appropriate action taken.

1. Employee to Employee

Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. Sexual harassment includes, but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently because of their sex, or the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with **Grantley Boxill**, Employee Relations Officer, in the Human Resources Department. In the event that the employee is unable to file the complaint in writing, the Human Resources Department shall arrange for a transcript of the employee's oral testimony to be prepared.

2. Employee to Student

Sexual harassment of students includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would reasonably be construed as sexual in nature. In the instance of employee to student sexual harassment, it doesn't matter who initiates the contact or whether the contact is welcome or not. **Avoid all physical contact that may be represented by the student as sexual in nature.** At the secondary school level, male substitutes should not accept substitute jobs working in the girls' P.E. classes; female substitutes should not work in the boys' P.E. classes.

3. Student to Student

Sexual harassment may also occur between students. When this is observed, the substitute teacher should report the activities to the administration and let them take whatever action is deemed necessary and appropriate. The rules of conduct regarding sexual contact between students are spelled out in the student handbooks.

4. Investigations

All allegations of sexual harassment are taken seriously and are investigated thoroughly. The investigations may lead to disciplinary action against the employee, including a recommendation for termination.

NOTE: The full text of the District's Sexual Harassment Policy is contained in **Appendix K**.

D. Advancement of Religion

Federal law and District Policy prohibit the advancement of reli-

gious beliefs in the classroom. Substitute teachers are not to pray, 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. (Board Policy EMI-Legal)

E. Child Abuse/Neglect

State law and Board Policy FFG and FFG (LOCAL) require a non-accusatory report of suspected child abuse.

A person commits a Class B misdemeanor if the person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to make a report within 48 hours of the event that led to the suspicion of abuse or neglect. (Texas Family Code 261.109)

The legal duty to report lies with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense. (Texas Family Code, Section 261.101)

A person reporting or assisting in the investigation of a report pursuant to the law is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Immunity extends to participation in any judicial proceeding resulting from the report. (Texas Family Code 261.106)

School staff should be alert to signs or symptoms suggesting child abuse (e.g., unexplained bruises, cuts, burns, welts). Students' comments are often the key to discovering suspected neglect or emotional or sexual abuse.

Procedure:

When an employee first suspects abuse, the employee should take the child to the nurse to document suspected abuse. Principal is to be informed of the situation. The employee must then make a report (oral report) to the Child Protective Services Division of the Department of Protective and Regulatory Services (formerly Department of Human Services). This must be done as soon as possible, but no later than **48 hours** after suspecting the abuse. The phone number is **53-ABUSE**.

The employee and nurse then collaborate to complete and file the written report. This report must be done within five (5) days after oral reporting. The original written report must be sent to Child Protective Services. A copy of the report shall be kept on campus and one copy forwarded to the Health Services Department.

F. Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call 523-4705 immediately.

G. Visitors in the Workplace

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 (including substitutes) who observe an unauthorized individual on district premises should immediately

QUESTIONS??? SEEK HELP!!

direct him or her to the building office or contact the administrator in charge.

H. Cell Phones/Pagers

Cellular phones and pagers are allowed on the school campus as long as they are turned off and out of sight during the school day. No personal calls should be made or received during the instructional day or during after school meetings with the exception of limited personal calls which may be made during planning period and lunch.

I. Smoking/Tobacco Products

District policy prohibits the use of tobacco products anywhere on school property as well as at school sponsored events.

J. Drug Free Workplace

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, 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 on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

K. Employee Agreement for the Acceptable Use of the District's Electronic Communications System

Note: The District's policy regarding computer use is summarized here and appears in its entirety in Appendix H. However, Substitutes are instructed not to use District computers for personal use. They should only use District computers when expressly instructed to do so by a District employee with the authority to authorize use of the computer.

District employees will be given access to the District's electronic communications system. **The electronic communications system is defined as the District's network, servers, computer workstations, peripherals, applications, databases, library catalog, online resources, Internet access, email, and any other technology designated for use by employees.**

With this educational opportunity comes responsibility. It is important that employees read the Northside ISD Administrative Regulation for Acceptable Use and this agreement form, and then ask any questions if you need help understanding them. Inappropriate system use of the District's electronic communications system will result in the consequences below, including loss of the privilege to use this educational tool.

Please acknowledge receipt and understanding of these items found in Appendix H by completing and returning a copy of the Notice of Acknowledgment and Agreement Form in the back of this handbook. (Form will be provided at Orientation.)

Please note that Internet access is part of the District's electronic communications systems. The Internet is a network of many types of communication and information networks, which are used frequently in classroom assignments and include access to library materials and purchased online databases. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to employee. It is possible for employees to access (accidentally or otherwise) these areas of content. While the District uses filtering technology and protection measures to restrict access to such material, it is not possible to absolutely prevent such access. It will be each employee's responsibility to follow the rules for appropriate and acceptable use.

SOME RULES FOR APPROPRIATE USE

- Employees must only open, view, modify, and delete their own computer files, unless they have specific permission from a supervisor to do otherwise.
- Internet use at school must be directly related to school assignments and projects.
- Employees may be assigned an individual account and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.
- Employees are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

SOME EXAMPLES OF INAPPROPRIATE USES

- Using the District's electronic communications system for illegal purposes (e.g. gambling, pornography, computer hacking).
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing your user name and password with others, borrowing someone else's user name, password, or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the District's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing,

damaging to another's reputation, or illegal.

- Wasting or abusing school resources through **unauthorized** system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, checking personal email, etc).
- Gaining unauthorized access to restricted information or network resources.

CONSEQUENCES FOR IN APPROPRIATE USE

- Suspension of access to the District's electronic communications system;
- Revocation of the District's electronic communications system account(s); and/or
- Other appropriate disciplinary or legal action in accordance with applicable laws.

NOTE: The employee agreement to abide by these guidelines must be renewed each academic year. Also, District Policies and Administrative Regulations are included as an addendum to all handbooks for your review.

A detailed description of the District's acceptable use policy is found in **Appendix H**.

L. Criminal Records Check (DC Local)

1. **Pre-employment**
A criminal history background check is run 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.
2. **Annual**
Beginning with school year 2001-2002, additional criminal history background checks are run every year on current employees. Pre-employment screenings coupled with additional annual background checks assure the parents and community that only substitutes who are in compliance with District policy regarding criminal histories will continue to work with the District's children.
3. **On-going**
If an employee is **arrested during the school year**, he must report the arrest to the Human Resources administrator within three calendar days. After Human Resources receives the report, a determination will be made whether or not the employee will be allowed to continue as a substitute teacher.

VII. COMPLAINTS AND GRIEVANCES

Northside provides for orderly and equitable procedures for resolving employee complaints. The following steps should be followed carefully, with special attention given to the timelines.

A. Purpose

The purpose of Policy DGBA (Local) is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

Additionally, since many employee concerns can be more effectively resolved through direct communication with the immediate supervisor or through channels provided for communication with senior staff than by resorting to this official process for presentation

of complaints, the Board expects employees to take full advantage of those less formal processes when they are appropriate.

B. Other Review Processes

Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series DF and at DCD(LOCAL). An employee's dismissal or nonrenewal may be the subject of a complaint under this policy only if the District does not otherwise provide for a hearing on the matter. For complaints against peace officers, see CKE(LEGAL).

C. Nondiscrimination

The names of District coordinators for compliance with federal nondiscrimination laws are found at DAA(LOCAL). Issues specific to sexual harassment complaints are found at DHC.

D. Notice to Employees

The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy (DGBA Local). Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

E. Definition

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability, or on the basis of the employee's exercise of constitutional rights. [See DHC(LEGAL)] A complaint must specify the individual harm alleged.

F. Consolidation

When the administrator hearing a complaint determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

G. Freedom from Retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy. [See DG(LEGAL)]

H. "Whistleblower" Complaints

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within fifteen (15) calendar days after the date the alleged employment action occurred or the employee first knew of the alleged adverse employment action. The complaint shall be filed in accordance with LEVEL THREE below. Time lines for the employee and the District set out in this policy may be shortened to ensure that the Board to make a final decision within sixty days of the initiation of the complaint.

I. General Provisions

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

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In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to working days unless otherwise stated.

The appropriate administrator at each level shall respond to the employee within ten working days of a complaint conference. Written complaints shall receive a written response. The employee has five working days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in the Level One, Level Two, and Level Three sections below and to an informal presentation of the complaint to the Board as specified in the Level Four section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Three and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Four section below.

J. Level One

An employee who has a complaint which he or she is not able to resolve informally shall submit the complaint to the Level One Administrator in writing, on a form provided by the District, within five working days following the informal conference no later than 15 days following the incident/event that precipitated the complaint.

For central staff personnel, the Level One Administrator shall be the department director, or where there is none, the senior staff member to whom the employee reports. When a deputy superintendent hears a complaint at Level One, Level Two of this process is omitted.

For campus personnel, the Level One Administrator normally shall be the principal. However, if during the informal conference the principal determines that the complaint concerns a District policy or practice that should more properly be addressed at the central staff level, he or she may direct the employee to the appropriate department director or other staff member at Level One.

K. Level Two

If the outcome of the conference at Level One is not acceptable to the employee, he or she may advance the complaint to Level Two, in writing, within five working days after receiving the response.

At Level Two, complaints heard at Level One by central office staff shall be addressed to the appropriate deputy superintendent (or assistant superintendent); those heard by principals shall be addressed to the deputy superintendent for administration, who shall serve as the Level Two Administrator or assign the complaint to another deputy superintendent (or assistant superintendent) who should more logically serve in that role.

The deputy superintendent who serves as Level Two Administrator may either hear the complaint directly or appoint a three-member administrative panel to hear the complaint and recommend a response. The panel shall include any senior staff member who is in a line relationship between the complainant and the deputy

superintendent; if no panel is appointed, opportunity shall be provided to such senior staff to have direct input to the deputy superintendent on the matter.

L. Level Three

If the outcome of the conference at Level Two is not acceptable to the employee, he or she may advance the complaint to the Superintendent at Level Three in writing within five working days after receiving the response.

M. Level Four

If the disposition of the complaint by the Superintendent is not acceptable to the employee, he or she may advance the complaint to the Board by submitting a written request to the Superintendent within five working days after receiving the response.

N. Presentation

The Superintendent shall place the matter on the agenda for a future Board meeting and shall inform the employee in writing of the date, time, and place of the meeting. A record of the Level Four proceeding before the Board shall be made by audiotape or certified court reporter. The Board President may set reasonable time limits on complaint presentations.

O. Hearing

Employees who are granted a hearing shall be afforded that hearing in a meeting that includes the hearing as an item on the posted agenda. The hearing before the Board shall be recorded by audiotape. The superintendent or designee shall inform the employee of the date, time, and place of the meeting.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The Board shall hear the grievance and may request a response from the administration. The Board shall then make and communicate its decision orally or in writing at anytime up to and including the next regularly scheduled Board meeting.

P. Closed Meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting, unless the employee bringing the grievance requests it to be heard in public. However, if the grievance involves a complaint or charge against another District employee or a Board member, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

VIII. SAFETY AND HEALTH

The Board of Trustees, Superintendent, and administration of the District are committed to providing a safe and healthy work environment for all employees, students, and others who may work in or visit our schools and facilities. All employees are expected to comply with all safety and health requirements, whether established by the District or federal, state, or local law. While the

CONFUSED??? SEEK HELP!!!

District is not subject to the jurisdiction of OSHA, these regulations shall be used as a resource in establishing safe work procedures and practices. All employers have a nondelegable duty to provide a safe and healthy workplace. It is the position of the District that quality job performance and accident prevention shall co-exist and be merged to create an atmosphere of efficiency, productivity, and safety. The ultimate safety for employees lies with each employee regardless of station, location, or rank. Each employee has an important role to play in the identification of hazards and prevention of unsafe work practices.

Employees with questions or concerns relating to Workers' Compensation benefits or safety program issues are encouraged to contact the Risk Management Office at 397-8720.

A. Employee Injuries

Any on-duty accident resulting in injury must be immediately reported to the supervisor on duty. All Supervisors with knowledge of an employee injury have the responsibility to report the occurrence to Risk Management in spite of assertions by the injured worker indicating they do not want to file a Workers' Compensation claim.

If the injury warrants medical examination, the employee may go the doctor of his/her choice or the Risk Management Office can assist the employee with a choice of medical referrals as necessary.

Note: An employee must verify that the doctor chosen is on the Texas Workers' Compensation Commission Approved Doctors' List (ADL). Medical treatment and/or lost time authorized by a non-ADL doctor will not be covered under Workers' Compensation.

Injured employees are required to submit a medical update to the Risk Management Office **after each doctor visit**, regardless of change in condition or limitations. If an employee is unable to work for seven (7) calendar days due to the injury, Workers' Compensation indemnity benefits will be initiated on or about the 13th day of medically documented disability. Please direct your Workers' Compensation benefits questions to the District Claims Specialist in Risk Management (397-8832).

B. General Safety

All employees are expected to work in a safe and prudent manner abiding by all safety related District policies and procedures. A clean, safe and organized work environment is essential! Using good housekeeping practices reduces the potential for accidents that may result in injury. Good housekeeping also reduces the potential for and may lessen the severity of fires, which may result in injury and/or property damage. Additionally, good housekeeping practices ensure the best use of space and creates a positive and pleasing school and/or departmental environment for students, staff, patrons and employees. Each employee is responsible for the safety and care of the building and environment. The use of tacks, nails or screws on woodwork, walls or doors is not permitted. Slips and falls are the leading cause of injuries. Be sure walkways and corridors are clean and free of obstructions.

Spills should be cleaned up immediately. Always use WET FLOOR SIGNS when mopping or performing wet floor care procedures. Ladder safety is an important method of preventing falls. NEVER stand on chairs or furniture to increase reaching abilities.

Back injuries resulting from improper lifting are another leading

cause of employee injuries. Always practice proper body mechanics when lifting bulky or heavy objects. Break down large or heavy loads when possible. Get assistance with heavy objects. Use a back safety belt only after receiving proper fitting and training.

Lighted candles or open flames will not be used for any purpose in schools or departments (only as related to established and approved curriculum). Pyrotechnics in school buildings or on school grounds is strictly prohibited. The use of decorative lighting such as light strands requires approval from the campus/department Safety Coordinator or Risk Management Safety Specialist (397-8759).

The District requires drivers of District vehicles and drivers of personally owned vehicles (furthering the business of NISD) to practice safe driving techniques to prevent collisions or damage and traffic violations. Driver records will be evaluated under District guidelines to determine an employee's eligibility to drive.

C. Communicable Diseases

Certain infectious diseases are transmitted through contact with the body fluids of an infected person. Persons having contact with liquid secretions such as blood, urine, vomit, feces, saliva, tears or other body fluids should follow these procedures to minimize potential exposure:

1. Disposable gloves and safety glasses should be worn when handling any person, clothing, or equipment with body fluids on them. **NOTE:** Care should be taken to avoid the use of disposable latex gloves if an employee has an allergy or sensitivity to latex. Disposable vinyl or rubber gloves may be a safe alternative to latex gloves.
2. Plastic mouthpiece or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
3. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary precaution:
 - a. Double gloves should be worn when handling sharp instruments.
 - b. Employees should not place their hands where sharp instruments might be hidden. A visual search of the area should be conducted using a flashlight when necessary.
 - c. Needles should not be recapped, bent, broken, removed from a disposable syringe or in anyway manipulated by hand and should be placed in a puncture safe container when collected for evidence or disposal purposes.
 - d. Sharp instruments should not be passed from one person to another. The passing person should lay the instrument down and it should be picked up by the receiving person.
4. Employees should not smoke, eat, drink, or apply make-up around body fluid spills.
5. Any blood-soaked items should be placed in leak proof bags for evidence or disposal purposes.
6. Any person coming into contact with blood or body fluids should wash their hands thoroughly with soap and hot water.

D. Texas Hazard Communication Act

As required by the Texas Hazard Communication Act (revised 1993) codified as Chapter 502 of the Texas Health and Safety Code, the District provides employees with specific information and training on the hazards of chemicals, measures to protect themselves

QUESTIONS??? SEEK HELP!!

from these hazards, including appropriate personal protective equipment.

Each District location has **Material Safety Data Sheets (MSDS)** for chemicals and hazardous materials found at that specific location. The MSDS's are available for the employee's use and review at any time. It is the employee's responsibility to familiarize him/herself with the following related to each chemical and hazardous material:

- How to recognize hazardous substances
- The properties and hazards of each chemical
- Safe handling procedures
- What to do in the event of a spill or accidental release
- How to control exposure to the substance
- First-aid procedures Each District employee working with hazardous chemicals is required to review the chemical label and MSDS before use. Contact your supervisor for access information to your campus/department chemical list and MSDS's.

E. Asbestos Regulations

The Asbestos Hazard Emergency Response Act (AHERA) requires that notification of the availability of Asbestos Management Plans be made to all District employees each school year. As required by Environmental Protection Agency regulation 40 CFR Part 763 Subpart E, Northside Independent School District hereby notifies District employees that an Asbestos Management Plan is available for review in the administration office of schools and facilities constructed before October 12, 1988. Periodic inspections of all identified asbestos containing materials are made at least every six months. Certified re-inspections are conducted every three years.

F. Pesticides Regulations

In accordance with the Texas Structural Pest Control Act, article 135b-6, Northside Independent School District hereby notifies District employees that pesticides are periodically applied at District facilities. The District has adopted an Integrated Pest Management (IPM) plan and will integrate IPM procedures for the control of structural and landscape pests.

Employees, as building occupants, should be concerned about the safety and effectiveness of the pest control methods used. The most important responsibility of the staff is sanitation. Much of the prevention and reduction of pest infestation at District facilities depends on a clean environment. Employees should immediately report any evidence of pest activity to school administrators or the facility director. Additional information is available through the school principal or facility director, and District IPM Coordinator in the Facilities Department.

Notices of planned pest control treatment will be posted in a District building forty-eight (48) hours before the treatment begins. Notices are generally located in common access areas within the building. Pest control information sheet are available from campus principals or facility directors, or the District IPM Coordinator in the Facilities Department.

G. Clean Air Act

The Clean Air Act addresses chlorofluorocarbon (CFC) in the atmosphere.

It is the policy of the Northside Independent School District to

conform to Section 608 of the Clean Air Act amendments of 1990 and the Environmental Protection Agency recovery and recycling regulations. The District's technicians shall not knowingly release/vent refrigerants into the atmosphere during the service, repair, maintenance and disposal of air conditioning and refrigeration equipment. Northside requires service technicians to be trained and certified to recover/recycle refrigerants.

H. Campus Procedures

1. **Drills.** Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.
2. **Emergency Plans.** Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel.
3. **Evacuation Procedures.** The Superintendent or a designee shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that evacuation diagrams are appropriately posted.
4. **Fire Extinguishers.** Fire extinguishers shall be kept in each building and all District employees (instructional, operational, and cafeteria) shall know where to find them and how to use them.
5. **Electrical Heating Appliances in the Classroom.** The City of San Antonio has informed the District that reheating and serving food in the classroom on a regular basis violates City health, safety, and fire regulations. Teachers are discouraged from using microwave ovens, hotplates and other electrical heating appliances in their classrooms, unless carefully supervised and used as a part of an approved curriculum.

I. Crisis & Emergency Resource Manual

District facilities have been supplied with a Crisis & Emergency Resource Manual. The Crisis Manual provides each campus with instructions and resources needed to develop its own unique and appropriate crisis management plan. Guidelines for prudent response in a variety of crisis/emergency situations are included in the manual. District employees required to respond in emergency situations should thoroughly review the crisis manual.

The District has also enacted the Northside **Safeline** a 24-hour anonymous school safety call-in program. Anyone that sees or hears something that could cause someone to get hurt or that may cause property damage is encouraged to call **397-SAFE**.

IX. Closing Comments

Thank you for choosing one of the most difficult jobs in education—that of the **substitute teacher**. Most teachers will tell you that while they could not do their jobs without you, they wouldn't trade with you for a day! 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 thousands of children from scores of 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 Substitute Teacher web site** will assist you in your successes as well. Welcome to Northside!

NORTHSIDE INDEPENDENT SCHOOL DISTRICT Substitutes Pay Date Schedule 2004-2005

<u>First Week</u>		<u>Second Week</u>		<u>Third Week</u>		<u>Paydate</u>
31-July-04	06-Aug-04	07-Aug-04	13-Aug-04			27-Aug-04
14-Aug-04	20-Aug-04	21-Aug-04	27-Aug-04			10-Sep-04
28-Aug-04	03-Sep-04	04-Sep-04	10-Sep-04			24-Sep-04
11-Sep-04	17-Sep-04	18-Sep-04	24-Sep-04			08-Oct-04
25-Spt-04	17-Sep-04	18-Sep-04	24-Sep-04			08-Oct-04
09-Oct-04	15-Oct-04	16-Oct-04	22-Oct-04			05-Nov-04
23-Oct-04	29-Oct-04	30-Oct-04	05-Nov-04			19-Nov-04
06-Nov-04	12-Nov-04					03-Dec-04
13-Nov-04	19-Nov-04	20-Nov-04	26-Nov-04	27-Nov-04	03-Dec-04	16-Dec-04
04-Dec-04	10-Dec-04					31-Dec-04
11-Dec-04	17-Dec-04	18-Dec-04	24-Dec-04	25-Dec-04	31-Dec-04	14-Jan-05
01-Jan-05	07-Jan-05	08-Jan-05	14-Jan-05			28-Jan-05
15-Jan-05	21-Jan-05	22-Jan-05	28-Jan-05			11-Feb-05
29-Jan-05	04-Feb-05	05-Feb-05	11-Feb-05			25-Feb-05
12-Feb-05	18-Feb-05	19-Feb-05	25-Feb-05			11-Mar-05
26-Feb-05	04-Mar-05					24-Mar-05
05-Mar-05	11-Mar-05	12-Mar-05	18-Mar-05	19-Mar-05	25-Mar-05	08-Apr-05
26-Mar-05	01-Apr-05	02-Apr-05	08-Apr-05			21-Apr-05
09-Apr-05	15-Apr-05	16-Apr-05	22-Apr-05			06-May-05
23-Apr-05	29-Apr-05	30-Apr-05	06-May-05			20-May-05
07-May-05	13-May-05	14-May-05	20-May-05			03-Jun-05
21-May-05	27-May-05	28-May-05	03-Jun-05			17-Jun-05
04-Jun-05	10-Jun-05	11-Jun-05	17-Jun-05			01-Jul-05
18-Jun-05	24-Jun-05	25-Jun-05	01-Jul-05			15-Jul-05
02-Jul-0-5	08-Jul-05	09-Jul-05	15-Jul-05			29-Jul-05
16-Jul-05	22-Jul-05	23-Jul-05	29-Jul-05			12-Aug-05
30-Jul-05	05-Aug-05	06-Aug-05	12-Aug-05			26-Aug-05

Early cut-off dates and/or pay dates

Checks are mailed to the substitute's home address and should arrive on the pay date specified.

STANDARDS FOR EMPLOYEE DRESS AND GROOMING

In 1997, Northside Administration clarified its “Standards for Employee Dress and Grooming” (found in Board Policy DH Local) and extended its applicability to all substitute employees as well. These standards must be strictly adhered to according to the guidelines listed below.

- Northside employees shall maintain high standards of professional appearance, thereby reflecting the dignity of the education profession and serving as role models for students.
- Skirt hemlines must be below mid-thigh.
- Shorts and other garments resembling shorts are generally not acceptable attire except in the gym and playground, on athletic practice fields, and on marching band practice fields. Knee-length walking shorts may be worn on other occasions only with permission of the principal or supervisor. Gym attire (shorts or warm-ups) are not acceptable dress for teaching in the regular classroom.
- Jeans and Capri pants are generally not acceptable professional dress. They may be worn in certain shop and agricultural classes and on spirit days and other occasions with approval of the principal or supervisor. On occasions when jeans or Capri pants are permitted in the regular classroom, “dress” jeans or Capri pants are the recommended norm.
- Stirrup pants with oversized shirts or sweaters are not appropriate.
- No body piercing studs or rings are permitted (except earrings on women.)
- Collarless T-shirts are generally not acceptable except when worn as part of gym attire, worn as school colors on spirit day, or worn with jeans or knee-length shorts on occasions approved by the principal or supervisor.
- Tennis shoes are generally not acceptable for professional employees except when shorts are permitted.
- Adult volunteers, substitutes, student teachers, interns, and classified employees (secretaries, clerks, and instructional assistants) are also bound by the dress code for professional employees.

HELPFUL HINTS* FOR SUCCESSFUL SUBSTITUTE TEACHING

1. Arrive **early**, not just at the required time.
2. At each school, **familiarize yourself** with locations of fire extinguishers, emergency exit routes, “ call buttons” to the office, etc.
3. Keep a **sense of humor**; it helps both digestive system and the climate in the classroom.
4. Expect to **be challenged**; it comes with the territory at all grade levels.
5. Have some “**emergency plans**” in case lesson plans are either missing or inadequate.
6. **Let the teacher know** specifically what lessons weren’t completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.)
7. Don’t feel threatened or uncomfortable when **administrators visit** your classroom. They can be a great help in maintaining discipline.
8. Make sure the students **know your name** but don’t let them call you by your first name; it diminishes the respect you want to establish and maintain.
9. Immediately **familiarize yourself** with the “good students” identified by the teacher or others familiar with the class. Mention their helpfulness in your note to the teacher.
10. **Expect interruptions**. Fire drills, electrical outages, playground injuries, visits from other teachers, students being “pulled out” for other programs or services are all par for the course.
11. When in doubt, confused, or otherwise unable to carry out your duties, **seek help** from another teacher at the same grade level (elementary) or subject area (secondary).
12. **Attach all referral slips** (to the office, nurse, etc.) to your note to the teacher.
13. **Do more** than required. Your extra efforts will be noted and appreciated.
14. **Visit the Northside Substitute Web site** at www.nisd.net/hr/substitutes. There are thousands of ideas for lesson plans, classroom management strategies, student activities...and much more!

* (Compiled from suggestions submitted by
successful NISD substitute teachers.)

Resources for Successful Substitute Teaching

NISD Substitute Teacher Web Site

There are literally hundreds of good “sites” available on the Internet for substitute teachers, most of which can be accessed from Northside’s Substitute Teacher Web Site, www.nisd.net/hr/substitutes. Of course some are better than others, but feel free to “browse” for yourself until you find what you need. To get you started, here are a few excellent sites to explore. Take some time to check them all out!

www.disciplinehelp.com The *Discipline Help* website provides substitutes (and parents) access to information and assistance in dealing with a wide array of student misbehaviors in the classroom. This amazing website lists the causes, effects, appropriate actions to take, and frequent mistakes made when dealing with 117 different student misbehaviors! This is a must visit for all substitute teachers...and parents too! **You will want to bookmark this site.**

www.subed.usu.edu This is the site created and maintained by the Substitute Teacher Training Institute at Utah State University. It contains many articles and resources for substitute teachers and managers. There is also a self-assessment one can take to test their readiness and effectiveness as a substitute teacher.

www.suite101.com In the Search Bar, type in “Guest Teacher.” Then enjoy numerous articles and links to other sources useful to substitute teachers.

www.proteacher.com Select “Substitute Teachers” from the main menu on the left and read all about it! This site serves as a bulletin board for substitute teachers. In addition to lots of helpful hints and success stories, there is plenty of room for commiseration so you won’t feel alone in your experiences as a substitute.

Books and other Resource Materials

In addition to the excellent resources available through the Internet, there are many books, videotapes, magazines, and handbooks available to assist the substitute teacher. The Internet sources listed above all have links to additional materials—especially the San Diego site. Some of the more popular books currently available from Barnes and Noble and other bookstores are:

Classroom Management for Substitute Teachers, S. Harold Collins, Kathy Kifer (Illustrator)

A Survival Kit for the Substitute and New Teacher: Your Blueprint to Having a Successful Day, Jennifer Gaither

Mastering the Art of Substitute Teaching, S. Harold Collins, Gary J. Schubert (Illustrator)

Lifesavers for Substitutes, Mary McMillan

Substitute Teaching : A Handbook for Hassle-Free Subbing, Barbara Pronin

SPECIAL EDUCATION PROGRAMS AND CAMPUSES

Programs

1. PPCD—Preschool Program for Children with Disabilities

This program is designed to meet the individual needs of students ages 3-5, who may have a language or speech disorder, learning disability, mental retardation, emotional disturbance, autism, orthopedic impairment, visual or auditory impairment, or another health impairment. Students work to improve skills in the following areas: gross and fine motor skills, pre-writing skills, cognitive skills, language skills, social skills, and self-help skills. Students are included with general education peers when appropriate.

2. AMC—Academic Mastery Center

The AMC student is working at least two years below grade level as determined by a full individual evaluation. Accommodations made for the student are in the curriculum taught. The AMC teacher may deliver small group instruction in the general education classroom while collaborating and consulting with the general education teacher.

3. CMC—Content Mastery Center

Students in the CMC have mild disabilities, ranging in IQ from low average to superior. The CMC program helps students succeed in the general education setting through study skills and the identification of their learning strengths to compensate for their needs.

4. BIC—Behavioral Intervention Center

The BIC is available for students in Special Education who may be having difficulty in class such as being disruptive or uncooperative. Students who cause disruptions or need assistance in resolving a conflict may be placed in BIC for a specific class period. Students are expected to resolve situations with staff to improve their behavior and to use this resolution strategy in all applicable areas.

5. BMC—Behavior Mastery Center

Students are referred to BMC classrooms based on frequency, severity, and persistence of the following behaviors: inattentiveness, distractibility, impulsivity, anxiety, physical and/or verbal aggression, noncompliance, frustration, inadequate social skills, low self esteem, etc. The classroom is transitional in nature and is designed to meet the needs of students in crisis and students with emotional or behavioral stressors who are not succeeding in less restrictive environments such as the regular classroom.

6. ALE—Applied Learning Environment

Students who attend ALE classes have moderate to severe cognitive disabilities, as well as deficits in their adaptive behavior and functional skills, which impact their daily living skills. The ALE curriculum includes instruction in five domains: personal management, which may include feeding and personal hygiene; recreation and leisure; vocational; community; and functional academics.

Campuses

1. NCC—Northside Children’s Center

In partnership with the Southwest Mental Health Center, this program is designed to maximize safety for students and staff while fostering psychological development and academic achievement in the context of an interpersonal climate that encourages trust, hopefulness and respect for self and others. The NCC serves children with severe emotional/behavioral concerns who are unable to have their needs met safely and effectively in a highly structured self-contained classroom on a general education campus.

2. Holmgreen Jr./Sr. High School

Holmgreen is a comprehensive alternative secondary school for students with emotional disabilities. This program emphasizes short term therapeutic intervention with return to the home school as soon as possible.

3. NVTP—Northside Vocational Transition Program

Housed in the Nellie Reddix Center, NVTP provides training in vocational competencies and functional daily living skills for students ranging in age from 14 to 21 and who have moderate to severe disabilities, including mental retardation. High school students attend their home campus in ALE classes half day and at NVTP the other half day.

4. NHP—Northside Habilitation Program

Also housed at the Nellie Reddix Center, NHP students range in age from 3 to 21 and are either medically fragile, in need of extensive physical management and health care support, or are post high school, non-vocational students of ALE. Instructional and related services, as well as nursing procedures, are addressed within the context of classroom activities.

Please refer to the Substitute Teacher website – Special Education button – for additional information on Special Education students and programs in Northside.

Northside Independent School District 2004-2005 Calendar

5900 Evers Road
San Antonio, Texas 78238
Internet: www.nisd.net Email: info@nisd.net
FIRST DAY OF SCHOOL: August 16, 2004 LAST DAY OF SCHOOL: May 26, 2005
FIRST SEMESTER: 83 days SECOND SEMESTER: 94 days

Legend

- Student Holiday/Staff Development
- Student Holiday/Staff Work Day
- Teacher & Student Holiday
- Student Holiday/Half Staff Dev/Half Work Day
- Begin Semester
- End Semester
- End Six Weeks
- End Nine Weeks
- Bad Weather/Makeup Day
- April 22, 2005 (1st choice); May 27 (2nd choice)
- Elem. & Middle School Early Release Day

Graduations 2005
As of press time, the 2005 graduation schedule had not been finalized. It is expected that the high school graduations will again be held at the Alamodome. Contact your student's high school for additional information.

Student Holidays

- Sept 6 Labor Day
- Oct. 11 Columbus Day
- Nov. 22-23 Student Holiday/Staff Dev.
- Nov. 24-26 Thanksgiving Break
- Dec. 20-31 Winter Break
- Jan. 17 Student Holiday, Staff Workday
- Feb. 21 Martin Luther King, Jr. Day
- March 14-18 Staff Dev/Work Day, President's Day
- March 25 Spring Break
- April 22 Easter Break
- April 22 Battle of Flowers/Bad Weather
- May 30 Makeup Day
- Memorial Day

State Testing information
For state testing information, consult the 2004-05 mail-out calendar located on the website (www.nisd.net) and on school campuses.

August	September	October
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 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	December	January
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 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	March	April
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 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	June	July
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 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

Grading Periods. Schools use 6 or 9-week grading periods. Report Cards will be sent on the last day of the next week following the end of the period.

Approved: 02-25-03
Revised 05-01-03

Campus Directory



NORTHSIDE INDEPENDENT SCHOOL DISTRICT SWITCHBOARD • 397-8500 • www.nisd.net

HIGH SCHOOLS

Business Careers	706-7070
6500 Ingram Rd.	78238
Clark	397-5150
5150 De Zavala Rd.	78249
Communications Arts	688-6043
11600 FM 471 W.	78253
Health Careers	397-5400
4646 Hamilton Wolfe	78229
Holmes	706-7000
6500 Ingram Rd.	78238
Jay	678-2700
7611 Marbach Rd.	78227
Marshall	397-7100
8000 Lobo Lane	78240
O'Connor	397-4800
12221 Leslie Rd. (Helotes)	78023
Taft	397-6000
11600 FM 471W	78253
Warren	397-4200
9411 Military Drive West	78251

MIDDLE SCHOOLS

Connally	397-1000
8661 Silent Sunrise	78251
Hobby	690-6300
11843 Vance Jackson	78230
Jones	678-2100
1256 Pinn Rd.	78227
Jordan	523-4850
1725 Richland Hills	78251
Luna	397-5300
200 N. Groesenbacher	78253
Neff	523-4550
5227 Evers Rd.	78238
Pease	678-2950
201 Hunt Lane	78245
Rawlinson	397-4900
14100 Vance Jackson	78249
Rayburn	678-2150
1400 Cedarhurst	78227
Ross	431-6350
3630 Callaghan Rd.	78228
Rudder	561-5000
6558 Horn Blvd.	78240
Stevenson	397-7300
8403 Tezel Rd.	78250
Stinson	397-3600
13200 Skyhawk	78249
Zachry	397-7400
9410 Timber Path	78250

ELEMENTARY SCHOOLS

Adams Hill	678-2930
9627 Adams Hill Dr.	78245
Beard	397-6600
8725 Sonoma Parkway, Helotes	78023
Blattman	397-4600
3300 N. Loop 1604 W Shavano Park	78231
Boone	397-1450
6614 Springtime Dr.	78249
Brauchle	706-7440
8555 Bowens Crossing	78250
Braun Station	397-1550
8631 Tezel Rd.	78250
Burke	257-1300
10111 Terra Oak	78250
Cable	678-2870
1706 Pinn Rd.	78227
Carson	397-1100
8151 Old Tezel	78250
Cody	678-2790
10403 Dugas Drive	78245
Colonies North	561-5230
9915 Northampton	78230
Carlos Coon	706-7280
3110 Timber View	78251
Elrod	397-1800
8885 Heath Circle Dr.	78250
Esparza	431-5835
5700 Hemphill Rd.	78228
Evers	706-7555
1715 Richland Hills	78251
Fernandez	397-1900
6845 Ridgebrook	78250
Galm	397-1150
1454 Saxon Hill Dr.	78253
Glass	431-5810
519 Clearview Dr.	78228
Glenn	678-2885
2385 Horal	78227
Glenoaks	617-5445
5103 Newcome Dr.	78229
Hatchett	397-6850
10700 Ingram Rd.	78245
Helotes	397-3800
13878 Riggs Rd., Helotes	78023
Howsman	561-5040
11431 Vance Jackson	78230
Hull	678-2910
7320 Remuda Dr.	78227
Knowlton	706-7525
9500 Timber Path	78250

Lackland City	678-2940
101 Dumont	78227
Leon Springs	397-4400
23881 IH-10 W	78257
Leon Valley	397-4400
7111 Huebner Rd.	78240
Lewis	397-2650
1000 Seascape	78251
Linton	706-7180
2103 Oakhill Dr.	78238
Locke Hill	397-1600
5050 De Zavala Rd.	78249
May	397-2000
15707 Chase Hill Blvd.	78256
McDermott	561-5105
5111 USAA Blvd.	78240
Meadow Village	678-2840
1406 Meadow Way	78227
Michael	645-3900
3155 Quiet Plains	78245
Myers	706-6650
3031 Village Parkway	78251
Nichols	397-4050
9560 Braun	78254
Northwest Crossing	397-0600
10255 Dover Ridge	78250
Oak Hills Terrace	397-0550
5710 Cary Grant	78240
Ott	397-5550
100 N. Groesenbacher	78253
Passmore	678-2800
570 Pinn Rd.	78227
Powell	706-7355
6003 Thunder Drive	78238
Raba	397-1350
9740 Misty Rock	78251
Rhodes	397-4000
5714 N. Knoll	78240
Scobee	397-0700
11223 Cedar Park Dr.	78249
Steubing	397-4350
11655 Braefield	78249
Thornton	561-5120
6450 Pembroke	78240
Timberwilde	397-0400
8838 Timberwilde	78250
Valley Hi	678-2920
8503 Ray Ellison Dr.	78227
Villarreal	431-5800
2902 White Tail Dr.	78228
Ward	397-6800
8400 Cavern Hill	78254
Westwood Terrace	678-2785
7615 Bronco Lane	78227

SPECIAL SCHOOLS

Holmgreen Jr./Sr.	617-5460
8580 Ewing Halsell	78229
John Jay Science and Engineering Academy	678-2145
7611 Marbach	78227
Mi Casa	699-0162
8530 Ewing Halsell	78229
Nellie Reddix Center	
4711 Sid Katz, Bldg. C	78229
Northside Habilitation Program	615-2414
Northside Vocational Transition Prog.	615-2401
Northside Alternative Elementary School	692-6143
11937 I.H. 10 West	78230
Northside Alternative High School	397-7080
144 Hunt Lane	78245
Northside Alternative Middle School	
South	431-6900
5223 Blessing Street	78228
North	397-2070
11937 I.H. 10 West	78230
Northside Children's Center	692-6100
8530 Ewing Halsell	78229
Northside Evening High School	706-7060
(after 5 p.m.) 6500 Ingram Rd.	78238
Northside Excel Academy	522-8120
6632 Bandera, Bldg. C	78238
Southwest Mental Health Center	616-0300
8535 Tom Slick	78229
Special Education Night School	617-5488
6500 Ingram Rd.	78238
GOALS @ Holmgreen Jr./Sr. HS	617-5497
8580 Ewing Halsell	78229

*All Northside schools are changing to a 397 prefix by December 2004. Please refer to www.nisd.net to see newest numbers.

ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

• NORTHSIDE ISD POLICY CQ (LEGAL) • NORTHSIDE ISD POLICY CQ (LOCAL) • NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

NORTHSIDE ISD POLICY CQ (LEGAL)

PEIMS

The District shall participate in the Public Education Information Management System (PEIMS) and through that system shall provide information required for the administration of the Foundation School Program and of other appropriate provisions of the Education Code. The PEIMS data standards, established by the Commissioner of Education, shall be used by the District to submit information. *Education Code 42.006; 19 TAC 61.1025*

CHILDREN'S INTERNET PROTECTION ACT

Under the Children's Internet Protection Act (CIPA), the District must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit certification to the Federal Communications Commission (FCC). *47 U.S.C. 254* [See UNIVERSAL SERVICE DISCOUNTS, below, for details]

Districts that do not receive universal service discounts but do receive certain federal funds under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education (DOE). *20 U.S.C. 7001* [See ESEA FUNDING, below, for details]

DEFINITIONS

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

47 U.S.C. 254(h)(7)(G); 20 U.S.C. 6777(e)(6)

"Technology protection measure" means a specific technology that blocks or filters Internet access. *47 U.S.C. 254(h)(7)*

UNIVERSAL SERVICE DISCOUNTS

An elementary or secondary school having computers with Internet access may not receive universal service discount rates unless the District implements an Internet safety policy, submits certifications to the FCC, and ensures the use of computers with Internet access in accordance with the certifications. *47 U.S.C. 254(h)(5)(A), (I); 47 CFR 54.520*

"Universal service" means telecommunications services including Internet access, Internet services, and internal connection services and other services that are identified by the FCC as eligible for federal universal service mechanisms. *47 U.S.C. 254(c)(3), (h)(5)(A)(ii)*

INTERNET SAFETY POLICY

The District shall adopt and implement an Internet safety policy that addresses:

1. Access by minors to inappropriate matter on the Internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

47 U.S.C. 254(l)

PUBLIC HEARING

The District shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy. *47 U.S.C. 254(h)(5)(A), (l)(1)*

INAPPROPRIATE FOR MINORS

A determination regarding what matter is inappropriate for minors shall be made by the Board or designee. *47 U.S.C. 254(l)(2)*

TECHNOLOGY PROTECTION MEASURE

In accordance with the appropriate certification, the District shall operate a technology protection measure that protects minors against access to visual depictions that are obscene, child pornography, or harmful to minors; and protects adults against access to visual depictions that are obscene or child pornography. *47 U.S.C. 254(h)(5)(B), (C)*

MONITORED USE

In accordance with the appropriate certification, the District shall monitor the on-line activities of minors. *47 U.S.C. 254(h)(5)(B)*

CERTIFICATIONS TO THE FCC

To be eligible for universal service discount rates, the District shall certify to the FCC, in the manner prescribed at *47 CFR 54.520*, that:

1. An Internet safety policy has been adopted and implemented.
2. With respect to use by minors, the District is enforcing the Internet safety policy and operating a technology protection measure during any use of the computers.
3. With respect to use by adults, the District is enforcing an Internet safety policy and operating a technology protection measure during any use of the computers, except that an administrator, supervisor, or other person authorized by the District may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

47 U.S.C. 254(h)(5); 47 CFR 54.520

ESEA FUNDING

Federal funds made available under Title II, Part D of the ESEA for an elementary or secondary school that does not receive universal service discount rates may not be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet unless the District:

1. Has in place a policy of Internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and enforces the operation of the technology protection measure during any use by minors of its computers with Internet access; and
2. Has in place a policy of Internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with Internet access.

The District may disable the technology protection measure to enable access to bona fide research or for another lawful purpose.

CERTIFICATION TO DOE

The District shall certify its compliance with these requirements to the Department of Education as part of the annual application process for each program funding year under the ESEA.

20 U.S.C. 6777

STATE FUNDING

A public school that provides a computer used to access the Internet is not eligible for a loan or grant under Subchapter C, Chapter 57, Utilities Code (Telecommunications Infrastructure Fund), unless the school adopts and implements an Internet safety policy under Chapter 32, Subchapter D, of the Education Code or under the federal Children's Internet Protection Act (CIPA). *Education Code 32.152*

"Internet safety policy" in Chapter 32, Subchapter D, of the Education Code means a policy that addresses:

1. Measures designed to restrict access by minors to obscene material on the Internet;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access and other unlawful activities by minors online; and
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

"Obscene" has the meaning assigned by Section 43.21 of the Penal Code.

Education Code 32.151

TRANSFER OF EQUIPMENT TO STUDENTS

The District may transfer to a student enrolled in the District:

1. Any data processing equipment donated to the District, including equipment donated by a private donor, a state eleemosynary institution, or a state agency under Government Code 2175.126;
2. Any equipment purchased by the District; and
3. Any surplus or salvage equipment owned by the District.

Education Code 32.102(a)

Before transferring data processing equipment to a student, the District must:

1. Adopt rules governing transfers, including provisions for technical assistance to the student by the District;
2. Determine that the transfer serves a public purpose and benefits the District; and
3. Remove from the equipment any offensive, confidential, or proprietary information, as determined by the District.

Education Code 32.104

DONATIONS

The District may accept:

1. Donations of data processing equipment for transfer to students; and
2. Gifts, grants, or donations of money or services to purchase, refurbish, or repair data processing equipment.

Education Code 32.102(b)

USE OF PUBLIC FUNDS

The District may spend public funds to:

1. Purchase, refurbish, or repair any data processing equipment transferred to a student; and
2. Store, transport, or transfer data processing equipment under this policy.

Education Code 32.105

ELIGIBILITY

A student is eligible to receive data processing equipment under this policy only if the student does not otherwise have home access to data processing equipment, as determined by the District. The District shall give preference to educationally disadvantaged students. *Education Code 32.103*

RETURN OF EQUIPMENT

Except as provided below, a student who receives data processing equipment from the District under this policy shall return the equipment to the District not later than the earliest of:

1. Five years after the date the student receives the equipment;
2. The date the student graduates;
3. The date the student transfers to another district; or
4. The date the student withdraws from school.

If, at the time the student is required to return the equipment, the District determines that the equipment has no marketable value, the student is not required to return the equipment.

Education Code 32.106

UNIFORM ELECTRONIC TRANSACTIONS ACT

The District may agree with other parties to conduct transactions by electronic means. Any such agreement or transaction must be done in accordance with the Uniform Electronic Transactions Act. *Business and Commerce Code 43.*

**NORTHSIDE ISD POLICY CO
(LOCAL)**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF ACCESS

Access to the District's electronic communications system, computers, the Internet, and other computer resources shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS OF THE PUBLIC

When possible and available and in accordance with the District's administrative regulations, members of the District community may use the District's electronic communications systems, computers, the Internet, other computer resources and software for education or District-related activities, as long as the use:

1. Does not hamper the primary mission of technology for students and staff; and
2. Imposes no measurable cost on the District; and
3. Does not unduly burden the District's computer or network resources.

The equipment, software, and network resources provided through the District are and remain the property of the District. Users of District equipment shall comply with all policies, procedures, and guidelines of the District and access may be denied to any student, employee, or community member who fails to comply with those policies, procedures, and guidelines.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to District electronic communications system, computers, the Internet, and other computer resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all policies and administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with these policies, regulations, and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

PERSONAL SOFTWARE

Personal software may not be loaded on District computers.

Appendix H - continued

DISTRICT SOFTWARE

All software used in District computers must be legally licensed. Proper documentation must be maintained.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. The District reserves the right to monitor access to and use of e-mail, the Internet, or other network or computer-related activity, engage in routine computer maintenance and housekeeping, carry out internal investigations, prepare responses to requests for public records, or disclose messages, data, or files to law enforcement authorities. Monitoring shall occur at any time to ensure appropriate use and it shall be restricted to individuals specifically designated by the Superintendent.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

ELECTRONIC COPYRIGHT LAW

The electronic transmission, distribution, or use of copyrighted materials through the District's electronic communications system beyond Fair Use without required citation or written permission by the author is prohibited.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

This presentation of your District's policy is a representation of TASB's record of the District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (Local) for further information.]

NORTHSIDE ISD ADMINISTRATIVE REGULATION FOR ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

The Superintendent or designee will oversee the District's electronic communications system.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical and safe use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See CQ (EXHIBIT E)]

No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See CQ (EXHIBIT F) and policies at FL]

FILTERING

The Superintendent will appoint an Internet Safety committee, to be co-chaired by the Executive Directors of Technology Services, to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

REQUESTS TO DISABLE FILTER

The Internet Safety committee will approve and disapprove requests from users who wish to use a blocked site for bona fide research or other lawful purposes. Appeals shall be made to the Superintendent or designee.

SYSTEM ACCESS

Access to the District's electronic communications system will be governed as follows:

1. Students in all grades will be granted access to the District system, as appropriate. No student will be assigned an individual account or password unless required by a curricular application or system.
2. As appropriate and with the approval of the immediate supervisor, District employees will be granted access to the District's system.
3. A teacher may apply for a class account, and in doing so, will be ultimately responsible for use of the account.
4. The District will require that all passwords be changed every 120 days with a strong recommendation for every 90 days.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
6. All users will be required to sign a user agreement annually for issuance or renewal of an account.

TECHNOLOGY SUPERVISION RESPONSIBILITIES

The Superintendent or designees will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. Ensure that all users of the District's system annually complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety on-line and proper use of the system.
6. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Internet Safety committee co-chairs.

7. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
8. Set limits for data storage within the District's system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the District's electronic information/communications systems:

On-line Conduct

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. Passwords and other information related to system and network access are restricted to that individual and must not be shared with anyone else.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from a supervising administrator and approved by the Director of Integrated Infrastructure Services, or designee.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.
8. System users must purge electronic mail in accordance with established retention guidelines.
9. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
10. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
11. System users may upload District approved public domain programs to the system. System users may also download District approved public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain and if District approved.
12. System users may not send, forward, or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. Users may not send, forward, or post chain e-mail. Users may not send, forward, or post any messages that are for personal profit use.
14. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
15. System users should be mindful that use of school-related electronic mail addresses and fax transmissions might cause some recipients or other readers of that communication to assume they represent the District or school, whether or not that was the user's intention.
16. System users may not waste District electronic communication system resources (e.g. e-mail spamming, distribution of videos, photos, listening to web radio, etc.).
17. System users may not gain unauthorized access to resources or information.
18. District e-mail broadcasts must be approved by the Executive Director of Communications.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are

violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading, downloading, or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct]

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages and/or signatures is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS

Limited to educational and District related activities only, participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees.

DISTRICT WEB SITE

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated Webmaster. The Executive Director of Communications in collaboration with Technology Services will establish guidelines for the development and format of Web pages controlled by the District. Campus web pages will be linked to the District web site by the Coordinator of Web Information.

No personally identifiable information regarding a student will be published on a Web site controlled by the District without written permission from the student's parent.

No commercial advertising will be permitted on a Web site controlled by the District.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish and link to the District's site Web pages that present information about the school or class activities, subject to approval from the campus principal or designee (campus webmaster). The campus principal will designate the staff member responsible for managing the campus' web page. Teachers will be responsible for compliance with the District's Acceptable Use policies and the Web Publishing Guidelines in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

STUDENT WEB PAGES

With the approval of the campus principal or designee, students may submit individual Web pages linked to a campus Web page. All material presented on a student's Web page must be related to the student's educational activities and be in compliance with the District's Acceptable Use policies and Web Publishing Guidelines. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's Web page to sites outside the District's computer system must also be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines.

Appendix H - continued

EXTRA-CURRICULAR ORGANIZATION WEB PAGES

With the approval of the campus principal, campus extracurricular organizations may submit Web pages linked to a campus Web site. All material presented on the Web page must relate specifically to organization activities and include only staff or student-produced material. The web page must be in compliance with the District's Acceptable Use policies and the Web Publishing Guidelines. The sponsor of the organization will be responsible for compliance with District web development and maintenance rules. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District." Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the campus principal.

PERSONAL WEB PAGES

District employees, Trustees, and members of the public will not be permitted to publish personal Web pages using District resources.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District supervisor receives/ issues notice of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

COMPLAINTS REGARDING COPYRIGHT COMPLIANCE

The District designates the following employee to receive any complaints that copyrighted material is improperly contained in the District network:

Name: Kay Cavanaugh
Position: Deputy Superintendent for Administration
Address: 5900 Evers Road
Telephone: (210) 397-8771
E-mail: KayCavanaugh@nisd.net

TRANSFER OF EQUIPMENT TO STUDENTS

The following rules will apply to all campuses and departments regarding transfer of computer equipment to students under provisions of law cited at CQ(LEGAL):

1. Proposed projects to distribute computer equipment to students must be submitted to the Assistant Superintendent for Technology Services for initial approval.
2. A student is eligible to receive computer equipment under these rules only if the student does not otherwise have home access to computer equipment, as determined by the principal and counselor.
3. In transferring computer equipment to students, the principal will give preference to educationally disadvantaged students.
4. Before transferring computer equipment to a student, the campus technology coordinator and principal must have clearly outlined:
 - a. A process to determine eligibility of students;
 - b. An application process that identifies the responsibility of the student regarding home placement, use, and ownership of the equipment;
 - c. A process to distribute and initially train students in the setup and care of the equipment;
 - d. A process to provide ongoing technical assistance for students using the equipment;
 - e. A process to determine ongoing student use of the equipment;
 - f. A process to determine any impact on student achievement the use of this equipment may provide; and
 - g. A process for retrieval of the equipment from a student, as necessary.

Northside Activity Center (NAC)

7001 Culebra Road

Teacher Resource Room - Includes a variety of resources to support teachers and other Northside employees as they make materials for the classroom or training session. Consumable supplies can be purchased at cost and may be paid for by cash, check, or charged to a campus or department account. Individuals wishing to charge supplies need to obtain prior permission from their principal or director and must provide the account number at the time charges are made. All persons should be prepared to show some form of identification prior to purchase.

Resource Room Service

- Copier (150 copy limit)
- Poster Maker
- Laminators
- Book Binding Machine
- Name Tags
- Ellison Die Cuts
- Seating Signs
- Folders (plain & pocket)
- Typewriter
- Paper Cutters
- Poster, Tag Board, and Card Stock
- Construction, Tissue, and butcher papers
- Stickers, Bags, and Bookmarkers
- Colored Paper
- Badge Maker
- Software for Signs/Posters

Professional Resource Library (397-7505) serves and supports the staff of NISD. The library collects and makes available information on trends, developments, techniques, and research in all areas of education. There are over 6,500 items – books, videotapes, cassettes, and periodicals in the collection. Current information is accessed through the Education Abstracts Full-Text, ERIC, and Ebsco Professional Development Collection on-line services. In addition, the library also subscribes to 34 journals. Copies of articles can be made in the Resource Room for three cents a page. Bibliographies of subject area holdings are also available on request. Library materials may be checked out to any Northside employee, including substitutes, at no charge. Materials may also be requested by phone (397-7505.)

Northside Activity Center Hours

Monday through Friday 7:30a.m. - 4:45 p.m.

Phone: (210) 397-7504

NOTE: Substitute Badges Must be Worn for Identification

SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM (SEMS)

SEMS QUICK REFERENCE CARD FOR SUBSTITUTES

System Phone Number **5 2 2 - 8 9 8 7**

WebCenter **<https://sems.nisd.net>**

Write your PIN here: _____
(To receive your PIN see page 4 of this brochure.)

*** WHEN THE SYSTEM CALLS YOU***

**Enter your PIN to hear a job offer or job cancellation
OR**

Press * to ask the system to wait or set Do Not Disturb

The System Calls during these times:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 a.m. and can continue for a job until it is 30% complete	5:00 – 10:30 p.m.
Saturday	None	None
Sunday	None	5:00 – 10:30 p.m.
Holidays	None	5:00 – 10:30 p.m.

To Hear a Job offer:

1. Enter your PIN.
2. Press **1** to hear the job information.
3. Press **1** to **accept** the job **OR**
Press **5** to **hear the job again** **OR**
Press **9** to **decline** the job.

To Hear a Job Cancellation Announcement:

1. Enter your PIN.
2. The system will play a message that your assignment has been cancelled.
3. Press **1** to **hear the cancellation again** **OR**
Press **5** to **hear unassigned jobs** to accept **OR**
Press **9** to **exit**.

To Ask the System to Wait:

1. Press the * key
2. Press **1**. The system will wait 2 minutes for your PIN to be entered.

To Set Do Not Disturb:

1. Press the * key.
2. Press **3**. Follow the prompts to enter a time to resume calling or accept the maximum time

*** WHEN YOU CALL THE SYSTEM***

Enter your PIN to hear the MAIN MENU:

- 1 – Change your Telephone Number**
- 2 – Set a Do Not Disturb time**
- 3 – Hear Available Jobs**
- 5 – Review or Cancel your Assignments**
- 7 – Review or Modify your Period of Unavailability**
- 8 – Review or Modify your Daily Availability**
- 9 – Exit**

To Change your Telephone Number :

1. Press **1** to change the telephone number the system dials to contact you.
2. The system plays the number it currently calls to reach you.
 - § Press **1** to **change** the telephone number **OR**
 - § Press **9** to **keep** the number as is.
3. The system repeats the new number.
 - § Press **1** to **accept** the number you entered **OR**
 - § Press **5** to **re-enter** the number.

Set a Do Not Disturb Time:

1. Press **2** to review or modify your Do Not Disturb time setting,
2. If you do not have a Do Not Disturb time setting
 - ≠ Press **1** to **enter a time** to resume calling or accept the maximum time **OR**
 - ≠ Press **9** to **exit**
 If you have a Do Not Disturb time setting
 - ≠ Press **1** to **remove** the time setting
 - ≠ Press **9** to **exit**

To Hear Available Jobs:

1. Press **3** to hear available jobs
2. Press **1** to **accept** the job **OR**
Press **3** to **hear the job information again** **OR**
Press **5** to **decline** the job **OR**
Press **7** to **hear another job**.

To Review or Cancel Your Assignments:

1. Press **5** to review or cancel job assignments.
2. Press **1** to **hear the job information again** **OR**
Press **3** to **hear another job** **OR**
Press **5** to **cancel** the job assignment for the job just played.
If you cancel an assignment, enter the reason for canceling.
Canceling an assignment will result in disqualification from calls for the date of the assignment.

To Review or Modify your Period of Unavailability:

1. Press **7** to modify a period when you are unavailable to work.
2. Press **1** to **keep** the dates **OR**
Press **5** to **change** the dates **OR**
Enter a new period of unavailability by entering a start date and end date in MMDD format.
Press **7** to **remove** the dates.

To Review or Modify Your Daily Availability:

1. Press **8** to modify the days of the week that you are available to work.
2. For each day you may:
 - € Press **1** to **keep** the day's settings **or**
 - € Press **3** if you are available **both AM and PM** on that day of the week **or**
 - € Press **5** if you are available **only AM** on that day of the week **or**
 - € Press **7** if you are available **only PM** on that day of the week **or**
 - € Press **8** if you are **not available** on that day of the week.
3. Press **9** to indicate you are finished.

Cancellation Reasons:

- 1 – Personal Illness
- 2 – Family Illness
- 3 – Transportation
- 4 – Personal Emergency

**TO REGISTER AS A NEW USER
AND
RECEIVE A PIN**

1. Press the * key when the system asks for a PIN.
2. Press **1** at the following prompt:
If you are calling as a substitute, press 1. If you are calling as an employee, press 3.
3. Enter your **Social Security Number** by pressing the keys on your telephone keypad.
4. Follow the prompts to **record your name**.
 - š Press **1** to accept the recording.
 - š Press **9** to re-record.
5. Listen to your PIN.
 - š Press **9** to review your PIN.
 - š Press **1** once you have written your PIN on the front of your quick reference card.
6. The System says the phone number it will call to contact you.
 - š Press **1** if correct.
 - š Press **9** if not correct or is missing and you will be led through the process for changing your telephone number.

**TO REVIEW YOUR PIN
OR
RE-RECORD YOUR NAME**

1. Press the * key when the system asks for a PIN.
2. Press **1** at the following prompt:
If you are calling as a substitute, press 1. If you are calling as an employee, press 3.
3. Enter your **Social Security Number** by pressing the keys on your telephone keypad.
4. Press **1** to hear your **PIN OR**
Press **3** to change the recording of your **name**.
 - š Press **1** to accept the recording.
 - š Press **9** to re-record

Northside Independent School District
WebCenter
SUBSTITUTE'S QUICK REFERENCE SHEET

WebCenter Address: <https://sems.nisd.net>

User ID: _____
(Six-digit Employee Number found on Paycheck Stub)

PIN#: _____
(Six digit Number assigned by calling SEMS # 522-8987)

Log on: Open your Internet Browser and access the SEMS WebCenter site by entering the WebCenter Address into the Browser's address field. In the User ID field enter your 6-digit District Employee ID number. In the PIN field enter the six-digit number assigned to you when you registered in SEMS via telephone. When you have completed the entry in both fields, click on the **LogOn** button.

Log off: To end the session and disconnect from WebCenter, click on the **LogOff** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Modify Profile tab to:**

€ **Change your Telephone Number**

The **Telephone Number** must be entered as all numbers. Include the long distance indicator and area code only if required for the system to call you from the district office.

€ **Change your Daily Availability**

To indicate your **Daily Availability**, place a checkmark in the boxes for the days you are available.

€ **Change your Unavailability Period**

To indicate that you are **Unavailable** enter the start and end date by pressing the down arrows or using the calendar icon. You are allowed only 1 unavailability date in your profile.

€ **Change your Do Not Disturb time setting**

To set your **Do Not Disturb** time, enter the time that you would like the system to start calling you. To remove your Do not Disturb time setting, delete the time value.

- Press the **Update** button to validate the information. Errors will be displayed on the screen below the tabs. If the Profile was updated, a successful message will be displayed.
- Pressing the **Reset** button will return the screen to the current values stored in the system.

Press the **Available Jobs tab to view and accept/decline open Jobs.**

Select the date range for your search by pressing the down arrows or using the Calendar icon.

- € Press the **Search** button to display the list of jobs.
- € Press the **Details** link to see the job detail confirmation screen.
- € To accept the job, press the **Accept Job** button.
- € If the job has been successfully assigned to you, a message will be displayed to indicate this along with the Job Number.
- € To decline the job, press the **Decline Job** button.
- € Press the **Continue** button to return to the **Available Jobs** tab.

Press the **Review Assignments tab to review past, present and future assignments and to cancel an assignment**

1. Select the date range for your search by pressing the down arrows or using the Calendar icon.
2. Press the **Search** button to display the list of jobs assigned to you.
3. Press the **Job number** link to cancel that assignment or view the job details.
4. If canceling the assignment, select the reason for canceling from the drop down menu.
5. You have **not** cancelled the assignment until you press the **Cancel Assignment** button. A successful action will display to confirm the cancellation.

Sexual Harassment/Sexual Abuse

(Refer to Board Policy DHC – on the Northside Website at www.nisd.net)

SEXUAL HARASSMENT OF EMPLOYEES

[Please refer to District Policy DHC (LOCAL)]

Employees shall not engage in conduct constituting sexual harassment. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, if:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees. The District's policy outlining the process of filing complaints of sexual harassment is reprinted below.

Sexual harassment of employees is in violation of federal and state law, and is forbidden in this District. If sexual harassment should occur, some employees may be inhibited from utilizing the normal grievance procedure because of their embarrassment in discussing such matters with a supervisor of the opposite sex. They are encouraged to voice their complaint to the Human Resources Representative. This policy is adopted to provide an effective way for complaints of sexual harassment to be presented and addressed.

1. EMPLOYEE-TO-EMPLOYEE

Employees shall not engage in conduct constituting sexual harassment of other employees. Employees who believe they have been sexually harassed by other employees are encouraged to come forward with complaints. District officials or their agents shall investigate promptly all allegations of sexual harassment of employees by other employees, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

2. EMPLOYEE-TO-STUDENT

[Please refer to District Policy FNCJ (LEGAL)]

Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students constitute unprofessional conduct and are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal or sexual gratification.

- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to immediately report their concerns to the campus principal, or appropriate supervisor. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated.

Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the campus principal, Human Resources Department, or Title IX coordinator.

In considering and investigating allegations that an employee has sexually harassed or sexually abused a student, the investigation shall proceed from the presumption that the employee's conduct was unwelcome.

NOTE: Employees are encouraged to err on the side of caution in their relationship with students. Impressionable students can easily misunderstand or misinterpret even the most innocent remarks or actions. Allowing students to accompany you to activities that are not clearly school-sanctioned, or engaging in other activities which may compromise your position of authority, may cause students to misinterpret the nature of the relationship.

Filing Complaints

If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with their campus principal or supervisor. In the event that the employee is unable to file the complaint in writing, the Human Resources Department shall arrange for a transcript of the employee's oral testimony to be prepared. If the campus principal or supervisor is the subject of the complaint, the EE shall report the complaint to the Assistant Superintendent for Human Resources.

Investigating Officer

Upon receipt of a complaint under this policy, the Assistant Superintendent for Human Resources shall appoint one or more administrators to investigate the complaint. At least one of the administrators available for such appointment shall be a bilingual female.

Duties of the Investigating Officer

The investigating officer(s) shall interview the complainant, the alleged offending party, and any witnesses named by the complainant or the charged party, as well as other persons that the

Appendix K continued

investigating officer(s) believe(s) might have relevant information concerning the complaint.

Timeline

The investigating officer(s) shall make every reasonable effort to complete the investigation of a complaint and make findings and recommendations within fifteen (15) working days from the date the complaint is filed.

Action and Appeal Procedure

After completing the investigation, the investigating officer(s) shall make a written report of findings on the charge and, if the findings warrant, make a recommendation as to disciplinary action. Letters of closure shall be provided to the complainant and to the charged party. An employee may appeal the decision of the principal, supervisor, or Assistant Superintendent for Human Resources regarding the investigation into the allegations in accordance with DGBA (Local), "Employee Complaints/ Grievances."

Retaliation Prohibited

The District shall not retaliate against an employee who in good faith reports perceived harassment

3. FREQUENTLY ASKED QUESTIONS (FAQ'S) REGARDING SEXUAL HARASSMENT

(Complaints and grievances as applied to allegations of sexual harassment.)

What is the District policy concerning sexual harassment?

The District forbids employees from engaging in conduct that constitutes sexual harassment of other employees or of students. The District encourages employees to come forward with allegations of sexual harassment or misconduct in the workplace. Employees who report sexual harassment will not be subjected to adverse treatment for reporting the harassment.

How will the District respond to claims of sexual harassment?

The District will respond promptly to all allegations of sexual harassment. Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

What laws address sexual harassment?

Title VII is a federal law that prohibits discrimination on the basis of age, race, color, religion, sex, national origin, or disability. The Texas Labor Code, Section 21.051, makes it an unlawful employment practice for an employer to discriminate on the basis of race, color, disability, religion, sex, national origin, or age. Title IX of the Education Amendments of 1972 is a federal law that students alleging sexual harassment or sexual abuse by an employee.]

How will the District respond to claims of sexual harassment?

The District will respond promptly to all allegations of sexual harassment. Prompt remedial action, reasonably calculated to end the harassment, will be taken when claims are substantiated.

What do I do if I believe I have been the victim of sexual harassment?

Employees are encouraged to report allegations of sexual harassment as soon as possible. Complaints may be brought to your supervisor, your principal, or Human Resources. If a student is believed to be experiencing sexual harassment by an employee, it

should be reported to the campus principal, Human Resources, or Title IX coordinator. You may make your complaint in writing or orally, and you are encouraged to file your complaint promptly, so that any problems may be resolved at the earliest possible time. Although the District will not reject any such complaint because it is filed too late, employees should understand that the sooner the issue is brought to the District's attention, the sooner it can be resolved.

What will happen once I file a complaint?

Whether you report your problem to the principal, supervisor, or Title IX coordinator the process will be the same. If you have made your complaint orally, the supervisor will reduce it to writing and ask you to verify that it has been transcribed accurately. The supervisor will hold a conference with you as soon as possible, but at the latest, within five days. Following the conference, the supervisor ordinarily will have ten days to offer a response, unless the investigation takes longer to resolve. You will be informed if there is a delay in the response.

What if I'm not happy with my supervisor's response?

The District provides a three-level complaint process. If you are not satisfied with the initial outcome, you may appeal to the Superintendent or the Superintendent's designee. The Superintendent or designee will hold another conference with you and attempt to resolve the situation. If you still feel that the problem has not been solved, you may appeal to the Board of Trustees.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

[See also FNCJ (LOCAL), which contains the complaint procedure for students alleging sexual harassment or sexual abuse by an employee.]



NORTHSIDE INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES

ACKNOWLEDGMENT OF RECEIPT
OF EMPLOYEE HANDBOOK

I hereby acknowledge receipt of my personal copy of the Northside Independent School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

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

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

Print Employee Name

Social Security Number

Employee Signature

Date

Employee Agreement for Acceptable Use of the District's
Electronic Communications System

2004-2005 School Year

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the Employee Agreement for the Acceptable Use of the District's Electronic Communications System in Section VI of the Handbook, District policies, and the Administrative Regulation included in the employee handbook and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use the system, including, without limitation, the type of damage identified in the District's policies and administrative regulation.

Employee Signature

Date

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