

NORTHSIDE INDEPENDENT SCHOOL DISTRICT



EXCELLENCE

A Texas Education Agency
Recognized District

SUBSTITUTE TEACHERS HANDBOOK

2003-2004



Substitute Teacher Support

Available at:

www.nisd.net/hr

Division of Human Resources

5617 Grissom Road • San Antonio, TX 78238-2220

SUBFINDER SYSTEM - 522-8987

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE TEACHERS HANDBOOK

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A Texas Education Agency
Recognized District

DIVISION OF HUMAN RESOURCES

5617 GRISSOM ROAD • SAN ANTONIO, TX

78238-2220 • (210) 706-8600

Revised 06-03

Substitute Teacher Support
And Information website:

www.nisd.net/hr

One of Northside School District's main priorities is to provide learning experiences that are safe and orderly. This is a challenge that the Northside schools can not do by themselves. Help must come from parents, students, staff and community members. That is why we have **Safeline (706-SAFE)**. Safeline is a 24-hour phone line where anyone may anonymously leave information that will help keep schools safe. Substitute teachers share in this responsibility to provide safe and orderly learning environments.



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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, 2003

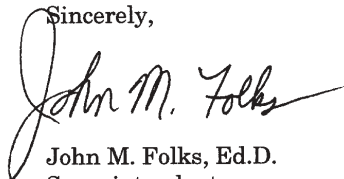
To Northside Substitute Teachers:

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, Texas
78238-1699
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www.nisd.net

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IMPORTANT PHONE NUMBERS:

Computerized SubFinder System	522-8987
Substitute Office	706-8850
Payroll Office	706-8679
Human Resources Administrator	706-8607

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 two-hour Orientation includes information on the automated SubFinder system, basic information about the role of the substitute teacher, 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.

Northside's Division of Community Education offers other workshops for substitute teachers throughout the year. 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 prior to attending 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 for 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.

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 SubFinder 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. AUTOMATED SUBFINDER SYSTEM

A. Computerized Menu Driven (See Appendix J)

Northside ISD uses a computerized system for locating substitute teachers when teachers are absent. The **SubFinder System** is completely menu-driven and is activated by entering one's **social security number**. Whether phoning the SubFinder or responding to its calling you, the system will provide verbal prompts to the listener which will move the person throughout the menu of different options available to the substitute. A detailed, sequential listing of these menus and prompts may be found in **Appendix J**.

B. Voice Activation

After the substitute receives his/her I.D. badge, the substitute must phone the SubFinder system and "voice activate" as a Northside substitute. (Allow 1/2 day for processing information into computer systems before calling.) After calling **522-8987**, the substitute simply follows the instructions given by the SubFinder system through the phone. A **touch-tone phone** must be used with the SubFinder system.

C. Social Security Number

When the SubFinder system calls, it will prompt the listener to enter his/her "PIN number." However, in **NORTHSIDE**, substitute teachers use their **social security numbers** when "communicating" with the SubFinder system. Whether calling the system or responding to a call you receive from it, enter your **social security number** when prompted for a PIN number.

D. Employee I.D. Number

Substitutes will be assigned an Employee I.D. number. However, it has very **limited** and **specific uses**. Substitutes will need to know what their number is only when a teacher or administrator wants to **request or pre-assign** them to a teacher absence. This is the only time the Employee I.D. will be used. Substitutes can find out what their Employee I.D. numbers are through the Personal Information option in the SubFinder menu at any time after receiving their badge and **voice activating** with the SubFinder system.

E. Request/Pre-Assign

When teachers phone in their absences, they have several options from which to choose regarding the substitute teacher who replaces them. Most of the time, the teachers have the SubFinder locate a substitute for them. Sometimes, however, the teacher can **request** that the SubFinder system call a specific substitute teacher. If the substitute is available to work that day at that school, the

SubFinder will notify the substitute of the assignment. Another option the teachers have is to **pre-assign** a substitute to take their place when absent. This would require that the teacher secure agreement from the substitute to take their place prior to phoning in the absence. Once the agreement is reached, the teacher will phone in the pre-assigned job. The Sub-Finder system will not call the substitute to confirm. Substitutes should be certain they have noted pre-assigned jobs in their calendar. Substitutes can call the SubFinder System for the job number of the pre-assignment.

F. Job Number/Calendar of Jobs

After a substitute accepts a substituting job, the SubFinder system will assign a **Job Number** to that assignment. The substitute should always write down this job number in case it is needed for payroll purposes at a later date. An ideal place to record these job numbers is on a calendar into which is entered all jobs worked—their dates, places, names of teachers, subjects taught, and job numbers. Having a calendar handy at all times is also helpful when teachers or administrators want to request or pre-assign a substitute for a job.

G. Call Out Times

Subfinder usually calls out to the substitute’s home phone between 5 pm and 10 pm to fill future absences. It may also resume calling substitutes at 5:30 a.m. to fill vacancies for that same day.

H. Cancelling Jobs

You can use the system for **cancelling jobs** after you have accepted them (if needed). However, one should only cancel jobs for legitimate reasons such as personal illness or illness in the family.

NOTE: Substitutes should never cancel a job simply to accept another job that appears preferable to them.

I. “Zapping” Devices

Electronic devices on the market today may offer households relief from annoying telemarketing calls, but they may also limit SubFinder’s performance, and prevent substitutes from receiving calls of job offers. Whether you have purchased a “Telezapper” or subscribe to a telephone service that intercepts telemarketing calls, the SubFinder system will disconnect when it hears either, and no job offers will be made.

J. Helpful Hints and Reminders

As you begin using the SubFinder system, here are a few helpful hints to remember.

- You can **search for available substitute jobs** using the SubFinder system.
- You **must** set your own **dates for availability**; let the computer know when you can and cannot accept substitute jobs.
- You can **change your phone number** at any time. This is useful if you want to have the system switch between your home phone and your cell phone, or have the system call you at some number other than your home phone.
- If you forget your **Employee I.D. Number**, you can access it through the system using the personal options menu.

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.

1. Confidentiality

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

2. Criticism/comparisons

The substitute teacher is encouraged to speak honestly about their experiences as a “Guest Teacher” in the District. However, the Mission of the District and the goals of the school are thwarted when a substitute teacher engages in malicious talk about their teaching experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Under no circumstances should a substitute teacher criticize the full time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.

3. No Solicitation

Substitute teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any Northside property. Substitutes are also instructed not to promote or market their personal availability as a substitute to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. On the other hand, substitutes are welcome to make reasonable, limited, targeted attempts to inform Northside educators of their availability to work as substitutes. The exercise of good judgement and common sense is expected in this regard.

4. Substitute/Student Relationships

Substitute teachers should exercise extreme caution and good judgement in verbal and physical relationships with students. Substitutes should establish a position of authority with the students; they may “be friendly” without “befriending” the students. Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. (See more on this topic in the section that follows on Sexual Harassment of Students.)

Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal. (See more on this topic in the sections that follow on Discipline, and Child Abuse.)

B. General Duties

1. Accepting and Canceling Jobs

Whenever possible, substitutes should accept the jobs they are offered through the SubFinder system. Once they have done so, they should write down the date, time, location 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 by simply calling the SubFinder system and following the prompts to cancel a job. If he attempts to cancel the job after the deadline for doing so (approximately 6:00 a.m. the morning of the assignment) the SubFinder system will prompt the substitute to call the school administrator to cancel the job. (See **Appendix G** 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 SubFinder 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 your 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 SubFinder system. These changes must be phoned into the Substitute Office at either 706-8850 or 706-8606. **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 roadmap, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. 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.

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.

QUESTIONS??? SEEK HELP!!

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**.

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 706-8850**. Administrative staff is also available to answer any questions substitutes may have about their duties and responsibilities or the training requirements. Contact **Peggy Faseler at 257-4292** 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. If a substitute believes an error has occurred in a paycheck, the contact person in Payroll is **Ruby Travis at 706-8679**.

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

CONFUSED??? SEEK HELP!!

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

B. Special Notes Regarding Pay

1. Pay method/ frequency

Effective in the 2001-2002 school year, 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.

6. 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 706-8679 or e-mailed at RubyTravis@nisd.net**.

C. Unemployment Benefits

State law requires Northside Independent School District to reimburse the Texas Workforce Commission Fund dollar for dollar for benefits that are paid to eligible individuals. However, substitute employees are expected to make themselves available for employment on an as-needed basis. They are not to use their substitute teacher status as a means to gaining unemployment benefits.

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 (706-8679).

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 706-8679.

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 706-8620 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 now 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**.

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 (706-8720) 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 **Ms. Gina Elliot**, 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.

D. Advancement of Religion

Federal law and District Policy prohibit the advancement of religious 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 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

rily 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

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, 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 Addendum #1 by completing and returning the Notice of Acknowledgement and Agreement Form in the back of this handbook.

Please note that Internet access is part of the District's electronic communications system. The Internet is a network of many types of communication and information networks. Some material accessible via the Internet may contain content that is illegal, inaccurate, or potentially offensive to employees. 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, or 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 INAPPROPRIATE 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 administra-

tor 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.

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.

QUESTIONS??? SEEK HELP!!

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 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 706-8720.

A. Employee Injuries

Any accident resulting in injury to an employee while on duty 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 Department can assist the employee with a choice of medical referrals as necessary. Injured employees are required to submit a medical update to the Risk Management Department **after each doctor visit** even if no change in condition or limitations has occurred. 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 benefit questions to the District Claims Specialist in Risk Management (706-8832).

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 (706-8759).

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 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 **706-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 2003-2004

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

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.sdcoe.k12.ca.us Perhaps the most comprehensive site for substitute teachers, this is one of the links in the San Diego County Office of Education system’s Web Page. Simply select “Substitute Teacher Guide” from the menu of Hot Topics. Although written for substitutes in SDCOE, almost all the information is great for substitutes anywhere! Here is a partial listing of the topics covered: **Checklists for Subs, Classroom Management, Crisis Intervention, Disciplinary Techniques, Dress for Employees, Educational Acronyms, Exercising Professional Judgment, Expectations of Subs, Legal Requirements, 101 Ways to Say Good Job, Sponge Activities, Positive Classroom Steps, Reading Styles & Strategies, Special Needs Students, Student Disciplinary Scenarios, Students from Diverse Cultures, Sub Grab Bag, and Teaching Strategies.**

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 2003-2004 Calendar



5900 Evers Road
San Antonio, Texas 78238
Internet: www.nisd.net Email: info@nisd.net

FIRST DAY OF SCHOOL: August 18, 2003 LAST DAY OF SCHOOL: May 27, 2004
FIRST SEMESTER: 83 days SECOND SEMESTER: 94 days

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

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

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

May							June							July							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	1	2	3	4	5	4	5	6	7	8	9	10			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	11	12	13	14	15	16	17	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	18	19	20	21	22	23	24	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	25	26	27	28	29	30	31	
23	24	25	26	27	28	29	27	28	29	30											
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: 01-22-02
Revised: 05-01-03

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 23, 2004 (1st choice), May 28 (2nd choice)
- ◌ Elem. & Middle School Early Release Day:...

Graduations 2004
All graduations are held in the Paul Taylor Field House unless noted. *

- Fri. May 14 Reddix - Reddix Center, 7:30pm
- Fri. May 21 Adult Ed at Warren, 7:30pm
- Wed. May 26 Health Careers, 7:30pm
- Thu. May 27 Taft and Comm. Arts, 7:30pm
- Fri. May 28 O'Connor, 7:30pm
- Sat. May 29 Challenge/Sunset at Marshall, 10:30 am Jay, 2pm
- Holmes/Bus. Careers, 7:30pm
- Marshall, 7:30pm
- Warren, 2 pm
- Clark, 7:30pm

Student Holidays

- Sept. 1 Labor Day
- Oct. 13 Columbus Day
- Nov. 24-25 Student Holiday/Staff Dev.
- Nov. 26-28 Thanksgiving Break
- Dec. 22-Jan. 2 Winter Break
- Jan. 5 Student Holiday, Staff Workday
- Jan. 19 Martin Luther King, Jr. Day
- Feb. 16 Staff Dev./Workday/President's Day
- Mar. 15-19 Spring Break
- April 9 Easter Break
- Apr. 23 Battle of Flowers/Bad Weather
- Makeup Day
- May 31 Memorial Day

TAKS/SDAA/TAAS testing 2003-2004

- Oct 21-23 TAAS EXIT Retests
- Feb 24 4&7 Writing, 9 Reading, 10&11 Eng/Lang Arts
- Feb 24-26 TAAS EXIT Retests
- March 3 Grade 3 Reading
- April 27 Gr 3-8 Math, 10 Social Studies, 11 Math
- April 28 Gr 4-8 Reading, 10 Math, 11 Science, Gr 3 Reading (retest)
- April 29 Gr 5 Science, 8 Social Studies, 9 Math, 10 Science, 11 Soc. Studies
- April 27-29 TAAS EXIT Retests (Seniors only)
- July 6-9 TAKS EXIT Retests

* Graduation dates and locations are subject to change if alternate facilities become available.

Campus & Support Facility Directory

HIGH SCHOOLS

Business Careers 6500 Ingram Rd.	706-7070 78238
Clark 5150 De Zavala Rd.	561-5150 78249
Communication Arts 11600 FM 471 W.	688-6043 78253
Health Careers 4646 Hamilton Wolfe	617-5400 78229
Holmes 6500 Ingram Rd.	706-7000 78238
Jay 7611 Marbach Rd.	678-2700 78227
Marshall 8000 Lobo Lane	706-7100 78240
O'Connor 12221 Leslie Rd. (Helotes)	695-4800 78023
Sunset High 8000 Lobo Lane	706-7198 78240
Taft 11600 FM 471W	688-6000 78253
Warren 9411 Military Drive West	257-4200 78251

MIDDLE SCHOOLS

Connally 8661 Silent Sunrise	257-1000 78251
Hobby 11843 Vance Jackson	690-6300 78230
Jones 1256 Pinn Rd.	678-2100 78227
Jordan 1725 Richland Hills	523-4850 78251
Neff 5227 Evers Rd.	523-4550 78238
Pease 201 Hunt Lane	678-2950 78245
Rawlinson 14100 Vance Jackson	257-1098 78249
Rayburn 1400 Cedarhurst	678-2150 78227
Ross 3630 Callaghan Rd.	431-6350 78228
Rudder 6558 Horn Blvd.	561-5000 78240
Stevenson 8403 Tezel Rd.	706-7300 78250
Stinson 13200 Skyhawk	561-3600 78249
Zachry 9410 Timber Path	706-7400 78250

ELEMENTARY SCHOOLS

Adams Hill 9627 Adams Hill Dr.	678-2930 78245
Beard 8725 Sonoma Parkway, Helotes	257-1092 78023
Blattman 3300 N. Loop 1604 W, Shavano Park	257-1096 78231
Boone 6614 Springtime Dr.	561-5135 78249
Brauchle 8555 Bowens Crossing	706-7440 78250
Braun Station 8631 Tezel Rd.	706-7455 78250
Burke 10111 Terra Oak	257-1300 78250

Cable 1706 Pinn Rd.	678-2870 78227	Raba 9740 Misty Rock	257-1330 78251
Carson 8151 Old Tezel	257-1100 78250	Rhodes 5714 N. Knoll	697-4000 78240
Cody 10403 Dugas Drive	678-2790 78245	Scobee 11223 Cedar Park Dr.	561-5070 78249
Colonies North 9915 Northampton	561-5230 78230	Henry Steubing 11655 Braefield	706-4350 78249
Carlos Coon 3110 Timber View	706-7280 78251	Thornton 6450 Pembroke	561-5120 78240
Elrod 8885 Heath Circle Dr.	706-7485 78250	Timberwilde 8838 Timberwilde	706-7470 78250
Esparza 5700 Hemphill Rd.	431-5835 78228	Valley Hi 8503 Ray Ellison Dr.	678-2920 78227
Evers 1715 Richland Hills	706-7555 78251	Villarreal 2902 White Tail Dr.	431-5800 78228
Fernandez 6845 Ridgebrook	706-7370 78250	Ward 8400 Cavern Hill	257-1094 78254
Galm 1454 Saxon Hill Dr.	678-2855 78253	Westwood Terrace 7615 Bronco Lane	678-2785 78227
Glass 519 Clearview Dr.	431-5810 78228		
Glenn 2385 Horal	678-2885 78227		
Glenoaks 5103 Newcome Dr.	617-5445 78229		
Helotes 13878 Riggs Rd. (Helotes)	695-3820 8023		
Howsman 11431 Vance Jackson	561-5040 78230		
Mary Hull 7320 Remuda Dr.	678-2910 78227		
Knowlton 9500 Timber Path	706-7525 78250		
Lackland City 101 Dumont	678-2940 78227		
Leon Springs 23881 IH-10 W	698-4400 78257		
Leon Valley 7111 Huebner Rd.	706-7385 78240		
Lewis 1000 Seascape	257-3000 78251		
Linton 2103 Oakhill Dr.	706-7180 78238		
Locke Hill 5050 De Zavala Dr.	561-5055 78249		
May 15707 Chase Hill Blvd.	561-2000 78256		
McDermott 5111 USAA Blvd.	561-5105 78240		
Meadow Village 1406 Meadow Way	678-2840 78227		
Michael 3155 Quiet Plains	645-3900 78245		
Myers 3031 Village Parkway	706-6650 78251		
Nichols 9560 Braun	767-4080 78254		
Northwest Crossing 10255 Dover Ridge	706-7540 78250		
Oak Hills Terrace 5710 Cary Grant	706-7340 78240		
Passmore 570 Pinn Rd.	678-2800 78227		
Powell 6003 Thunder Drive	706-7355 78238		

SPECIAL SCHOOLS

Baptist Children's Home 7404 Hwy 90 W.	678-2027 EXT.231 78227
Community Guidance Center 2135 Babcock	614-7070 78229
Elementary Alternative Sch. 7111 Huebner Rd.	706-7399 78240
Holmgren Jr./Sr. 8580 Ewing Halsell	617-5460 78229
Mi Casa 8601 Cinnamon Creek	699-0162 78229
Nellie Reddix Center 4711 Sid Katz	78229
Northside Habilitation Program	615-2414
Northside Vocational Transition Prog.	615-2401
Northside Alternative High School 144 Hunt Lane	706-7080 78245
Northside Alternative Middle School	
South 5223 Blessing Street	431-6900 78228
North 11937 I.H. 10 West	561-2070 78230
Northside Children's Center 8530 Ewing Halsell	692-6100 78229
Northside Evening High Sch. (after 5 p.m.) 6500 Ingram	706-7060 78238
Northside Learning Center 6632 Bandera	78238
Adult & Community Education	522-8100
Attendance Officers	522-8180
Bilingual Education	522-8173
Challenge High School	522-8120
Instructional Technology	522-8125
Media & Technology	522-8130
School Age Parenting	522-8111
Student Placement	522-8155
Southwest Key Program 11643 Vance Jackson	558-3256 78230
Southwest Mental Health Ctr 8535 Tom Slick	616-0300 78229
Special Education Night Sch. 6500 Ingram Rd.	706-7295 78238
University Hosp. Sch. 4502 Medical Drive	616-0300 EXT.404 78229
Villa Rosa 5115 Medical Dr.	705-5650 78229
Goals Program at Villa Rosa 5115 Medical Dr.	705-5650 78229

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

NORTHSIDE ISD POLICY CQ (LEGAL); POLICY CQ (LOCAL); 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 funding under the Technology for Education Act of 1994 (Title III of 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. 7001(a)(5)(F)

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

"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 support mechanisms. *47 U.S.C. 254(c)(3), (h)(5)(A)(ii)*

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*

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 on-line;
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 the Technology for Education Act of 1994 (Title III of the Elementary and Secondary Education Act [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:

Minors

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

Adults

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. 7001(a)*

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 CQ (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 computers, the electronic communications system, 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 computers, including the electronic communications systems, the Internet, other computer resources, and software for education or District-related activities, but only if the primary mission of technology for students and staff is not hampered and if no substantial financial impact is anticipated. 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 computers, the electronic communications system, 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.

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

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 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)]

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.

FILTERING

The Superintendent will appoint a committee, to be chaired by the Deputy Superintendent for Instruction, 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 committee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The committee will make recommendation to the Superintendent or designee regarding approval or disapproval of disabling

the filter for the requested use.

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's system, as appropriate. Students may be assigned individual accounts, as appropriate.
2. As appropriate, 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 on a regular basis.
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. (See 2 below)

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 online safety 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 Superintendent.
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 or the Executive Director for Information and Technology Services, as appropriate.
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 or download District approved public domain programs to the system. The District will maintain an electronic list of approved public domain programs.
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 or other messages that are personal for-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 may not misrepresent the District through electronic communication. They 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 abuse or waste District electronic communications system resources (e.g. e-mail spamming, mass distribution of videos, photos, etc.)
17. System users may not gain unauthorized access to resources or information.
18. District email broadcasts must be approved by the Director of Communications.

VANDALISM PROHIBITED

Any 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. 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 or hacking tools.

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 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

Participation in chat rooms and newsgroups accessed on the Internet is permissible for students, under appropriate supervision, and for employees. Use will be limited to educational and District related activities.

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 Director of Communications and the Coordinator of Web Information, in collaboration with the technology departments, 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 web pages to the campus 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's Web page. Teachers will be responsible for compliance with District rules in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer network must receive approval from the campus principal or designee.

STUDENT WEB PAGES

With the approval of the campus principal or designee, students may submit individual Web pages to be linked to campus Web pages. All material presented on a student's Web page must be related to the student's educational activities and must conform to the District Acceptable Use Policies. 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 receive approval from the campus principal or designee.

EXTRA-CURRICULAR ORGANIZATION WEB PAGES

With the approval of the campus principal, campus extracurricular organizations may submit Web pages to be linked to that 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 conform to the District Acceptable Use Policies. 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 or designee.

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 issues/ receives 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 expressed 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.

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 (706-7505) 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 (706-7505.)

Northside Activity Center Hours

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

Phone: (210) 706-7504

NOTE: Substitute Badges Must be Worn for Identification

AUTOMATED SUBFINDER SYSTEM

I. General

II. When SubFinder Calls You

- A. To Offer You a Job
- B. To Notify You of a Job Cancellation

III. When You Call the SubFinder

- A. TO REVIEW YOUR CURRENT ASSIGNMENTS
- B. TO REVIEW AVAILABLE JOBS
- C. TO CANCEL A JOB
- D. TO REVIEW PERSONAL INFORMATION
 - 1.) To Review Your Phone Number
 - 2.) To Review Your Name Recording
 - 3.) To Review the Days of the Week You Can Work
 - 4.) For the Date Range Menu
 - (a) To Add an Unavailable Date Range
 - (b) To Add a Do Not Disturb Date range
 - (c) To Review a Date Range
 - (d) To Return to the Main Menu
 - 5.) To Hear Your Employee I.D.
 - 6.) To Return to the Main Menu

I. In General

PLEASE NOTE: You will access the sub-finder system by using your **Social Security Number (SSN)**. The only time you will need your 3-4 digit PIN number is when you want a teacher or administrator to request or pre-assign you to a job. The schools will have a list of all substitutes' PIN numbers, but you may need to provide yours to individuals as needed.

Remember that SubFinder only works from a touch-tone telephone!

When accepting a job, always wait for the JOB NUMBER before disconnecting or your job acceptance may not be recorded.

However, when you make a verbal agreement with a teacher or administrator to accept a job, you will not be called by the sub-finder system with a job number. The system will automatically assign a job number to the vacancy, and you can get the number from the school when you report for the job. (Please remember not to accept another job on the same day you have made a verbal commitment to work.)

II. When Subfinder Calls You

A. TO OFFER YOU A JOB

SubFinder will call and ask for your PIN (use your SSN) followed by the pound sign (#), **or** press star (*) if you do not wish to receive any more calls for the rest of the day.

If you chose to enter your PIN (SSN), followed by the pound sign SubFinder will describe an available job.

- To hear special instructions **Press 1**
- To hear the itinerant schedule **Press 2**
- To continue **Press 5**
- Once you press **5**
- To accept the job **Press 1**

- To hear the job again **Press 2**
- To reject the job **Press 9**

If you press **1** to accept, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well

- To hear special instructions **Press 1**
- To hear the itinerant schedule **Press 2**
- To hear directions to the site **Press 3**
- To continue **Press 5**

If you press **2** or **3**, the appropriate information will be provided. If you press **5**, you will be given two options.

- To hear the job again **Press 2**
- To end this call **Press 9**

If you press **9** to reject the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

- If correct **Press 1**
- If incorrect **Press 2**

B. TO NOTIFY YOU OF A JOB CANCELLATION

When a job has been canceled, SubFinder will call you with notification. You will hear "This is notification of a job cancellation". Enter your PIN (SSN) followed by the pound sign (#).

SubFinder will play the information for the job that has been canceled, including the job number.

- To acknowledge the cancellation **Press 1**
- To hear the cancellation again **Press 2**

III. When You Call Subfinder

The following is a summary of the features available to you from the main number (use your social security number to access):

A. TO REVIEW CURRENT ASSIGNMENTS

- From the Main Menu **Press 1**

SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

- To hear special instructions **Press 1**
- To hear the itinerant schedule **Press 2**
- To hear directions to the site **Press 3**
- To continue **Press 5**

If you press **5**, you will be given these options.

- To hear the job again **Press 2**
- To hear the next job **Press 3**
- To cancel the job **Press 4**
- To return to the Main Menu **Press 9**

If you press **4**, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

- If correct **Press 1**
- If incorrect **Press 2**

SubFinder will ask for confirmation of the cancellation.
 To confirm cancellation **Press 1**
 Otherwise **Press 2**

B. TO REVIEW AVAILABLE JOBS
From the Main Menu Press 2

SubFinder will describe an available job, if any exist, followed by some or all of the following options.

To hear special instructions **Press 1**
 To hear the itinerant schedule **Press 2**
 To continue **Press 5**

Once you press **5**

To accept the job **Press 1**
 To hear the job again **Press 2**
 To hear the next job **Press 3**
 To return to the Main Menu **Press 9**

If you press **1** SubFinder will repeat the job information, followed by the **JOB NUMBER**.

If you press **3** SubFinder will describe the next available job, if any exist, followed by the same options described above.

C. TO CANCEL A JOB
From the Main Menu Press 3

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

To cancel the job **Press 1**
 To return to the Main Menu **Press 9**

If you press **1** SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct **Press 1**
 If incorrect **Press 2**

SubFinder will ask for confirmation of the cancellation.
 To confirm cancellation **Press 1**
 Otherwise **Press 2**

D. TO REVIEW PERSONAL INFORMATION
From the Main Menu Press 4

SubFinder will play the Personal Information Menu

- 1) To review your phone number **Press 1**
- 2) To review your name recording **Press 2**
- 3) To review the days of the week you can work **Press 3**
- 4) For the date range menu **Press 4**
- 5. To hear your employee I.D. **Press 5**
- 6. To return to the Main Menu **Press 9**

1. To Review Your Phone Number

SubFinder will play your phone number.
 If correct **Press 1**
 If you would like to change your phone number **Press 2**

If you press **2**, enter the area code and phone number followed by the pound sign (#). SubFinder will repeat the number.

If correct **Press 1**
 If you would like to change your phone number **Press 2**

2. To Review Your Name Recording

SubFinder will play your name as it is recorded.

If Correct **Press 1**
 To re-record your name **Press 2**

If you press **2**, record your name after the tone. When you are finished, press the pound sign (#). SubFinder will repeat your name.

If Correct **Press 1**
 If Incorrect **Press 2**

3. To Review the Days of the Week You Can Work

To Review Your Availability For

- Sunday **Press 1**
- Monday **Press 2**
- Tuesday **Press 3**
- Wednesday **Press 4**
- Thursday **Press 5**
- Friday **Press 6**
- Saturday **Press 7**
- To return to the Main Menu **Press 9**

After choosing a day, that day's availability will be played.

To change your availability **Press 1**
 To use this schedule for another day of the week **Press 2**
 To return to the previous menu **Press 9**

If you press **1** SubFinder will ask "Are you normally available to work on (day of the week)?"

- If yes **Press 1**
- If no **Press 2**
- For mornings only (6 am until 12 pm) **Press 3**
- For afternoons only (12 pm until 6 pm) **Press 4**
- To enter specific hours **Press 5**

If you press **1, 2, 3, or 4** SubFinder will repeat the schedule that applies to your choice.

To change your availability **Press 1**
 To use this schedule for another day of the week **Press 2**
 To return to the previous menu **Press 9**

If you press **5** for Special Hours:

Enter the earliest time (HHMM) that you will be available followed by the pound sign (#). If you will be available from the start of the day, press star (*). If you enter a specific time:

- For AM **Press 1**
- For PM **Press 2**

Enter the latest time (HHMM) that you will be available followed by the pound sign (#). If you will be available until the end of the day press star (*). If you enter a specific time:

- For AM **Press 1**
- For PM **Press 2**

Enter the minimum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

Enter the maximum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

If you would like to change your availability **Press 1**
 To use this schedule for another day of the week **Press 2**
 To return to the previous menu **Press 9**

4. For the Date Range Menu

- (a) To add an UNAVAILABLE date range **Press 1**
- (b) To add a DO NOT DISTURB date range **Press 2**
- (c) To review a date range **Press 3**
- (d) To return to the Main Menu **Press 9**

(a) To Add an Unavailable Date Range

Enter the **first date** that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable starting today, press star (*).

Enter the **beginning time** (HHMM) that you will be unavailable followed by the pound sign (#). If you will be unavailable from the start of day, press star (*). If you enter a specific time:

- For AM **Press 1**
- For PM **Press 2**

Enter the **last date** that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for a single day, press star (*).

Enter the **time** (HHMM) that you will be available again, followed by the pound sign (#). If you will be unavailable through the end of the day, press star (*). If you enter a specific time:

- For AM **Press 1**
- For PM **Press 2**

Substitute Finder will repeat your unavailable date range.

- If correct **Press 1**
- If incorrect **Press 2**

If you press **1** SubFinder will respond "To continue receiving calls during this period, press **1**, otherwise press **2**." Pressing **2** will add a **Do Not Disturb** to the date range as well.

(b) To Add a Do Not Disturb Date Range

Enter the **first date** (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called starting today, press star (*).

Enter the **beginning time** (HHMM) that you don't want to be called followed by the pound sign (#). If you don't want to be called from the start of the day, press (*). If you enter a specific time:

- For AM **Press 1**
- For PM **Press 2**

Enter the **last date** (HHMM) that you don't want to be called followed by the pound sign (#). If you don't want to be called for only a single day, press star (*).

Enter the **time** (HHMM) that you wish to receive calls again, followed by the pound sign (#). If you don't want to be called until the end of the day, press star (*). If you enter a specific time:

- For AM **Press 1**
- For PM **Press 2**

SubFinder will repeat the **Do Not Disturb** date range.

- If correct **Press 1**
- If incorrect **Press 2**

(c) To Review a Date Range

SubFinder will play your most current date range, if any exist.

- To hear the date range again **Press 2**
- To hear the next date range **Press 3**
- To remove the date range **Press 4**

If you press **4**, SubFinder will ask for confirmation.

- If you are sure you want to remove the date range **Press 1**
- Otherwise **Press 2**
- To return to the Main Menu **Press 9**

(d) To Return to the Main Menu **Press 9**

5. To Hear Your Employee ID

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder.

6. To Return to the Main Menu **Press 9**

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