

# Lufkin I.S.D.



## Substitute Handbook

2016-2017

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## Mission Statement, Goals, and Objectives

### *Policy AE*

The central task of education is the preparation of individuals for their roles as effective citizens, able to make informed and intelligent choices. The function of the schools is to transmit to each new generation, knowledge of the conduct patterns, required skills, and the highest values of our democratic society. The Board, the administration, and the faculty must have a professional commitment to educational excellence. They must challenge each student to seek positive self-fulfillment and to ultimately achieve successful adulthood.

The District shall provide opportunities for each student to achieve mastery of basic skills. Training must be furnished to each student in accordance with his or her ability, need, and developing interest. Transmitting the value of an educated intelligence must be of paramount importance in the school's endeavor.

The District shall foster sensitivity to excellence in literature, art, and music. Each student must be encouraged to develop his or her personal creativity in areas of demonstrated ability.

The District shall promote in each student the development of an ethical consciousness as evidenced by respect for truth and human dignity. Schools must foster in each student an understanding of the moral values inherent in a democratic society.

The District shall offer experiences, which will assist each student in developing the knowledge and skills necessary to discharging effectively the responsibilities of an American citizen. Each student must be taught to practice self-discipline and self-reliance in solving problems and in meeting needs, that he or she may become diligent and competent as a private individual and as a member of society.

The District shall promote the development of good health habits and physical fitness, including the development of life-long skills for the wise use of leisure time.

The District shall offer a varied and adaptable program of classroom and extracurricular activities, which challenge each student to achieve a measure of success, regardless of ability, motivation, or cultural background.

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# Lufkin Independent School District

## Introduction

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The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the assistant superintendent of administrative services.

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

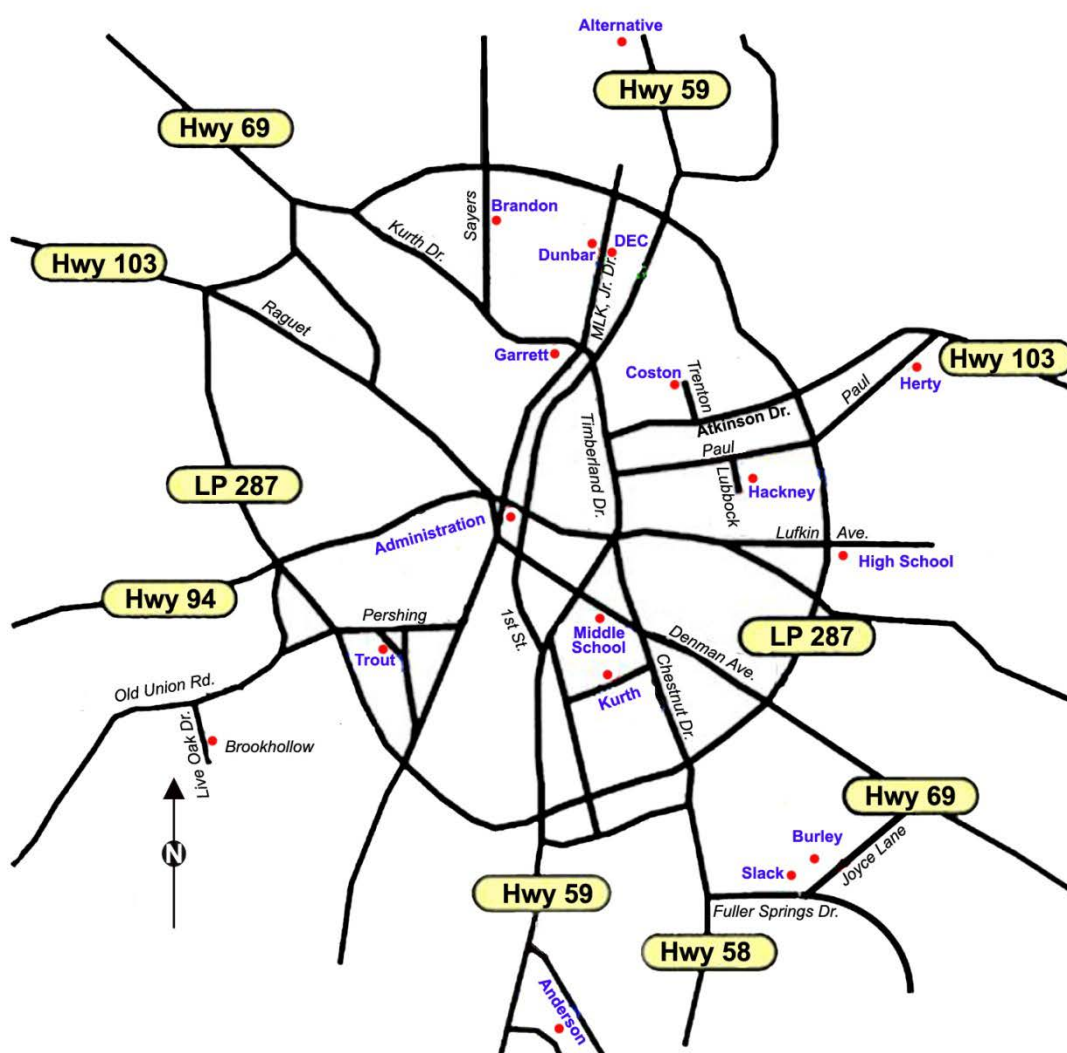
# District Information

## Description of the District

Lufkin is located in the piney woods of East Texas. Founded in 1882 as a lumber shipping stop, Lufkin is today the county seat of Angelina County. In addition to an excellent public school system, our community is the home of Angelina Junior College and is located only 20 miles from Stephen F. Austin University.

## District Map

Lufkin Independent School District



## TO ALL SUBSTITUTES:

We welcome you as a substitute with the Lufkin Independent School District.

**It is important that you read the complete handbook before accepting your first assignment.**

If you are a returning substitute, please re-read handbook as policies may have changed. ***You are responsible for abiding by the material found within the handbook. Failure to comply with the following directives and guidelines is grounds for removal/dismissal from the active sub list for Lufkin I.S.D.***

Should you have questions or concerns at any time, please feel free to e-mail Belinda Brown at the following email [bmbrown@lufkinisd.org](mailto:bmbrown@lufkinisd.org).

We will be happy to help you now and anytime throughout the year.



# OUR VISION

*IN LUFKIN ISD...*

**WE BELIEVE**

*ALL STUDENTS CAN LEARN.*

**WE BELIEVE**

*OUR COMMUNITY'S INVOLVEMENT AND DIVERSITY ARE ESSENTIAL  
FOR MAXIMIZING STUDENT LEARNING.*

**WE BELIEVE**

*LUFKIN ISD STAFF IS OUR GREATEST ASSET.*

**WE BELIEVE**

*LUFKIN ISD ACHIEVES HIGHER LEVELS OF PERFORMANCE THROUGH CLEARLY  
DEFINED GOALS WITH HIGH EXPECTATIONS FOR ALL STUDENTS.*

**WE BELIEVE**

*LUFKIN ISD IS THE DISTRICT OF CHOICE.*

**WE BELIEVE**

*LUFKIN ISD MUST CONTINUALLY PROGRESS IN EVERYTHING WE DO.*

**THE MISSION OF LUFKIN ISD IS TO EDUCATE AND EQUIP ALL STUDENTS  
FOR SUCCESS THROUGH EXCEPTIONAL LEARNING EXPERIENCES.**

**LUFKIN ISD...**

**YOUR BEST CHOICE FOR EDUCATION!**

## Board of Trustees

*Policies BA, BB series, BD series, and BE series*

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

### 2016-2017 Board Members include:

Dr. Keven Ellis, President	Don Mulbach, Member
Scott Skelton, Vice President	Kristi Gay, Member
Allyson Langston, Secretary	Andra Self, Member
Andro Branch, Member	

The board usually meets the third Thursday of each month at 6:00 PM. Unless otherwise provided in the notice for a meeting, board meetings shall be held at the administration building. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

### Board Meeting Schedule for 2016–2017

August 18, 2016	February 16, 2017
September 15, 2016	March 16, 2017
October 20, 2016	April 20, 2017
November 17, 2016	May 18, 2017
December 15, 2016	June 15, 2017
January 19, 2017	July 20, 2017

## Administration

Dr. LaTonya Goffney, Superintendent

Lynn Torres, Deputy Superintendent Teaching and Learning

Dr. Anthony Sorola, Assistant Superintendent of Administrative Services

## Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

- Rafranz Davis, Executive Director of Professional and Digital Learning
- Deidra Harrison, Executive Director of Student Services
- Barbara Lazarine, Executive Director of Primary and Elementary Instruction
- Brad Stewart, Executive Director of Technology
- Jeri Kay Boyd – Director of Girls Athletics
- Jan Fulbright – Director of Health Services
- Kim Kassaw – Director of Special Education
- Todd Quick, Director of Athletics
- Stephen Rhoades – CTE Director
- Robin Allen, Math Instructional Specialist Grades 2 to 5
- Carolyn Beavers, Student Assessment & SSI Coordinator
- Shannon Marek, Athletic Trainer
- Connie Hobbs, Public Relations Specialist
- Sylvia Eubanks, Bilingual/ESL Specialist
- Vada Hughes, Science & Social Studies, Grades K to 5
- Julie Madden, Literacy Instructional Specialist, Grades 2 to 5
- Pollianne Smith, Advanced Academics
- Kathy Thannisch, Early Childhood
- Hollie Beauchamp, Director of Human Resource Services
- Carla Cheatham, Human Resource Services Specialist
- Mari Guerrero, Human Resource Services Specialist
- Wayne Grissom, Director of Transportation Services
- Donna Middaugh, Director of Student Nutrition Services
- Johnnie Ross, Director of Maintenance Services
- Jon Cheatham, Daytime Custodial Supervisor
- Earl Riley, Evening Custodial Supervisor
- Dakota Cheatham, Warehouse Foreman
- Pam Clark, Payroll/Benefits Supervisor
- Demetra Bradley, Bi-Weekly Payroll/Benefits
- Morty Halyard, Coordinator of Purchasing/Risk Management



## Lufkin ISD Campus Contact Information

### **Anderson Elementary**

Cindy Tierney, Principal  
381 Champions Drive, 75901-7229  
Phone: 936-632-5527  
Grades: 3<sup>rd</sup> - 5<sup>th</sup>

### **Brandon Elementary**

Dr. Elizabeth Walter, Principal  
1612 Sayers, 75904-2012  
Phone: 936-632-5513  
Grades: 3<sup>rd</sup> - 5<sup>th</sup>  
with Gifted and Talented

### **Brookhollow Elementary**

April Sebesta, Principal  
1009 Live Oak, 75904-4245  
Phone: 936-634-8415  
Grades: 3<sup>rd</sup> - 5<sup>th</sup>

### **Burley Primary**

Betsy Mijares, Principal  
502 Joyce Lane, 75901-5217  
Phone: 936-639-3100  
Grades: Kindergarten - 2<sup>nd</sup>  
with Two-Way Dual-Language

### **Coston Elementary**

Kathy Jost, Principal  
707 Trenton, 75901-2497  
Phone: 936-639-3118  
Grades: 3<sup>rd</sup> - 5<sup>th</sup>

### **Dunbar Primary**

Dorinda Wade, Principal  
1807 Martin Luther King Jr. Dr., 75904-1226  
Phone: 936-630-4500  
Grades: Kindergarten - 2<sup>nd</sup> with GT

### **Garrett Primary**

LaMona Coleman, Principal  
507 Kurth Dr., 75904-1239  
Phone: 936-634-8418  
Grades: Pre-K - Kindergarten

### **Hackney Primary**

Kelly Proutt, Principal  
708 Lubbock, 75901-4118  
Phone: 936-634-3324  
Grade: Pre-K

### **Herty Primary**

Jill Riggs, Principal  
2804 Paul Avenue, 75901-1632  
Phone: 936-639-2241  
Grades: Pre-K – 2<sup>nd</sup>

### **Kurth Primary**

Karen Vinson, Principal  
521 York Avenue, 75901-6516  
Phone: 936-639-3279  
Grades: Pre-K – 2<sup>nd</sup>

### **Slack Elementary**

Danny Whisenant, Principal  
1305 Fuller Springs Dr., 75901-6516  
Phone: 936-639-2279  
Grades: 3<sup>rd</sup> – 5<sup>th</sup>  
with Two-Way Dual-Language

### **Trout Primary**

Cindy Nerren, Principal  
1014 Allendale, 75904-4440  
Phone: 936-639-3274  
Grades: Pre-K – 2<sup>nd</sup>

### **Lufkin Middle School**

Jesus Gomez, Principal  
900 East Denman, 75901-4830  
Phone: 936-630-4444  
Grades: 6<sup>th</sup> – 8<sup>th</sup>

### **Lufkin High School**

Kurt Stephens, Principal  
309 S. Medford Dr., 75901-5217  
Phone: 936-632-7721  
Grades: 9<sup>th</sup> – 12<sup>th</sup>

### **ACE Campus (Alternative)**

Drew Huffty, Principal  
1121 Winston 8 Ranch Road, 75904  
Phone: 936-632-7203

## Lufkin ISD Administrative Contact Information

### **LISD Administration Office**

Dr. LaTonya Goffney, Superintendent  
101 Cotton Square, 75902  
Phone: 936-634-6696

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## Lufkin ISD Division of Instruction Contact Information

1806 Martin Luther King, Jr. Dr., 75904

### **Primary and Elementary Instruction**

Barbara Lazarine, Executive Director  
Phone: 936-633-6145

### **Bilingual-ESL**

Sylvia Eubanks, District Specialist  
Phone: 936-630-4290

### **Advanced Academics**

Pollianne Smith, District Specialist  
Phone: 936-630-4295

### **Early Childhood**

Kathy Thannisch, District Specialist  
Phone: 936-630-4288

### **Literacy**

Julie Madden, District Specialist  
Phone: 936-630-4324

### **Math**

Robin Allen, District Specialist  
Phone: 936-630-4268

### **Student Assessment and SSI**

Carolyn Beavers, DTC  
Phone: 936-630-4336

### **Student Services**

Deidra Harrison, Executive Director  
Phone: 936-630-4272

### **Special Education**

Kim Kassaw, Director  
Phone: 936-630-4361

### **Social Worker**

Tonja Akridge  
Phone: 936-630-4287

### **Bilingual Liaison**

Leticia Galindo  
Phone: 936-633-7835

### **Bilingual Liaison**

Martha Horta  
Phone: 936-633-6496

### **Health Services**

Jan Fulbright, Director  
Phone: 936-633-7264

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## Lufkin ISD Operations Contact Information

### **Student Nutrition Services**

Donna Middaugh, Director  
915 Virgil, 75901-4866  
Phone: 936-634-7054

### **Maintenance Services**

Johnnie Ross, Director  
1303 Tulane, 75901  
Phone: 936-632-3348

### **Transportation Services**

Wayne Grissom, Director  
811 S. Timberland Dr., 75901  
Phone: 936-632-7461

Substitute Office-Administration Building  
101 Cotton Square  
Lufkin, Texas 75902  
936-634-6696  
Fax: (936) 633-6214

On-Line Handbook Access: [www.lufkinisd.org](http://www.lufkinisd.org)

## Frequently Asked Questions

**1. *How do I change my address?***

- In person at the Administration Office- Please contact the HR Services Office

**2. *How do I change my school selections?***

- By Fax @ 936-633-6214
- E-mail [bmbrown@lufkinisd.org](mailto:bmbrown@lufkinisd.org) with changes requested
- In person at the Administration Office

**3. *How do I receive my paycheck?***

**Direct Deposit**

**4. *What if I am overpaid?***

If a substitute is overpaid, it is their responsibility to notify the Substitute Office/Payroll Office immediately. Should a substitute not report an overpayment, upon discovery of the error by the Substitute Office, overpayment monies will be deducted from one paycheck.

**5. *When should I contact the Payroll Department directly?***

You should contact in Payroll (e-mail: [pclark@lufkinisd.org](mailto:pclark@lufkinisd.org)) for the following:

- Missing paycheck. *Remember, monies are not guaranteed until designated pay date!*
- Failure to receive W-2 form by last day of January
- Change in W-4 Information

NOTE: New W-4 forms are available for download at "Application for Substitute". They may NOT be faxed or emailed. They must be returned in person to the Substitute Office or the payroll department.

**6. *How do I get a new security badge if I misplace my old one?***

Substitutes must come to the Administration Office located at 101 Cotton Square.

**7. *What do I do if I receive a late call for a campus? Should I take the job?***

If the call comes late and you decide to accept the assignment, do so and record the job number. Call the appropriate campus to let them know you are on your way. Failure to do this could result in the job being cancelled and the substitute not receiving payment.

**8. *Can a campus cancel an assignment if I am late?***

Yes, campuses reserve the right to cancel any assignment if the substitute is late without notifying the campus. Classes must have coverage and our students are the first priority. And, should a substitute be late with no explanation, the campus is NOT obligated to pay the substitute.

**9. *Can a campus cancel any assignment?***

Yes, campuses reserve the right to move substitutes to any position of greatest need.

**10. *Do substitutes have a conference period?***

No, substitutes in regular day-by-day work are NOT guaranteed a conference period. Substitutes are guaranteed a 30 minute duty free lunch; however, the time of this duty free lunch period is NOT at the discretion of the substitute; it is designated by the campus.

**11. *What if I need references for another job?***

The Substitute Office cannot provide references to other school districts or employers, as we do not observe a substitute in the performance of his/her duty on each campus. If contacted, we can only:

- a. Verify the total number of days worked
- b. Beginning and/or ending date(s) of employment

# BACKGROUND CHECK INFORMATION

Upon initial hiring, all substitute applicants will be required to have a background check. Fingerprinting will also be a requirement of Lufkin ISD as per state guidelines.

Please read the following information carefully:

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment (TEC.22.083) and (TEC.22.084).

Board Policy includes the following:

## Obligation to Report

All employees of the District have an ongoing duty to report to his or her immediate supervisor when and if the employee is convicted of any crime other than a minor traffic offense.

## Consequence of Failure To Report

Any employee, who fails to report the conviction of a crime, as required under this policy, will be subject to disciplinary action up to and including termination.

## Consideration by District

Conviction of a crime is not an automatic basis for termination. The District will consider the following factors in determining what action, if any, should be taken against the employee who is convicted of a crime during employment with the District: (1) the nature of the offense, (2) the date of the offense, (3) the relationship between the offense and the position to which the employee is assigned.



## SUBSTITUTE PAYROLL INFORMATION METHOD OF PAYMENT

2016-2017

**Substitutes are compensated with the rate of pay as follows:**

	<b>Half Day</b>	<b>Full Day</b>
Certified/Degreed	\$37.50	\$75.00
Uncertified/Non Degreed	\$32.50	\$65.00
Paraprofessionals	\$30.00	\$57.00
Critical Special Ed Paraprofessionals	\$32.50	\$65.00

**Substitutes in the same teaching assignment for more than 10 consecutive days are eligible for additional pay starting on the 11<sup>th</sup> day.**

	<b>Long Term</b>
Certified/Degreed	\$80.00
Uncertified/Non Degreed	\$70.00

**There will no longer be substitutes for office personnel on campuses or Central Office.**

*Please Note:*

*Monies are guaranteed by the official pay date. Should a substitute NOT receive their paycheck, contact Pam Clark in Payroll immediately -936-630-4321.*

## SECURITY BADGE INFORMATION

All substitutes must wear an official LISD badge when on a campus as a substitute teacher, paraprofessional, tester, counselor or administrator.

### OTHER IMPORTANT SECURITY BADGE INFORMATION

Lost Badges/Name Changes:

1. Substitute must come to the Administration Office for LISD, located at 101 Cotton Square.
2. If the reason for replacement is a name change, you must first change your name in person with the HR Services Office.

**IMPORTANT:** New badges with new photos will not be issued! Replacement or renewal badges are simply re-issued with existing photo and your name.



## Parking Permit Policies

Parking permits are required on the Lufkin High School campus. This permit must be displayed appropriately and be easily seen by Lufkin ISD parking attendants and Campus Police. Failure to display an official parking permit could result in the vehicle being towed at the owner's expense.

***Please read the following information carefully!***

Parking permits are issued to substitutes for the sole purpose of use by the specified substitute. Use by any other person or persons for any other reason will result in the substitute losing their parking privileges on the high school campus.



## READ CAREFULLY!

### Dress and Grooming

#### *Policy DH*

MALE	FEMALE
<p>Appropriate attire for men would include:</p> <ul style="list-style-type: none"> <li>• Slacks or twill type pants.</li> <li>• Shirts with a collar. Muscle shirts are considered inappropriate. Ties are optional.</li> <li>• Shorts and/or wind suits will be considered appropriate when the assignment is in the gym or on the athletic field. While in the classroom or involved in duties not in the gym or on the field, shorts and/or wind pants are considered inappropriate.</li> <li>• Hair (including facial hair) should be neat, clean and well groomed.</li> <li>• House shoes or shower shoes are not permitted.</li> <li>• Body or mouth ornaments are not allowed.</li> <li>• Attempt to cover tattoos while at school and at school related activities.</li> </ul>	<p>Appropriate attire for women would include:</p> <ul style="list-style-type: none"> <li>• Dresses, skirts, slacks, or mid-calf dress capris. The minimum length of dresses or skirts must be at or about knee length. Sweat suits are not allowed. Leggings may be worn if the top or dress meets about knee length.</li> <li>• Halter-tops, see-through clothing, low cut tops, tank tops, strapless garments or clothing with spaghetti straps is considered inappropriate. Employee's clothing may not be tight or revealing (no cleavage, midriiffs, or undergarments are to be visible.)</li> <li>• Hair should be neat, clean and well groomed.</li> <li>• No more than two earrings in each ear.</li> <li>• House shoes or shower shoes are not permitted.</li> <li>• Body or mouth ornaments are not allowed.</li> <li>• Attempt to cover tattoos while at school and at school related activities.</li> </ul>

### **Spirit Day Dress Guidelines:**

- Panther Spirit Day will be on Fridays during the school year and is designed to promote pride in Lufkin ISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. Employees may wear jeans that are clean, neat and good condition (no holes or frayed).
- A district-campus specified shirt which exemplifies school spirit and Panther pride are the only shirts allowed.



- If you must cancel an assignment on the day of the assignment, you are expected to contact the campus to inform them.
- **Substitutes may not eat in class or leave class to eat when students are in the classroom.**
- Substitutes are not guaranteed a conference period unless serving in a long-term position.
- **Personal reading material brought onto a campus should be appropriate for a public school setting and should only be read during substitute's duty free lunch.**
- Follow lesson plans as left by the teacher. Seek help if more activities are needed.
- Perform duties as assigned by administration. Elementary substitutes may be required to perform bus duty after the end of school.
- Leave professional detailed notes for returning teacher.
- Leave room neat and organized.
- Check out with campus secretary at end of day.
- If you are working on a campus where your child is a student, *do not* engage staff in discussions about your child's grades, etc. Please arrange for a parent/teacher conference at another time.
- Do not solicit or advertise personal businesses, charity events, or fundraisers while on campus as a substitute.
- Avoid critical comments (verbal or written) about students, staff members or campus.
- *Do not, under any circumstances, comment on or question a student's abilities/disabilities. This is CONFIDENTIAL information!*
- *Do not, under any circumstances, comment on a student's gender, ethnicity/race, religion, sexual orientation, or physical appearance.*
- *Do not offer advice to students on a particular situation, i.e., weight loss, pregnancy, etc. Remain professionally distant on any of these issues.*

## Classroom Management Expectations:

- Wear your official LISD badge at all times.
- Write your name on board/overhead.
- Introduce yourself to staff and students. *A substitute is expected to be easily understood by students and staff.*
- Set out clear expectations for student behavior.
- Maintain a calm demeanor and a professional tone of voice in volume, attitude and age appropriateness with students at all grade levels. Do not demean students with sarcasm.
- Be actively engaged in classroom activities. *Talking on your cell phone, reading personal materials, or working on a computer is unacceptable.*
- Use proximity – walking around classroom. *Do not sit behind the desk!*
- ***“Shut up!” is never acceptable!***
- *Do not in jest, in frustration; retaliation, etc. throw any object at a student. There is never a reason for doing so.*
- Substitutes are responsible for all materials used during a lesson. If materials or equipment go missing, the substitute must report this to the campus administrator immediately.
- Remain in the classroom with students. If a situation arises where a full-time employee dismisses you from class, i.e., co-teach situation, report to the campus substitute representative immediately.
- Handle minor disciplinary issues- refer other concerns to campus principal.
- Ask for assistance from campus administrator for major and/or repetitive disruptive behaviors.
- Before sending a student out of class alone, be very aware of the age of the student. For example, there is no reason for a kindergarten student to be sent unescorted away from the class room to the parking lot or other areas not contiguous to their classroom.
- Do not call out grades or allow students access to other students' grades. This is CONFIDENTIAL information!
- ***Avoid going through an employee's desk or materials without permission. Do not allow students to do so without specific permission.***
- Do not attempt to access or request access to district computers without formal campus authorization.

- Do not work on personal laptops computers when in direct contact with students. Substitutes are to be actively engaged in monitoring student behavior and lesson implementation.
- *Do not utilize your cellphone during class time to check your Facebook.*
- *Please do not utilize your cellphone to take photos of students.*
- *Do not listen to your iPod during class time.*
- Do not attempt to take away a student's cell phone, iPod, etc. Ask them to put the item away. Should they refuse, make a note for the teacher about the incident.
- Do not discuss or solicit students' personal information, including email addresses or information located on websites such as "My Space" or "Facebook" or other similar sites.
- Do not allow class discussion to gravitate toward anything of a personal or sexual nature.
- Do not photograph students for any reason and do not ask for a photo of any student.
- Do not give students food products of any kind!
- Do not distribute any materials to students without permission from campus administration.
- Substitutes are to remain in the classroom at all times. Do not leave a classroom unattended for any reason. If you have an emergency, you must seek assistance in covering your class

### Substitute Teachers and Physical Contact:

- Maintain a professional distance when assisting students. Do NOT assume that a touch, a pat, a hand on a student's shoulder is acceptable for a substitute.
- Do NOT be in a room alone with a student.
- Do NOT react in frustration or anger by pushing, shoving or physically moving a student from one location to another.
- Do NOT attempt to break up a fight between students! Immediately seek assistance from campus staff.
- Inappropriate or overly aggressive physical contact can be grounds for immediate dismissal. If a substitute, for any reason, has physical contact with a student beyond normal expectations, i.e., a hug from a kindergarten student, the substitute should report said incident to the campus substitute representative immediately.

Note: Small children will take your hand or try to hug "their teacher". Be respectful, cautious, and kind with these actions. All other type of physical contact is absolutely unacceptable.

## Writing Discipline Reports:

- Ask about discipline procedures (in case of emergencies).
- Some campuses have call buttons for emergencies.
- Should it become necessary to involve an Assistant Principal, be prepared to provide details regarding your attempt to handle the situation.
- Be specific when writing discipline reports.
- Do not use vague or general language.
- If you send a student to the Principal, always leave a note for the teacher. Students may be sent back to class for certain infractions. If this happens, do not assume you are not being supported. Serious infractions will be handled by the Principal's office in an appropriate manner.

## The Substitute and Accidents:

### Accident Involving a Student:

- Send for assistance from the clinic or have another student escort the injured student to the clinic. Do not assume an injury is minor!
- As soon as you can, report to the campus administrative offices and complete an accident report. This is required!

### Accident Involving a Substitute:

- Report to the clinic for an assessment.
- If you are injured while at work as a substitute, you must fill out an accident report immediately. Contact the Campus secretary to complete a First Report of Injury form. If medical attention is necessary the Campus secretary will contact Pam Clark.

## Computer Use-Technology

Lufkin ISD employees, students, and volunteers may not duplicate any licensed software or related documentation for use either on Lufkin ISD premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school district to both civil and criminal penalties under the United States Copyright Act.

Employees, students, and volunteers may not give software to any third party including relatives, clients, contractors, etc. Lufkin ISD employees, students, and volunteers may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

All computer software installed on Lufkin ISD equipment, must be purchased, reported to and installed by Technology Services (or its designee). Software acquisition channels are restricted to ensure that the school district has a complete record of all software that has been purchased for Lufkin ISD computers and can register, support, and upgrade such software accordingly. Software on district

computers, used for instructional and/or administrative purposes, must be approved by a district curriculum coordinator and Technology Services.

## DISCLAIMER

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. LISD makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. LISD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. LISD specifically denies any responsibility for the accuracy or quality of information obtained through its services. 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.

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

## ELECTRONIC COMMUNICATION & DATA MANAGEMENT

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

### Availability of Access - Limited Personal Use

Access to the district's electronic communication system, including the Internet, 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 to 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.

### 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 governing copyright. (See CY). Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or access or termination of privileges and other disciplinary action consistent with district policies. (See CQ, 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.

## Internet Safety

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

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

## Filtering

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

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

## Monitored Use

Electronic mail transmissions and other use of electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes.

## Intellectual Property Rights

Students shall retain all rights to work they create using the district's electronic communications system with the exception of work created for district-related purposes.

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 with the author is no longer an employee of the district.

## Disclaimer of Liability

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

# EMPLOYEE STANDARDS OF CONDUCT

Lufkin ISD is committed to high standards in the workplace requiring the focus of all employees on contributing positively to the education of students.

## **Alcohol and Drugs**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or alcohol, as that term is defined in state and federal law, in the workplace or at any school-related event.

## **Tobacco/Smoking**

Employee use of tobacco products, in any form, including E-cigarettes is prohibited on all school district property in district vehicles or school-related activities.

Each building shall be equipped with facilities for extinguishing smoking materials.

## **Firearms**

Legislation enacted by the 74<sup>th</sup> Regular Session of the Texas Legislature regarding the bearing of firearms provided employers with the right to prohibit firearms from the workplace. Firearms are prohibited from any and all property of the Lufkin Independent School District with the exception of licensed peace officers who are serving in their official capacity. This prohibition includes vehicles on any school property.

## **Pagers, Phones in the Workplace**

The use of electronic communication devices (pagers, cellular phones, etc.) is not allowed during the designated workday of employees without prior approval of the supervisor responsible for their evaluation.

## **Private Business**

No employee shall engage in the sale or transmittal of private business enterprises on school premises during school hours. This policy does not restrict participation in fundraising projects for school-sponsored activities.

## SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees, when:

1. the advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive work environment; or
2. submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
3. submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions.

Employees shall not engage in conduct constituting sexual harassment. Sexual harassment is against district policy and is a violation of law. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment, up to and including termination.

The district forbids retaliation against complainants and will take disciplinary action against anyone who retaliates against complainants, up to and including termination.

An employee who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the principal or immediate supervisor, in accordance with the district's sexual harassment complaint procedure [see DHC (L)] in the board policy book. However, no procedure or step in that policy shall have the effect of requiring the employee alleging such harassment to present the matter to a person who is the subject of the complaint.



# REPORTING CASES OF CHILD ABUSE/NEGLECT

All substitutes are reminded that under the Texas Family Code 261.101, a certified employee, including a teacher, counselor, nurse or administrator, is required to report suspected child abuse or neglect to Child Protective Services. If, during the course of your substituting, you identify any student that you suspect has been abused or neglected, you should immediately notify the principal's office.

## SUBSTITUTE EVALUATIONS AND REMOVALS

There are two forms used for identifying the quality of substitute services. One is the "Substitute Evaluation Form", which is completed at the campus level by a teacher or administrator on the performance of a substitute teacher or paraprofessional. The second form is the "Substitute Removal Form", which is completed by the campus principal. A copy of each of these forms stays at the campus, a copy goes to the Substitute Office and a copy will be mailed to the substitute.

*If a substitute receives two (2) negative substitute evaluations the substitute will be removed.* Campus initiated substitute evaluations are to be reviewed by the principal or designee prior to submission to the Substitute Office.

The Substitute Removal Form will be completed when an incident occurs that is considered grounds for immediate removal. If the incident is considered serious enough, the principal may recommend that the substitute be removed from the District substitute list.

- *The Lufkin Independent School District retains the right to remove a substitute immediately warranting the severity of the alleged offense.*

Upon receipt of a Substitute Evaluation or Removal Form, the substitute may not contact the campus administrator, substitute representative or any staff member of that campus.

If a substitute wishes to file a written rebuttal, they may do so and the rebuttal will be placed in their file.

If a substitute wishes to discuss this evaluation or removal, they must schedule an appointment with Dr. Anthony Sorola, Assistant Superintendent of Administrative Services. This appointment may be scheduled by calling 936-630-4342.

Should an incident allege physical or mental harm to a student, the Administration Office will immediately suspend the substitute involved. The substitute will be informed via letter of suspension, which will include the appropriate steps to follow regarding possible re-instatement.

## LONG-TERM SUBSTITUTE ASSIGNMENTS

Throughout the school year, requests are frequently made for a substitute to work in the same position for an extended number of days. A long-term assignment is defined as an assignment for an unfilled vacant position or for a single employee for ten (10) or more days for teachers or paraprofessionals. Working for several employees at a single campus for several consecutive days is not a long-term assignment.

The District's goal is to fill long-term substitute teaching positions with a substitute certified in the appropriate area; however, non-certified substitutes may also be considered. The principal or their designee makes the final decision on who is selected for long-term assignments.

The long-term substitute teacher is the “*teacher of record*” for the length of the long-term assignment. A substitute should consider the responsibilities and commitment he/she is making before accepting a long-term assignment. As the “teacher of record”, the long-term substitute will be actively involved in:

- Implementing and/or creating lesson plans following district guidelines.
- Grading, maintaining accurate grades and submitting grades for report cards.
- Attending all faculty meetings as called by administrators.
- Participating in planning sessions with teams, departments, and other curriculum duties.
- Maintaining duty stations both during and after the school day as assigned by administrators on campus.
- Attending district wide staff development. (Long-term substitutes are not expected to attend staff development during non-school hours. Long-term substitutes will not be compensated for any work performed during non-school time. Do not assume any extra duties without contacting the substitute representative on campus or the Substitute Office).
- Long-term substitutes will not be paid for time equivalency days, or any days when staff and students are not in the building.

A substitute in a long-term assignment will receive additional compensation for that assignment.

### Absences During a Long-Term Assignment:

Before entering a long-term assignment, a substitute should pay careful attention to their obligations before and after school. A long-term substitute fulfills all the duties of the assigned staff member, including all activities through the official end of the campus' day. Arrangements must be made for child care, etc.

Should a long-term substitute have to be absent, the campus secretary should be informed in advance, when possible. Each long-term situation can be different on each campus, with each position.

# TRS RETIREES

## *Definition of a Substitute:*

This is a retiree who works for an absent employee, who is expected to return to their position. This type of substitute work is unlimited each month as long as a retiree works only in this capacity for the particular month. All aspects of this absence must be attached to the absent employee including any days allotted for observation.

## *Definition of a Part-Time/Half-Time Substitute/Employee:*

### Retiree Substitutes:

Effective September 1, 2016, the definition of “Substitute” is changing for employment after retirement purposes in order to expand the opportunities for retirees to work as “substitutes”. The current rule allows a retiree to substitute without limit in a position held by a current employee, provided the retiree is only working as a TRS-defined “substitute”. The changes in the rule will allow retirees to also serve in a vacant position for NO more than 20 days in each vacant position and still be considered a “substitute” for employment after retirement purposes. Should you have questions regarding the new rules please contact **Pam Clark or TRS**.

A retiree who chooses work in a vacancy position. This indicates that there is no employee assigned to this position. This type of assignment can also be coded as “additional assistance.” This type of substitute work by a TRS retiree is LIMITED to no more than 20 days.

TRS retiree substitutes are responsible for knowing the number of days they can substitute in this type of position. It is NOT the responsibility of the Substitute Office or an individual campus to know or be accountable for this information.

Each month stands alone for accountability purposes.



## NON-TRS PENSION PLAN FOR SUBSTITUTES

### LUFKIN INDEPENDENT SCHOOL DISTRICT PENSION PLAN FOR QUALIFIED EMPLOYEES

The Texas Teachers Retirement Plan does not provide a benefit for certain employees of school districts. This includes substitute teachers and other non-contract professionals or paraprofessionals who may be used as part-time support staff. Because these employees are not covered by a state plan, districts are required by federal law to either provide a plan, or collect and pay Social Security taxes for the entire class of covered employees.

Lufkin Independent School District provides a plan as a benefit to all qualified employees. The plan is funded entirely by the District and provides the cash equivalent of a traditional monthly stipend to each qualified employee at normal retirement age after a three (3) year vesting period. Each employee in the class of covered employees is a member of the plan without exception and, as in any pension plan, will have an individual account. Annual vesting in that account of an actuarially calculated sum of total annual earnings will equal an average of two percent (2%) of that years' pay.

A plan summary is provided to each part-time employee and the official plan documents are available for review in the office of the plan administrator. Since the plan is a defined benefit pension plan (requiring no contributions from participants) as defined in Section 401 (a) of the Internal Revenue Service code, members are not qualified to participate in an individual retirement account. Check with your tax advisor if this is a concern to you.

Questions may be directed to the Lufkin Independent School District Benefits Department at (936) 630-4321.

# UNAVAILABILITY & RESIGNATION

## Definitions:

- **Active Substitute** - one who is available to be called by the automated system and accept jobs
- **Inactive Substitute** - one who has been inactivated by administration
- **Unavailable Substitute** - one who has blocked a period of time or days of the week so that the automated system will not offer jobs during that time

## Unavailability:

The system allows a substitute to make themselves unavailable for jobs without contacting the Substitute Office. However, it is required that the Substitute Office be notified if a substitute makes themselves unavailable for a period of time that lasts longer than a month. This can be done by calling the office or via e-mail. ([bmbrown@lufkinisd.org](mailto:bmbrown@lufkinisd.org))

Throughout the year, the Substitute Office will review all substitute files. If an active substitute has declined thirty (30) jobs or has not accepted an assignment for two (2) months without contacting the Substitute Office, the substitute will be made inactive. **Leaving these names on the active list causes the computer to spend an excessive amount of time calling people who do not work.**

In addition, a substitute who has not registered for a substitute PIN within two (2) months of applying or attending training will be made inactive.

## Resignations:

Please contact the Substitute Office via email ([bmbrown@lufkinisd.org](mailto:bmbrown@lufkinisd.org)) or phone if you wish to resign from the substitute list. Your name will be removed from the active sub list in the automated system from receiving phone calls. ***A written Letter of Resignation is required and must have an effective date.***

# EMERGENCY SCHOOL CLOSINGS

## *Due to Inclement Weather or Emergency Conditions*

When a determination is made to close schools due to inclement weather or other emergency conditions, the Substitute Office will place a message on the main switchboard. Substitutes who have previously scheduled jobs, or who receive calls from the system on days when there are weather and/or other emergency alerts, should follow the guidelines below.

- If a substitute has previously scheduled jobs, they should check with the district office listed below to see if they are required to work that day.
- If a substitute receives a call from the system that contains job information, they should check with the television and/or radio stations listed below to see if they are required to work that day. The substitute may also contact 936-634-6696 at and verify school closings.
- If a substitute receives a call from the system that contains the school closure announcement and no job information, this indicates that an absence was called in prior to the decision to close the schools. However, the job has been cancelled due to the school closure. No further action on the part of the substitute is necessary.
- If a substitute has no jobs scheduled and receives no calls, no further action on the part of the substitute is necessary.

## REACTIVATING YOUR SUBSTITUTE STATUS

At the end of each school year, all active substitutes will receive a Substitute Letter of Reasonable Assurance.

It is the responsibility of the substitute to complete the Letter of Reasonable Assurance and return it to our office by the date stated.

Incorrect addresses do not warrant a waiver for reactivation as it is your responsibility to see that your personal information stays updated with the school district.

If a Letter of Reasonable Assurance is not received from the substitute, the substitute will be removed from the active sub list, is considered to no longer be interested in the position held as a substitute for Lufkin I.S.D. therefore removed as an active employee.

# Sub Handbook Receipt

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I acknowledge that the Lufkin ISD Employee Handbook is in electronic format and accept responsibility for accessing it according to the instructions provided. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

*The employee handbook can be viewed at [www.lufkinisd.org](http://www.lufkinisd.org) under the Handbooks and Policies link on the left side of the homepage.*

I understand that I am responsible for my actions as a substitute teacher for the Lufkin I.S.D.

I also have a clear understanding that I will be held responsible for following and adhering to the information/guidelines provided to me in the 2016-2017 Substitute Handbook and failure to comply will warrant removal and/or dismissal or termination from the active substitute pool for Lufkin I.S.D.

I have read and clearly understand the aforementioned statement.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date