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## Substitute Services

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Board of Trustees
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Fernando Medina, Ed.D     Chief Human Capital Officer

Human Resources
Rosa Pena     Executive Director
Norma Castillo     Director Recruiting & Staffing
Adrienne Aldaco     Administrative Coordinator

Substitute Services Office
District Office Location
4000 S IH-35 FRONTAGE RD, AUSTIN, TX 78704
Tel (512) 414-2611  Fax (512) 414-4999

Email: subs@austinisd.org  ·  Website https://www.austinisd.org/tad/careers/substitutes

Office Hours:  School Year 7:45 am - 4:45 pm  ·  Summer Hours 7:00 am – 6:00 pm M-Th

District Office Staff

Raquel Martinez
Substitute Services Coordinator
raquel.e.martinez@austinisd.org

Sebastian Reyes
HR Tech II, Records Specialist
sebastian.reyes@austinisd.org

Carliss Murray
HR Tech II, Substitute Specialist
carliss.murray@austinisd.org

Christina Chapa
HR Tech I, Receptionist/Substitute Specialist
christina.chapa@austinisd.org

Other Helpful Contact Information

Absence Management (800) 942-3767 www.aesoponline.com
AISD Professional HR (512) 414-1721
AISD Classified HR (512) 414-1714
Teacher Retirement System (800) 223-8778
Region XIII (512) 919-5313
Texas Education Agency (512) 936-8400
AISD Bell Schedule

**Elementary Schools**
7:45 a.m. – 2:57 p.m.

**Middle Schools**
8:25 a.m. – 3:40 p.m.

**High Schools**
9 a.m. – 4:30 p.m.

*Bell times for magnet or other academies that have cross-town bussing will not change, as they will continue to work with the transportation department for maximum efficiency. Below are the bell times for those schools:*

Ann Richards School: 9:15 a.m.–4:35 p.m.
Lively Middle School magnet: 8:07 a.m.–3:34 p.m.
Kealing Middle School magnet: 7:30 a.m.–2:47 p.m.
LASA High School: 8:30 a.m.–3:45 p.m.

**Please note that Absence Management gives the actual duty hours for the assignment.** Please refer to the specific job for your work hours and use the above as reference only.
Substitute General Information

Purpose
A substitute fills in for an employee on leave or for an approved vacancy.

Substitute Assignments

The Substitute Services Office of the Human Resources Department is responsible for the Official Substitute List. Principals of AISD school campuses may recommend substitutes for the list, but employment is through the Office of Human Resources. A list of substitutes is established annually through Absence Management (formerly known as Aesop, abbreviated as AM). Individuals who return a signed letter of reasonable assurance letter (RAL) on the AISD Cloud at the end of the school year and worked 10 days within the semester will automatically be placed back in AM for the following year. If the letter of reasonable assurance is not returned by the due date, you will be required to reapply and complete the necessary paperwork to become a substitute again.

All substitutes are directed to solicit substitute assignments. This may be done by making physical contact with campuses, distribution of flyers or business cards expressing interest in working at a particular site(s). Networking among teachers is a successful strategy.

We recommend substitutes to work as frequently as possible and at all locations. However, substitutes must work a minimum of 10 days a semester to remain on the active Substitute list. The number of days worked each semester will be evaluated and a substitute may be removed from the Substitute list if they have not met the minimum requirement.

To obtain assignments, Substitute Teachers and Classified Substitutes must either answer the automated calls from Absence Management or access AM online at www.aesoponline.com.

Calling Information

The most efficient way to accept job assignments is to go online at www.aesoponline.com. You are encouraged to go online as often as possible and accept available job assignments. The automated calling system of AM will call you when your services are needed. Each time you accept an assignment you will be given a confirmation number. Only persons on the district approved substitute list will be eligible to serve as substitutes.

You are automatically defaulted into the system as being available all five days of the week, Monday through Friday. If you need to change this schedule, you must access log in to AM and change the days of the week and/or times you are available. We recommend allowing at least two days a week to substitute.
Cancellations, No Shows, Tardiness, & Inappropriate Job Shopping
A substitute may not cancel a job once any part of the job has begun or within an hour before the start time of the job. Please notify the school immediately if you are unable to complete the assignment and leave a message with the Substitute Office at 512-414-2611. If you must cancel an assignment, please do so as early as possible to allow Absence Management to call other substitutes. Substitutes who cancel out of a previously accepted assignment will be blocked from accepting a new assignment for 24 hours during the same day of the cancelled assignment.

Frequent cancellation of assignments, inappropriate job shopping (accepting positions, holding them for a period of time, and cancelling out of the job or accepting another position at a different location), frequent tardiness, and No Shows will be monitored and may result in a reprimand and/or termination. Substitutes are expected to accept as many substitute jobs as possible.

Substitutes are ALWAYS expected to behave in a professional manner. Part of being professional is arriving on time to an assignment that has been accepted or communicating with a campus contact when there is a concern!

Notice of Change of Personal Information
Substitutes must change their Address/Personal Information on the AISD Cloud. Follow the steps below, to change your personal contact information.

Go to AISD Portal, https://portal.austinisd.org
• Find and click on the Bolt Employee tile
• Click on Edit Profile
• Click on Personal Information
• Double Click and add or make changes on new address, phone number, or email
• Click on the Save button

Substitute Photo ID Badges
ID Badges for active substitutes must be created at the Austin ISD Police Department with presentation of a valid Photo ID. A current ID badge must be worn at all times while on a campus or AISD site. Your EIN (Employee Identification Number) is printed on your badge. Please identify yourself in all correspondence using your employee ID number. Do not use your social security number. Should you misplace or lose your ID badge, notify Austin ISD Police and a new one will be provided for an additional fee.

Statement of Employment
Substitute employees shall serve at will, are not employed for any specified length of time, and have no property right in their employment. There is NO assurance that work will be available or offered.

The Austin Independent School District is an equal opportunity employer. It is the policy of Austin ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practice as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
Unemployment Compensation
According to the Texas Unemployment Compensation Act, Section 3(f)(2), substitute teachers are not eligible for unemployment compensation during the summer months between school terms. Letters of reasonable assurance are provided for substitutes returning to substitute in the following school year.

Substituting after Retirement
Retired district employees may file an application to substitute and if approved by the Human Resources Office, may substitute as often as allowed by TRS. Please verify with TRS what is acceptable for your retirement as each case is different. The Substitute Office will not be able to advise you on what your work limits or eligibility are.

Hours of Duty
The substitute teacher is expected to be on duty the entire school day and to perform all duties of the regular teacher and other duties as assigned. The workday is up to 4 hours and 45 minutes for a half-day or 8 hours for a full day. Time worked less than or equal to 4 hours and 45 minutes is considered a half-day for pay purposes. Time worked greater than or equal to 4 hours and 46 minutes is considered a full day for pay purposes. Substitutes are given approximately 30 minutes for lunch. Usually there is not enough time for you to leave the campus to purchase lunch. We encourage you to take your lunch or money to purchase items from the cafeteria or vending machines.

All substitutes are required to assist in various capacities when requested, even during the absent teacher’s planning period or after students have departed the school. Substitutes are expected to remain for the full assignment hours as detailed in the accepted job and should not request early release.

When listening to an assignment in Absence Management, please listen to the special instructions for any specific directives, such as, reporting to more than one campus. If viewing online, pay special attention to any notes for the Substitute which often contain information necessary for the assignment. The pay for working ½ day is half of the daily rate.

Substitutes are subject to reassignment upon reporting to a site or anytime during the day by the campus. While every attempt is made to limit the number of changes to substitutes, due to the nature of the role of a substitute, flexibility is required. Refusal to work the mandated number of hours or refusal to accept the reassignment will be considered cause for termination.

Reporting to Campus and Days worked
At the beginning of each teaching assignment, the substitute must report to the school office and check in. Failure to sign in could result in delay of payment for that day. Do not sign in and sign out upon check-in.

All Substitute Teachers are required to check with the office at the conclusion of a teaching assignment. Substitute Teachers and Classified Substitutes are expected to be available and remain on duty until the end of the duty day. Substitutes are not to leave when students are dismissed.
A “Daily Job Log” form is provided in the appendix, to assist in tracking the jobs worked. Be sure to compare this log to what is shown in Absence Management as the assignments worked. Each Substitute Teacher and Classified Substitute must keep track of days worked. The Substitute Office is not responsible for reporting your days worked to you. Moreover, if days are missing in AM from what was worked, you will need to speak with the campus and have their Campus Substitute Coordinator input the job in AM. Payroll is run from Absence Management reports. If your assignment is not showing in AM then you will not be paid for that day.

**Pay**

Substitutes are paid once a month on the last working day of the month. All substitute employees must enroll in electronic direct deposit. The necessary enrollment forms were filled out when you completed your New Hire Forms. Austin ISD does not provide paper paystubs. All employee paystubs are available online on the AISD Cloud.

Monthly paychecks correspond to the days worked within a payroll period, not to the month. If a day of pay is missing, please contact the school. To ensure proper payment for work completed, always have a confirmation number for the days and hours worked. Substitute pay is based on information entered in Absence Management. *It is your responsibility to verify that the correct job number applies to actual days worked at a specific site.*

Half-day assignments count as a day of service towards the incremental pay bonus. The school year runs from July 1 – June 30 and your days of service do not carry over to the new school year. Each school year, returning substitutes start with zero “days worked” and return to their base rate of pay. Please refer to page 6 for more information on the 125 Day Rule.

**Substitute Teacher Salary**

*Starting November 11/2019, eligible substitutes serving in a teacher or teaching assistant assignment will see a $10 increase to their baserate of pay!*  
**The new Teacher Base Rates are:** 60+ College Hours: $85/day Degreed (bachelor’s, master’s or doctorate): $90/day Texas Certified Teacher: $95/day.

**The new Teacher Assistant Base Rates are:** 60+ College Hours: $85/day Degreed (Bachelor’s Master’s or Doctorate): $90/day Texas Certified Teacher: $95/day H.S. Diploma, GED, or up to 59 College Hours: $80/day

**Long Term Pay**

$20.00 Additional to the daily base rate of pay

*Must work in the same teaching position for a minimum of 20 consecutive days (first 20 days are paid retroactively), without a break in service. This only applies for lead teacher positions. Classified/clerical positions are not eligible for long term pay.*
Incremental Pay
Incremental 1  31-60 days of service, add $20 to the base rate of pay
Incremental 2  61+ days of service, add an additional $20 to the base rate of pay

Note: If you worked more than 125 days the previous school year, you start the next academic year with the first incremental pay (31-60) already included. You will still qualify for the next incremental increase (additional $20) at 61 days.

Friday Pay
$5.00  Substitutes will receive an additional $5.00 for working on Fridays
(Exceptions: Administrators, Non-teaching Professional, Classified Retiree)

Classified/Clerical Substitute Salary
Classified positions: teacher assistant, office staff, security guard, one adult assigned to one student, ISS monitor, or any position that does NOT involve working in place of the teacher. Please note that Classified positions do not receive long term pay.

Daily Rate of Pay for Classified Substitutes
$70.00  High School Diploma or GED / up to 59 college hours

Incremental Pay
Incremental 1  31-60 days of service, add $10 to the base rate of pay
Incremental 2  61+ days of service, add an additional $10 to the base rate of pay

Friday Pay
$5.00  Substitutes will receive an additional $5.00 for working on Fridays
(Exceptions: Administrators, Non-teaching Professional, Classified Retiree)

Substitute Teacher or Classified Substitute
Substitute teachers and classified substitutes are paid at two different rates, so you should accept assignments in the area that you are qualified. However, a substitute teacher may substitute on a limited basis in a clerical position with a pay adjustment.

Long-Term Substitute Teachers
A long-term assignment is defined as working in the same teaching position where the substitute teacher is considered the teacher of record and works a minimum of 20 consecutive days without a break in service. Long term assignments may include duties such as grading papers, attending staff meetings after school hours, bus duty, lunch duty or additional classroom supervision at the request of the campus principal/administrator.

The substitute teacher in the long-term assignment is expected to fulfill all assigned duties. Once the
20-day consecutive minimum is reached in a payroll period, a $20 per day increase will be paid retroactively to the first day of the assignment. The increase remains in force for the duration of the long-term assignment. When working in a long-term assignment, be sure to remind the campus substitute coordinator to fax the long-term paperwork to the Substitute Office by the payroll deadline to avoid late payment. A break in service will constitute the long-term assignment to start at day 1 upon return to the assignment.

**Sub assignments that do not qualify for long-term pay:**
Teacher Assistants, Clerical, Classified, Administrator (ex. Principal), Professional (ex. Counselors)

**125 Day Rule**
If a substitute teacher works a **minimum of 125 days** of substituting during the current year, upon their return the following year, they would return at Increment 1 beginning on the first day of service. For example: Substitute teacher Ms. Jones is degreed and earned a base rate of $80/day and worked 125 days during the 2017-2018 school year. For 2018-2019, she would start with a daily rate of $100 ($80 Base Rate Pay + $20 Increment I) through day 60. On the **sixty-first day**, Ms. Jones will receive $120 per day ($80 Base Rate Pay + $20 Increment I + $20 Increment II) for the remainder of the school year.

**Pay Rate Clarifications**
Please note that any error resulting in an overpayment must be deducted in future checks. This might occur when an assignment is incorrectly reported to AM and the error is discovered after payroll has been processed. It is your responsibility to maintain an accurate record of jobs worked and check them against your assignment history in AM.

**Change in Pay Qualifications/Educational Status**
It is the substitute’s responsibility to notify the substitute office of any change in educational level. An official transcript with the degree conferred must be provided to the Substitute Office. Pay increases due to change in level of education or becoming Texas certified are not retroactive but will become effective upon the date the Substitute Office physically receives the appropriate document.

**Extra Help or Temporary/Hourly Employment**
Sometimes a campus or office has a need for extra help called a temporary/hourly employee (temp/hrly) or supplemental work. The school may utilize either a substitute or another individual who is not on the Sub List to assist as extra. It is extremely important to know that this is outside the Substitute Service Office and is not considered Substitute work. This does not go through AM and includes none of the additional pay that substitutes receive (Incremental 1 & 2, Friday, etc.). If you are required to clock in and clock out, this is a temp/hrly or supplemental position. Absence Management jobs do not clock in and out.
This supplemental work **(temp/hrly) is always paid from the school budget and must come from the campus.** Paychecks, pay concerns, and missed pay must all be addressed to the campus. Examples of
extra help assignments include: tutoring, small group instruction, one-on-one teacher assistant, binder collation, data entry, STAAR preparation, material inventory, etc.

Working in an extra help (temp/hrly) assignment does not apply toward incremental pay for working as a Sub. Incremental pay is a type of incentive pay designed to encourage substitutes to fill in for absent employees that are reported and tracked via the AM system. Working in an extra help assignment does not count towards substitute “days worked” within a school year.

The hourly rate of pay for extra help is normally the Sub’s base daily rate divided by 8 hours. It is important to monitor total hours worked at all locations during the week. Substitutes should not work more than 40 hours in a week.

Please address any questions regarding extra help or temp/hrly rates of pay directly to the HR Office prior to accepting offered assignments. Regardless what you are told, schools do not have the authority to establish rates of pay or override rates that are established by Human Resources.

School-Based Substitute Teacher (Permanent Substitutes)

School-based substitute teachers are substitute teachers that have committed to work on one campus and are automatically provided assignments for that campus. A substitute teacher can express interest in becoming a school-based substitute teacher at any campus throughout the school year. A recommendation must be received from the campus administrator to become a school-based substitute teacher.

Once you become a school-based substitute teacher, you will no longer receive phone calls from Absence Management. You will automatically be assigned jobs at the campus. It is the substitute teacher’s responsibility to check their current jobs for the jobs that have been assigned. Also, you will no longer be able to review available jobs.

If a school-based substitute teacher is not available to work on a given day, it is the Permanent Substitute’s responsibility to make themselves unavailable in advance in the AM system. This will prevent the school-based substitute teacher from automatically being placed in assignments for the day they are unavailable to work. Frequently check your assignments, including dates in the future, to eliminate possible scheduling conflicts for the campus when you need to be unavailable.

If there are no assignments on campus any given workday and the Permanent Substitute Teacher wishes to work, they can call the Substitute Office at 414-2611 to determine if an assignment is available at a nearby campus.

Campus Preferred Substitute List

Many times campuses create an informal list of substitutes who have provided excellent support, service, and instruction. Substitutes on this list are neither permanent nor school-based yet are preferred by the staff to be called prior to putting jobs into the AM system to be filled. Substitutes are eligible to be on multiple Campus Preferred Substitute Lists throughout Austin ISD schools and maintain eligible use of the Absence Management system. As opposed to the Permanent Substitutes, a substitute on a preferred list is not automatically assigned jobs at a certain campus. The school or teacher will still need to contact the Substitute to ensure availability.

Questions?
All questions pertaining to substituting or substitute pay issues should be directed to the Substitute Office at 512-414-2611. If voicemail answers the call, please leave a message. Several attempts are made to return all messages within 24 hours. The more detailed the message the more quickly we can research the issue and respond with an answer to your query.

Don’t hesitate to email the Substitute Office at subs@austinisd.org with any questions. Whether communicating with a phone call or an e-mail, always include your name, employee ID number and phone number along with your question or concern.

The AISD Substitute Services Office reserves the right to change, amend, modify, suspend, continue or terminate all or any part of the Substitute Handbook either in an individual case or in general, at any time without notice.

**Professional Ethics & Code of Conduct**

The substitute teacher has a professional obligation, even though they are not the regular classroom teacher. Keeping this in mind, the following should be observed:

1. The school exists for the student. The first obligation of the teacher is to the student.

2. The substitute teacher is on the same professional level as the classroom teacher and should remain conscientious towards responsibilities.

3. The substitute teacher should dignify their profession by maintaining a positive attitude of cooperation with associates, respecting the authority of those in administrative positions, and by maintaining high standards of loyalty and service.

4. Under no circumstance should a substitute teacher criticize a regular teacher, administrator, or student in the presence of other teachers, students, or members of the community.

5. When serving in an assignment, the substitute teacher must remember that substituting is a position of public trust. Confidential information concerning individual students must not be disclosed. The substitute teacher should observe the same rules of confidentiality that professional school district personnel must observe. *Do not discuss students’ conduct, grades, or abilities with anyone outside the school district or with unauthorized personnel.*

6. The substitute should use extreme caution in expressing personal reactions and opinions about what they see and hear in the classrooms of the various schools in which they teach.

7. The substitute teacher should dress appropriately for the assignment. Students do notice what any teacher or authority figure wears to school. Attire does affect the level of respect which students will give the “teacher”. The standards for appropriate dressing will change according to the grade level and possibly the assignment.
Responsibilities of the Substitute Teacher to the Schools

When you arrive:

1. The substitute is expected to park in the faculty parking lot with a correctly placed parking permit (provided by the Substitute Office). Do NOT park in the visitor’s designated area unless directed by campus personnel.

2. Report to the main office promptly upon your arrival at the school. Substitute teachers are required to report at the arrival duty time outlined by individual campuses on AM.

3. All substitutes are expected to be on time in every capacity and situation!

4. It is the substitute’s responsibility to sign in on the appropriate document. The campus secretary or clerk will provide assistance as needed. Do not sign in and sign out upon arrival. You must sign out with the office at the end of the assignment.

5. Make it a point to introduce yourself to a neighboring teacher in case assistance should be needed during the day.

6. Be familiar with all emergency drill procedures. Locate and review emergency instructions and signs in every classroom.

Throughout the day:

1. The substitute teacher is responsible for students, classroom, equipment, and materials assigned to their care.

2. The teacher’s grade book, all lesson plan books, seating charts, substitute folder, Teacher Editions, and attendance rolls are all valuable. Know where they are at all times and protect them. The information contained in these documents is confidential. The substitute teacher should follow the plans exactly as left by the regular teacher.

3. The substitute teacher should not feel that they are merely “baby-sitting” or holding things together while the regular classroom teacher is not present. They should make every attempt to preserve the regular routine of the class.

4. Under no circumstances should a substitute teacher take a book or newspaper to read or a craft to work on while on duty. Accessing a computer or electronic device (iPad, iPhone, cell, etc.) for personal use is strictly prohibited. Students require the full attention of their substitute teacher.

5. The substitute teacher is expected to be on duty the entire day and to perform the duties of the regular classroom teacher whom they are replacing. The substitute teacher should not leave the campus during the day without notifying the front office.
6. Proper daily attendance should be taken according to the individual school’s policy. Official attendance is taken at a designated time in the elementary campuses. In the secondary schools, attendance is taken each period. A separate list of student absences should be left for the regular classroom teacher. Note: Attendance reporting procedures may vary from one school to another.

7. The substitute teacher is responsible for keeping an orderly classroom. Always receive and dismiss students in an orderly manner.

8. Enforce all school and classroom rules without apology.

9. Use discretion & caution when issuing passes (hall, restroom, library, counselor, nurse and office).

10. **Under no circumstances should a class be left unattended.** If you must leave, ask a neighboring teacher to oversee the class or notify the office for assistance immediately.

11. The substitute teacher should not accept money from children unless instructed to do so. If money is collected, they should deposit it with the appropriate main office personnel at the first available opportunity. **Do not leave money unattended in the classroom!** Substitute teachers should never lend students money for any reason.

12. If a substitute teacher has occasion to take up an item of value from any student, they are responsible for the article until it is returned to the student or turned over to the appropriate office personnel. These items should be labeled with the student’s name and the teacher’s name. Be sure to inform the regular teacher of the incident.

13. The substitute teacher should call for immediate assistance in case of any medical emergency. Note: Prescribed and non-prescribed medications must be administered by the school nurse or authorized school personnel **only! Substitute Teachers / Classified Substitutes are not authorized to give any medications to students.**

14. All unusual requests from parents and students should be referred to the principal. Examples include requests to be dismissed early or to leave the classroom for a special activity.

15. **Report any incidents or issues to the principal or office as soon as possible.**

**At the end of the day:**

1. At the end of the day, the substitute teacher is **required** to leave a short summary of the day’s events for the regular teacher.

2. Clean up the classroom. Pick up any trash and straighten desks and chairs. Survey the room and try to leave it better than when you arrived.

3. Be sure to report to the office to sign out at the end of the day and ask if you’ll be needed the next day.
Release of Students
Any person(s) coming to the classroom for any type of information regarding a student or asking that a student be released from school must be directed to the main office. Students are never to be released from the classroom without an official notice from the office. When in doubt, contact the front office.

Accidents and Illness of Students
All accidents involving students on the school grounds, in the building, on the way to or from school, or occurring in any area while the pupil is under the supervision of the school, must be referred to the school principal and nurse. An official report must be made for the student’s safety and your protection. A substitute is never allowed to administer medication (not even a cough drop). Refer all students needing medication to the school nurse or main office.

Computer Usage
Substitute Teachers are not to use the computer without the expressed approval of a campus administrator. Computers should only be accessed as directed in the teacher’s lesson plans and are not to be accessed for personal use other than reviewing / printing your paystub in the AISD Cloud. All substitutes are held responsible for computer usage by the students under their charge. Close supervision is required to ensure that students access appropriate material.

In order to access an AISD computer, you will need a username and password. (You may be asked to reset your password once you have logged on to the computer.) If you have problems accessing an AISD computer or the AISD Cloud please contact the AISD Help Desk at 414-8324.

Username: E# listed on your ID Badge
Password: E#.last four digits of the SSN (for example E123456.6789).

To access the AISD Cloud
Open a web browser and type https://my.austinisd.org in the address line.

Use of Electronic Equipment
Substitutes are not to use cameras and/or camera phones to take pictures during the school day without prior approval from school administration. The same applies to the use of cell phones and other electronic equipment such as MP3 players, laptops, iPads, iPhones, iPods, Kindles, etc. This is a serious violation of privacy and could result in the dismissal of the substitute.

Dress and Grooming Code
Substitutes should use good taste in the selection of clothes, makeup and hair styles worn when substituting. No apparel, dress or grooming that is or may become potentially disruptive to the classroom atmosphere or has or may have an adverse impact on the educational process will be permitted. Substitutes are expected to exhibit exemplary grooming where cleanliness and appearance are concerned. Women will be expected to wear appropriate dresses or blouses and slacks or skirts. Men will be expected to wear a shirt and nice slacks (no holes), or other appropriate
attire. The choice of school wear should reflect professional judgment and maturity. Substitutes engaged in physical education, shop courses, etc. may choose to wear appropriate attire for those assignments. (Please see pages 25-26 for more detailed information regarding the Dress Code Policy)

Security of Personal Belongings
When working in our schools as a substitute, you may or may not have access to any type of locked cabinet or desk. Therefore, you are encouraged to leave any items of value locked in the trunk of your car or at home. Please take only what you need to substitute: keys, money for the cafeteria or vending machines, pencils, pens, paper, tissues, etc.

Renewal Process for Returning Substitutes
Towards the end of school, a reasonable assurance notification will be e-mailed to all current substitutes. Those interested in returning for the following school year must submit this form electronically in the AISD Cloud in order to be renewed. If you do not complete the electronic process by the deadline, you will be removed from the system and may be required to reapply for substitute employment. Updated materials and new Substitute Handbooks are available online on the AISD Substitute Webpage.

Substitute Request for Removal / Resignation
Substitutes are able to resign on the AISD Cloud. Active substitutes who resign for any reason must reapply as a new applicant and follow the hiring process. Substitutes who accept other positions and/or are not actively accepting substitute jobs are considered as resigned. Follow the steps below to resign as a substitute with Austin ISD:

Log onto AISD Cloud at https://my.austinisd.org
- Click on the magnifying glass and type Resignation.
- Click on Employment Resign/Retire tile.
- Follow the onscreen prompts. Make sure that your contact information is correct. It is important to have your current address on file so that AISD can mail your W-2 or any requested documents to the correct address.
- To finish, submit your electronic signature at the end:
  1. Scroll down the bottom of the form.
  2. Re-enter your Username and Password.
  3. Click on the "Submit" button.

If you have difficulty logging into the Cloud, contact the Help Desk at 414-8324. If you have questions about completing the form, contact the Sub Office at 414-2611.
Exclusion Procedures
Administrators have the right to exclude any substitute teacher or classified substitute from their campus for any reason. If this happens, the Substitute Office will normally notify the substitute of the exclusion by email. In some cases, the Substitute Office may notify the substitute by telephone.

Substitutes may provide a written response to an exclusion. However, the Substitute Office cannot overturn an exclusion. Three exclusions may lead to automatic removal from the District substitute roster and should be considered a termination of employment. Policy DC (Reg)

*In addition, Austin ISD reserves the right to remove any substitute from the District substitute roster, at any time and for any reason, without prior notification.*

Summer School
If you are interested in working as a substitute during summer school, you must make contact with those summer school programs. Substitutes are typically paid $10.00 an hour for work during summer school and you are paid on the summer school payroll, not through the Substitute Office. Absence Management is not used during summer school and the days that you work are not counted towards your substitute days worked for the school year.

Parking Permits
Parking Decals are distributed upon request on *The 8th floor of the Southfield Building*. Place permits on the rearview mirror to be easily located by campus security or police.
Absence Management (AM) General Information

After you have submitted all required documents, attended Substitute Orientation, and have been selected to become a substitute, you will receive an automated email from Absence Management. This email provides your login credentials and allows you set your preferences and see Substitute jobs across AISD. Log onto www.aesoponline.com to accept substitute assignments.

Your Login ID is two zeros followed by your 6 digits of your E#. (i.e. 00111111)

- **PIN**: AM will assign your PIN (password) in your welcome email. You may change your PIN from the random 5 digit PIN provided to some other numeric password by replacing your PIN on the personal information page in AM.

- **Availability**: You are automatically defaulted into the system as being available all five days of the week, Monday through Friday. If you need to change this schedule, log on to AM to select the days of the week and/or times you are available. Please allow at least two days a week to substitute!

- **Date Range**: Absence Management will call and email you if your job has been cancelled.

- **Callout Times**: The substitute may be called by AM during the day: Mon-Sun 5 am – 10 pm

- **ALWAYS call the school first when accepting an assignment within an hour of the start time.**

A substitute may not cancel a job once any part of the job has begun or within an hour before the start time of the job. Please notify the school immediately if you are unable to complete an assignment and leave a message with the Substitute Office at 414-2611. If you must cancel an assignment, please do so as early as possible to allow Absence Management to call other substitutes.

In Section D, there is a Quick Start Guide for your reference on using Absence Management online.
AISD Vision, Mission, Goals, & Strategies

VISION
AISD will be nationally recognized as an outstanding school district, instilling a passion for lifelong learning in all students.

MISSION
In partnership with parents and our community, AISD exists to provide a comprehensive educational experience that is high quality, challenging, and inspires all students to make a positive contribution to society.

CORE VALUES
- Focus on Children
- Excellence
- Integrity
- Equity
- Respect
- Health and Safety

GOALS
Goal 1: All students will perform at or above grade level.

Goal 2: Achievement gaps among all student groups will be eliminated.

Goal 3: All students will graduate ready for college, career, and life in a globally competitive economy.

Goal 4: All schools will meet or exceed state accountability standards, and the district will meet federal standards and exceed state standards.

STRATEGIES
• Provide a high-quality, well-rounded educational experience to all students that is rigorous, culturally relevant, healthful, and engaging.

• Build strong relationships with students, families, and the community to increase trust and shared responsibility.

• Ensure that every classroom has a high-quality, effective educator, supported by high-quality, effective administrators and support staff.
• Align resources to accomplish priorities within a balanced budget.

*A complete Set of District Governance policies as well as information related to Board meetings and Agendas can be found on the AISD web at [www.austinisd.org](http://www.austinisd.org).*
Human Resources

Substitute
A substitute is available to work in place of a regular employee when that employee is out on leave or in a vacancy while that vacancy is in the process of being filled.

Qualifications for working as a substitute in Austin ISD will be maintained by the Office of Human Resources.

Rates of pay for substitutes are established by the Board of Trustees.

Employment Status of Substitutes
1. An individual who has been approved for inclusion on the substitute list has no expressed or implied right to any particular assignment at any time.

2. Any individual who has been approved for inclusion on the substitute list serves at the will of the district and has no expressed or implied right to continued employment with the district.

3. At any time and without prior notice, the district may, at its sole discretion, elect to stop utilizing the services of any individual on the substitute list.

Termination of Classified/At-Will Employees
At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. DCD (LOCAL)

Salary Credit on the Teacher/Professional Salary Scale for Service as a Substitute Teacher:
Employees who were fully certified while gaining creditable work experience as a substitute teacher in a public school district may be able to apply this experience for salary placement credit on the teacher/professional salary scale. Employees must typically make a special request to the school district to research any experience as a substitute and include that information on a service record. Typically, a substitute must work from 85 to 90 days, depending on the year, in order to receive credit.
Employee Conduct

Criminal History

Austin ISD will conduct background and criminal history checks in compliance with Senate Bill 9 prior to employment and reserves the right to randomly request criminal history reports throughout the employment period. All employees certified through the State Board of Educator Certification (SBEC) must have a national background check, regardless of hire date, effective January 1, 2008. All non-certified employees with a hire date of January 1, 2008, or after must have a national background check prior to employment.

Title 19 of the Texas Administrative Code, Section 249.14 requires school districts to notify the State Board for Educator Certification (SBEC) of any reported criminal history of a school district applicant or employee who holds a certificate issued by SBEC. A reported criminal history includes arrests, indictments, prosecutions, convictions or other dispositions (such as a probation or deferred adjudication) by the criminal justice system.

Employee Conduct

Employees, as well as students and volunteers who work in AISD, are expected to maintain high standards of conduct and behavior.

A core value of the Austin Independent School District is respect for the individual. It is a goal of the district to foster and model this core value. The Austin Independent School District believes that a valuable element of education is the development of respect for all individuals, regardless of race, color, creed, national origin, age, gender, sexual orientation, disability, or other personal attributes.

This policy establishes a district-wide code of conduct intended to provide a safe educational and work environment, where each individual is treated with respect. No person shall engage in any verbal or physical conduct which would tend to cause disruption of the educational setting, school activity, or work environment, or would harass, threaten, attack, injure, or intimidate any other person. All persons on school district property or attending any school district activity shall be treated with respect.

Any substantial violation of the district's code of conduct will be dealt with appropriately.

Professional educators in the district are subject to the provisions of the Code of Ethics and Standard Practices for Texas Educators. (DH EXHIBIT)

Disciplinary Action

Disciplinary action, including the immediate physical removal of an employee from his or her work site, will follow thoughtful consideration of an employee’s violation or misbehavior and its impact on the school/district.
Code of Ethics and Standard Practices for Texas Educators

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. 19 TAC 247.1

1. Professional Ethical Conduct, Practices and Performance

The Texas educator shall maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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

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

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

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

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies and other applicable state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
Standard 1.9  The educator shall not make threats of violence against District employees, Board members, students, or parents of students.

Standard 1.10  The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11  The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12  The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13  The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

Standard 2.6  The educator shall not use coercive means of promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7  The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

III. Ethical Conduct Toward Students

Standard 2.7  The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is in-appropriate include, but are not limited to:

a. The nature, purpose, timing, and amount of the communication;
b. The subject matter of the communication;
c. Whether the communication was made openly or the educator attempted to conceal the communication;
d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
e. Whether the communication was sexually explicit; and
f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the
educator or the student. 19 TAC 247.2

**Courtesy**

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the “Code of Ethics and Standard Practices for Texas Educators.” {See DH (EXHIBIT) on AISD website}

**Safety Requirements**

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Tobacco Use**

The Board shall prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property. Students are prohibited from possessing tobacco products at a school-related or school-sanctioned activity on or off school property. School personnel shall enforce these policies on school property. Education Code 38.006 {See DH and GKA (LEGAL) on AISD website}

**Alcohol and Drugs**

The Board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property. Education Code 38.007(a)

The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH on AISD website] The program shall provide applicable information to employees in the following areas:

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

*All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.*
**Drug-Free Workplace Requirements**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

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. (See policies at DH and DHE on AISD website) 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

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 for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice from the employee or any other source the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a) (1) (D), (E)

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

(This notice complies with notice requirements imposed by the Federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers’ Compensation Commission rules at 28 TAC 169.21).

**Report of Drug Offenses**

A teacher, administrator, or other District employee is not liable in civil damages for reporting to a school administrator or governmental authority, in the exercise of professional judgment within the scope of the teacher’s, administrator’s, or employee’s duties, a student whom the teacher suspects of using, passing, or selling, on school property any of the following substances:

1. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act.
1. A dangerous drug, as defined by the Texas Dangerous Drug Act.

2. An abusable glue or aerosol paint, as defined by Health and Safety Code Chapter 485, or a volatile chemical, if the substance is used or sold for the purpose of inhaling its fumes or vapors.

3. An alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code. Education Code 37.016

Searches and Alcohol and Drug Testing
Non-investigatory searches in the workplace, including accessing an employee’s desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee’s personal items, work areas, lockers, and private vehicles parked on district premises or worksites or used in district business. (See Policy DHE on AISD website)

Any employee who is required to have a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

Arrests and Convictions
An employee shall provide written notification to the office of employee relations in human resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, and any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;

2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
   a. Dishonesty; fraud; deceit; theft, misrepresentation;
   b. Deliberate violence
   c. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
   d. Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
   e. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct; or
   f. Acts constituting abuse or neglect under the Texas Family Code.

**Dress Code**

An employee’s dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**Staff: General Guidelines**

1. Dresses and all outer garments shall fit properly and be of an acceptable length.
2. Halter tops, see-through garments, or clothing with revealing, provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
3. If shirttails are made to be worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt or suspenders shall be worn.
4. No hats, caps or any other head coverings shall be worn inside the building.
5. Hair must be clean, neatly trimmed and well-groomed.
6. Beards and mustaches shall be allowed if they are neatly trimmed.
7. Footwear shall exclude flip-flops and slippers.
8. Clothing that reveals undergarments shall not be worn.
9. Hemlines for skirts and dresses should be long enough not to be distracting.
10. Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.
11. Jeans may be worn on days designated by the principal or supervisor, designated spirit days, and teacher in-service days.
12. All administrative staff are expected to dress in a professional manner. Male administrative staff are encouraged to wear shirts and ties.
13. Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire. Ties are encouraged and may be required by the principal. Acceptable alternatives for shirt and tie are shirt and pullover sweater or turtleneck sweater and sport coat.
14. Jewelry shall not be worn in a visible pierced area other than the ear.
Exceptions to Guidelines

The following exceptions apply to these guidelines:

1. Physical education staff may choose to wear appropriate attire, approved by the administration, during the physical education instructional period.
2. Instructors in shop courses may wear aprons, smocks, or overalls during the instructional period.
3. Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors in the handbooks for those positions.
4. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.

Harassment

Employees shall not engage in harassment motivated by race, color, religion, national origin, disability, or age and directed toward students or District employees. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

The term “harassment” includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual’s race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint to the Employee Relations Coordinator at 414-1481.

An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor. Any allegations of harassment of students or employees shall be investigated and addressed.

Oral complaints shall be reduced to writing to assist in the District’s investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District shall not retaliate against an employee who in good faith reports perceived harassment.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Employees shall not engage in sexual harassment of other employees, volunteers or students. Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefits.

An employee who believes that he/she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title VII Coordinator for employee complaints in accordance with the procedures in the District’s employee complaint policy (DGBA Local on AISD website).

The employee complaining of harassment is not required to present the matter to the person who is the subject of the complaint; nor shall sexual harassment complaints be dismissed because they are not filed within the timelines.

Allegations of sexual harassment or sexual abuse of students by employees will be reported to parents and investigated. Information about sexual misconduct involving students that may be considered abuse or neglect shall be reported to the proper authorities (Local Police Department and Child Protective Services). All district employees must recognize and respect the rights of students, as established by local, state and federal law.

Health, Safety and Security

Accidents Involving Students or School Personnel:

What do you do?
These are the suggested steps you should follow when a student or school employee has an accident or is injured.

For minor, but significant accidents or injuries:
- Administer first aid by school nurse, Quick Care chart, or utilizing trained staff members.
- Inform parent. School nurse will advise on home care or referral to a doctor.
- Fill out student/personnel accident report.
- Apply first aid and life-sustaining techniques utilizing school nurse and other trained persons on staff.
- If life threatening, call 911 (adult accompanies student). Otherwise, the AISD Police (414-1703) will notify area superintendent and others as needed.
- Call parent or guardian immediately, or, if necessary, a sibling, neighbor, or relative.
- Fill out student/personnel accident report.
What about accidents that occur going to and from school?

• If EMS is not on the way, these are actions to consider:
  If life threatening, call 911. Otherwise, call AISD Police, 414-1703; they, in turn will notify the Area Superintendent/Service Facilitation Team/Health Services as needed. Notify parents, spouse, or closest relative or neighbor.

• If EMS is on the way, consider:
  If not reached earlier, continue to try to notify parents, spouse, or closest relative or neighbor. If parents, spouse, or closest relatives are unavailable, discuss situation with an associate at the place of employment of the parent, guardian, spouse or closest relative.

• Fill out student/personnel accident report.

Before taking students on a bus or auto trip away from the school, be certain that you follow the District’s procedures regarding Parental Approval and, where applicable, personal vehicle use and driver requirements. If you have any questions regarding field trips and student transportation, consult with the General Counsel’s office at 414-1706.

Job Safety
The district desires a safe and healthy work environment for all employees and students.

Each campus has a designated "Campus Safety Coordinator." Important resources on each campus include the School Safety and Emergency Resource Manual, the Emergency Procedures Chart, AISD Employee Safety Manuals, and the Quick Care Chart. All employees should have access to these items.

Accidents and Accident Prevention
All employees are responsible for helping to prevent accidents. You can help protect yourself on the job by learning the safest way to perform your job duties. If you do not think you know the safest way to do part of your job, ask your supervisor.

Keep the following suggestions in mind:

• Be aware of your surroundings. Correct unsafe acts and conditions that you know about. If you cannot correct an unsafe situation by yourself, talk to your supervisor about it.
• Concentrate on doing your job safely.
• Report dangerous or hazardous areas such as broken windows, slippery floors, or defective equipment.
• Handle all chemicals safely. (Refer to Materials Safety Data Sheet [MSDS])
• Use the proper prescribed personal protection equipment required to complete each job safely. (See MSDS or operating manual)
• Read instructions before using equipment or operating machinery.
• Know the emergency numbers in the district and observe district policy regarding emergency procedures. (See Emergency Procedures flip chart located on your campus.)

Specific manuals relating to particular job environments are available for administrative/instructional, food service, maintenance, custodial, and transportation employees.

For immediate care required in case of accident or injury, see the AISD Health Service *Quick Care* reference for school personnel. More detailed information is given in the Emergency Procedures guide for AISD employees. This guide also provides information regarding crises, disaster, and violence on campus.

The AISD Office of Risk Management regularly issues information about on-and off-the-job safety. If you have questions regarding safety or risk management, speak with your campus safety coordinator, faculty, administrator, or call the Office of Risk Management, 414-1746.

**Bloodborne Pathogen Safety**

For your own protection when you give first aid to a person who is ill or injured, remember all bodily fluids should be considered infectious.

General guidelines to follow include:

Avoid contact.
- Allow the injured party to tend to his/her own injury, if possible.
- Allow him/her to dispose of contaminated material appropriately.
- Do not eat, drink, or apply cosmetics/lip balm in areas that might be exposed to blood or other potentially infectious materials (OPIM).
- Do not store food or drink anywhere blood or OPIM are present.
- Use a mouthpiece, resuscitation bag, pocket mask, or other ventilation device when giving rescue breathing.

Protect yourself.
- Wear latex gloves when in contact with blood or OPIM.
- Pick up items that could puncture gloves with tongs, forceps, or brush & dustpan.
- If exposure to human bite is a possibility, wear long sleeves or protective clothing.

Clean up afterward.
- Wash hands with water and soap, dry with single-use towels or hot-air drying machine after contact with blood or OPIM.
- If unable to wash your hands immediately, clean them with an antiseptic towelette or hand cleaner.
- Sanitize areas exposed to blood or OPIM with a bleach/water mixture.

*Report any exposure to your supervisor.*
Reporting Child Abuse or Child Neglect

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting suspected abuse or neglect to law enforcement or Child Protective Services. Additionally, any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report of suspected child abuse or neglect within 48 hours of learning the facts giving rise to the suspicion. Reporting your suspicion to a school counselor, principal or another staff member does not satisfy your responsibility under the Texas Family Code. Therefore, you may not delegate this duty to report to another coworker or employee, but certainly you may ask for assistance in making the report. While the District cannot require you to report your suspicion first to a school administrator, you are encouraged to inform your principal or supervisor after the report is made so that steps may be taken to ensure your safety and the safety of the child while awaiting intervention from the Child Protective Services or law enforcement investigator.

Confidentiality of Report: Good Faith Reporting

State law requires that the identity of the person making the report of suspected child abuse or neglect be kept confidential. A person who in good faith makes a report or assists in the investigation of reported child abuse or neglect is immune from civil or criminal liability. Failing to report, however, is a Class B misdemeanor under Texas law. An employee is required to cooperate fully and not interfere with an investigation of reported child abuse or neglect.

Reporting the Abuse or Neglect

If the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child (including school employees), the report must be made to Child Protective Services at 1-800-252-5400 or on the Web at https://www.txabusehotline.org.

All other reports of suspected abuse or neglect not involving a person with care, custody or welfare of the child can be made to Child Protective Services or a law enforcement agency:
Austin Police Department 9-1-1; Austin ISD Police Department (512) 414-1703
Police: Who to Call?
Anytime a criminal violation is suspected, the AISD Campus Police should be called at 414-1703. If a life-threatening situation occurs, the school should immediately call 911.

Student Discipline

The district seeks to provide all students with a quality educational program in an atmosphere which encourages learning and is free of disruption. The Board adopts a Student Code of Conduct (See Policy FO-LEGAL) that is distributed at the beginning of each school year to students, parents, teachers, and administrators. All employees are expected to follow the guidelines as described in the Student Code of Conduct.

A complete Set of District Governance policies as well as information related to Board meetings and Agendas can be found on the AISD web at www.austinisd.org.
# Daily Job Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Job #</th>
<th>School</th>
<th>Absent Employee</th>
<th>Position</th>
<th>Full day</th>
<th>Half day</th>
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Service Record Request

Former Substitute Request

If you are a former employee and need your service records, please complete the online service records request form on the following link: https://www.austinisd.org/hr/service-records-request.

Current Substitute Service Records Request

If you are a current AISD substitute, please submit your service records request through the AISD Cloud.

- Click on the magnifying glass and type Service Record.
- Click on Employee Service Records Request.
- Follow the onscreen prompts.
- Click on the Submit button.

Please be advised that if you are still an ACTIVE substitute of AISD, we can only provide an UNOFFICIAL copy of your Service Record. If you are wanting an OFFICIAL service record (signed), we can place the request on hold until your resignation has been processed through the Substitute Office.