



Burnet CISD
Substitute Handbook
2013 / 2014



Burnet CISD Substitute Handbook

2013-2014

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Purpose

We welcome your employment as a substitute with the Burnet Consolidated Independent School District. The purpose of this handbook is to provide individuals who substitute in BCISD with an overview of the policies, guidelines, and procedures necessary for creating a positive and safe environment for our students. The goal in BCISD is to ensure that effective learning processes occur each day in our classrooms and students experience success on a daily basis. We value your contribution to our instructional program, and we consider you an important member of our educational team.

Substitutes are responsible for reading and complying with all Burnet CISD policies, procedures, and guidelines contained in the Substitute Handbook. Not all district policies and procedures are included and those that are have been summarized. 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 non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies. District 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, substitutes may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policies are available online through the district website: <http://www.burnet.txed.net>. Click on “Board Policy Online” to go to our district policies.

Note:

Receipt of this book does not constitute an offer of employment nor alter the fact that either party may terminate an at-will employment relationship at any time.

District Information

Overview

Burnet Consolidated Independent School District encompasses 689.37 square miles located in central Texas northwest of Austin in Burnet County, extending into Williamson and Llano counties. The cities of Burnet and Bertram and several unincorporated communities are served. The district is one of 59 districts served by Region 13 Education Service Center in Austin.

Vision Statement

Our students strive for excellence in their every endeavor, channeling their efforts toward the greater good of the community and society in which they live. These values are instilled and reinforced through collaborative partnerships between the home, school and community. This environment for success is furthered by a quality curriculum delivered by exceptional educators. Our school district and the communities it serves are committed to high expectations and high standards.

Mission Statement

It is the mission of the Burnet Consolidated Independent School District to provide all students with the opportunity to develop academically, vocationally, and socially by providing quality educational programs that allow our students to succeed.



District Goals for 2013-2014

Long Range Goal 1: Provide a challenging well organized curriculum, assess individual student achievement, support efforts to ensure student success and cultivate a learning community where students are engaged learners achieving their fullest potential.

Long Range Goal 2: Through consistent communication and active involvement, parents will be encouraged to become partners in the education of their children.

Long Range Goal 3: Students will attend school daily to ensure academic success in preparation for college and workforce readiness.

Long Range Goal 4: Provide a safe learning environment that promotes citizenship, individual determination, personal responsibility, compassion, and mutual respect.

Long Range Goal 5: Continue to develop a professional environment and compensation framework that attracts and maintains a highly qualified staff and provides for their continued growth.

Long Range Goal 6: Technology will be progressively integrated to increase administrative efficiency, student learning, instructional management, and staff development.

Board of Trustees

A seven member Board of Trustees, who are elected at large by place, governs Burnet Consolidated ISD. Regular meetings of the Board are held each month according to the schedule prepared for the school year and generally begin at 6:30 pm in the Board Room located at the Central Administration Building, 208 East Brier. The public is invited and encouraged to attend.

Board Members

- Andy Feild
- Martin Riley
- Mary Ann Jones
- Jeff Hillum
- Robby Robertson
- Jim Luther, Jr.
- Charles Williams



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Board Meeting Schedule for 2013-2014:

June 17	September 16	December 16	March 24
July 15	October 21	January 20	April 21
August 19	November 18	February 17	May 19

District/Campus Administration

Burnet Consolidated Independent School District

208 East Brier

756-2124

Superintendent:

Keith McBurnett

Director of Business and Finance:

Sarah Cervi

Director of Special Programs:

Nanci Stobaugh

Director of Secondary Curriculum:

Jim Connor

Director of Elementary Curriculum:

Shelley Reavis

Director of Human Resources and Administrative Services:

Contessa Huffman

Director of Technology:

Adam Hermes

Burnet High School

1000 The Green Mile

Grades 9-12

756-6193

Principal:

Mark Kincaid

Burnet Middle School

1401 North Main

Grades 6-8

756-6182

Principal:

Kevin Jones

Burnet Elementary

607 North Vanderveer

Grades EC-2

756-2126

Principal:

Cindy Walker

Bertram Elementary

315 Main

Grades PreK-5

355-2111

Principal:

Terra Singletary

R.J. Richey Elementary

500 East Graves

Grades 3-5

756-2609

Principal:

Jill Wittekiend

Quest High School

303 North Pierce

Grades 9-12

756-6747

Principal:

Jeff Conovan

Transportation Department

805 North Wood

756-2119

Director:

Fritz Klabunde

Facilities/Maintenance Department

802 North Wood

756-2972

Director:

Jerry Blizzard

Food Service Department

301 East Third Street

756-8991

Director:

Pamela Holcomb



Employment

Equal Employment Opportunity [Policies DAA, DIA]

Burnet CISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Director of Human Resources (listed on pg. 3).

General Requirements

To substitute in the Burnet Consolidated Independent School District, a person must have a high school diploma or its equivalent [*Policy DPB*]. Preferential consideration will be given to substitute teachers with teacher certification. Applicants will be screened for employment by completing a questionnaire as part of the application process. In addition, all potential substitutes must comply with fingerprinting requirements as indicated in Senate Bill 9 prior to working on a Burnet CISD campus. It is the responsibility of each substitute teacher to submit the following paperwork to the Human Resources Department before beginning employment:

- 1). The District's application form;
- 2). Copy of Driver's License and Social Security Card;
- 3). A record of highest education attained (high school diploma, GED certificate, or transcript for college work);
- 5). Teaching certificate (if applicable);
- 6). Documents that establish identity and employment eligibility;
- 7). I-9 form;
- 8). W-4 form;
- 9). Direct Deposit form; and
- 10). Proof of fingerprint submission as required by Senate Bill 9.

Separation from Service

Substitutes 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. [*Policy DCD*]

Substitutes who do not work (substitute) for 90 school days will be dropped from the system and may contact the Human Resources Office about the reapplication process.



If you wish to terminate employment with the District, contact the Human Resources Department in writing. When employment is terminated, any related paperwork must be completed at the Human Resources Office. Final paychecks will be dispersed on the next regularly scheduled district pay date.

Compensation

Pay Dates

Paydays for substitutes are on a monthly basis. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. The schedule of pay dates for the 2013-2014 school year are as follows:

September 25	December 20	March 25	June 25
October 25	January 24	April 25	July 25
November 25	February 25	May 23	August 25

Automatic Payroll Deposit

Substitutes can have their paychecks electronically deposited into a designated account. A notification period of two weeks prior to the pay date is necessary to activate this service. Contact the Human Resources Department more information about the automatic payroll deposit service.

Deductions

The district shall make the following deductions as required by law:

- Federal Income Tax (as per employee's W4 form)
- Medicare Tax contributions (no Social Security)
- Garnishment of wages as required by Court Order

Detailed information regarding deductions is available at the Human Resources Department.

Benefits

Workers Compensation Insurance

All substitutes are covered by Workers' Compensation Insurance. The benefits include payment of medical expenses and, in some cases, partial repayment of lost wages. [*Policy CRE*]

The substitute must report all injuries on the job to the immediate supervisor on the day the injury occurs. The substitute must also contact the campus/department secretary immediately to obtain the proper accident reporting form. The secretary will provide an explanation of the proper procedures to follow in order to receive Workers' Compensation Benefits.

Liability Insurance

Substitutes are covered under the District's liability insurance while the substitutes are acting within the course and scope of their duties or employment. However, a substitute can be personally liable in, but not limited to, the following instances:

- 1). when corporal punishment is administered in a manner which violates Board Policy FO;



- 2). when driving students in a personal vehicle; or,
- 3). when found to be negligent by a court of law.

Responsibilities

Assignments

Substitute assignments will be based on the best interest of the district and the campus. The availability of substitutes and campus needs will be considered as individuals are contacted for a substitute assignment.

Teaching

Substitutes must complete a Substitute Teacher Report each time they sub. At a minimum, this form will provide feedback to the campus supervisor and the teacher regarding the lesson plans, accomplished activities, student results, and an overall summary of the day.

A substitute shall be subject to all the duties of a regular classroom teacher. This includes attending all meetings and required activities unless excused by the campus administration. Substitutes are responsible for the continuation of the instructional program in the absence of the regular teacher. See the campus administrator for a copy of the schedule and other pertinent campus information necessary for carrying out assigned duties for the day.

A copy of the teacher's lesson plans, specific instructions, attendance information, classroom schedules, and campus schedules should be available on the teacher's desk. Lesson Plans must be followed as closely as possible. For assistance, contact team leaders, department heads, or teachers in nearby rooms. Tests should be given as scheduled. When preparing for a long-term assignment, it is advisable to meet with the regular teacher.

Attendance

Substitutes are responsible for the official daily attendance count. Please ask for directions on how to accurately complete this important task.

Record Keeping

Substitutes will be responsible for keeping records as needed during the school day. These may include attendance, lunch count, discipline referrals, other student referrals, and grades. The necessary forms should be in the classroom and other teachers will provide assistance. These documents are strictly confidential and shall not be shared with anyone.

ID Badges

Identification badges will be required prior to a substitute assignment. Individuals will be provided an ID badge as a part of the BCISD Substitute Orientation Program.

Reporting Injuries of Students

When a student is injured at school or while participating in a school-related activity, campus administration should be notified immediately. The school office will send medical help and investigate the incident. Although injuries may not appear to be serious, it is safer to have the student checked out by someone in the school clinic.



Personal Injuries on the Job

All personal injuries on the job must be reported to administration immediately. In the event that a personal injury has occurred and further attention is necessary, a campus administrator will assist the individual in securing additional assistance, as necessary.

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, substitutes can assist the district maintaining a safe environment by:

- Observing all safety rules.
- Keeping work areas clean and orderly at all times.
- Immediately reporting any accident to the campus administrator.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues should contact the campus administrator.

Medical Emergency

Substitutes need to keep the Human Resources Office informed of any changes in their emergency contact information.

Daily Duties

All staff members have daily duties around the school. These may include hall duty, cafeteria duty, bus duty, or playground duty, as well as numerous others. Substitutes are responsible for performing these daily duties as part of their assignment. Ask about these daily duties upon arrival.

Other Duties

A substitute may be asked to teach in a classroom other than the one they agreed to teach when they accepted the assignment. In this case, the substitute is expected to demonstrate flexibility and cooperation with the school administration in its attempts to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternate assignment made by the administrator, and they choose to leave campus, they will not be compensated for the work they declined to perform. Also, if substitutes are asked to work during a teacher's conference period for a teacher other than the one they were assigned, they are expected to accept this administrative request. Substitutes are, however, entitled to a duty free lunch.

Classroom Management

Classroom management is an important responsibility of a substitute. Many classrooms will contain a list of rules and consequences. Reviewing these with the students at the beginning of the class period may assist with management of the class. Students are expected to adhere to the student code of conduct and any other campus guidelines. It may also be helpful to read a copy of the campus handbook and talk with other teachers. Substitutes are charged with maintaining an appropriate classroom atmosphere at all times.



Leaving the Campus

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

Computer/Internet Usage

Substitutes are allowed limited access to the district's network to perform administrative and instructional tasks required for the day's assignment. As a component of the BCISD Substitute Orientation Program, individuals will be required to complete the district's Acceptable Use training on an annual basis in order to receive district access. Substitutes are not permitted to bring personal computers to campus.

Cell Phone Usage

All cell phones must be turned off during the school day while substituting. Cell phones and paging devices can be a disruption to the learning atmosphere in the classroom. Just as students are restricted from utilizing them during the school day, so are teachers and any other instructional staff members. Any communication device that is brought to school should be out of sight and turned off during any instructional time. Use of cell phones while operating a school district vehicle is prohibited. Failure to comply with this policy will result in disciplinary actions.

Performance of Responsibilities

Substitutes must fulfill all responsibilities and follow campus procedures when substituting. The campus principal serves as the immediate supervisor when a substitute is working on a campus. If the substitute does not satisfactorily meet all responsibilities, the substitute may be removed from service at that campus. Depending on severity and number of incidences, a substitute may be removed from service to the district. When this situation occurs, a district administrator will notify the substitute.

Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students. While you are in the classroom or supervising students, you are not to conduct personal business. Your focus should be solely on the students. Never leave students unattended, and always follow designated release procedures.

Employment Relations

Substitute Access: All information contained in the personnel file of a substitute shall be made available to that substitute or the designated representative upon request by the substitute, except as otherwise required by law.

Public Access: With regard to public access to information in personnel records, custodians of such records shall adhere to the requirements of the Public Information Chapter of the Government Code.

[Policy DBA]

A substitute may choose not to allow public access to his or her home address, home telephone number, social security number, or any other information that reveals whether the person has family members.



[Policy GBA]. This is done by stating that choice on the information sheet that is filled out at the beginning of the year.

Professional Ethics

Persons who serve as substitutes are recognized as professionals. In that role, a professional attitude is assumed. Extreme caution should be used in expressing personal opinions about activities in the schools. Concerns about practices or policies should be directed to the principal of the school. **By law, the educational and disciplinary status of each individual student is confidential information and should not be discussed inside or outside the school.**

Dress and Grooming

Substitutes are to reflect professionalism in dress and grooming. Campus administration will determine appropriate dress and grooming. The dress and grooming of district employees shall be clean, neat, in a manner appropriate for assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. In the event that the standards change, supervisors will inform employees. Substitutes may be asked to leave if their dress or grooming is inappropriate.

The district's dress code has been established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Campus administrators are charged with enforcing the dress code when students are out of compliance and/or student dress becomes a distraction to the learning environment. Substitutes are encouraged to review dress code information in campus handbooks for further information regarding standards of dress on campus for students.

Conflict of Interest

Substitutes of Burnet Consolidated Independent School District shall not have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of duties in the public interest.

Receipt of Gifts

Substitutes shall not accept any gift, favor or service that may influence their decision making in the discharge of their duties.

Tobacco

Substitutes are not permitted to use tobacco products on school property or at school-related events.

Alcohol and Drug Use Policy

Philosophy

The Burnet CISD Board of Trustees recognizes that one of the most serious threats to the health and well-being of our society is the illegal use of controlled substances. Drugs influence behavior in ways that significantly disturb the teaching and learning process and must not be tolerated within the educational environment. Therefore, the Board authorizes the Superintendent to provide leadership supportive of a school climate for students, employees, and substitutes that is free from the illegal use of controlled substances.



Searches

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, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business. [Policy DHE]

Prohibitions

Substitutes shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- 1) Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- 2) Alcohol or any alcoholic beverage;
- 3) Any abusable glue, aerosol paint, or any other chemical substance for inhalation; or,
- 4) Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

Substitutes need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exception

Substitutes who use a drug authorized by a licensed physician through a prescription specifically for the substitute's use shall not be considered to have violated this policy. [Policy DH(LOCAL)]

Drug-Free Schools

Burnet CISD prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities. Substitutes who violate this prohibition shall be subject to termination from employment with the District and referral to appropriate law enforcement officials for prosecution. Compliance with these requirements and prohibitions is mandatory.

Sexual Harassment: Adult to Adult

Sexual harassment of a co-worker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct under the following conditions:

- 1) Submission to or rejection of such conduct is used as the basis for employment decisions.
- 2) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.



- 3) The conduct has the purpose of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Substitutes who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform the campus administrator of concerns. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action. [*Policy DIA*]

Adult-to-Student Sexual Harassment

Sexual harassment of students by substitutes is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district substitutes and students are strictly prohibited. Other prohibited conduct includes the following:

- 1) Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- 2) Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- 3) Engaging in physical contact that would reasonably be construed as sexual in nature.
- 4) Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

The student's sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse. Substitutes who suspect a student is being sexually harassed or abused by a staff member are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Individuals with questions or concerns relating to the alleged sexual harassment of a student should immediately contact the campus administrator. [*Policy DIA and FNC*]

Sexual Harassment by Students

Students shall not engage in sexual harassment toward another student, staff member or substitute. A substantiated charge of sexual harassment against a student shall result in disciplinary action. [*See Policies under the FO series and the Student Code of Conduct.*]

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. Substitutes must report student-to-student sexual harassment to the campus administrator.

Other Types of Harassment

Substitutes 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 shall result in disciplinary action. [*Policy DIA*]. Harassment includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to those factors listed in the preceding sentence that creates an intimidating, hostile, or offensive educational or work environment.



Child Abuse or Neglect

Reporting Suspected Abuse or Neglect

Substitutes are required by state law to immediately report any suspected child abuse or neglect to Child Protective Services. Failure to do so constitutes a Class B Misdemeanor. All substitutes are required to make a report to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Substitutes who suspect that a student has been or may be abused or neglected shall also report their concerns to the campus administrator.

Notice of Employees Responsibilities for Reporting Child Abuse and Neglect

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies -FFG (LEGAL), GRA (LEGAL) and (LOCAL), and DH (LOCAL) and (EXHIBIT) - are available on the BCISD website (www.burnet.txed.net) under the Board Policy link. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development training as well. If you have any questions about these policies, please contact the central office at (512)756-2124.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

To whom do I make a report?

Reports may be made to any of the following:

- A local Law Enforcement Agency
- The Child Protective Services (CPS) division of the Texas Department of Protective and Regulatory Services (1-800-252-5400)

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:



- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board of Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

General Guidelines & Procedures

Arrival/Departure Procedures

Substitutes should arrive on campus at least 30 minutes before the beginning of instruction, and should check out with the campus administrator prior to departing the campus. School instructional times are as follows:

- Burnet Elementary – 7:55 am to 3:20 pm
- Bertram Elementary – 7:55 am to 3:15 pm
- R.J. Richey Elementary – 7:55 am to 3:20 pm
- Burnet Middle School – 7:55 am to 3:30 pm
- Burnet High School – 8:00 am to 3:35 pm

Occasionally, as a substitute, you may receive a call from a campus after the start of the instructional day. This can happen for various reasons. We ask that if you are able to work that day, please arrive as soon as possible.

At each school, substitutes should report to the office and sign in. This signed form is the official employment record and is used to calculate payroll for substitutes. Substitutes must stop by the office when leaving the campus in the afternoon. Once a substitute has arrived on campus, the substitute must remain at the campus until the school day is finished. All exceptions must be cleared through the administrator.

Half Day/Full Day

Each school has a specific time for determining whether a substitute teacher is paid for a half day or a full day. To ensure accurate compensation for your service, please be sure to check in with the administration at the start of your day and check out with the campus administrator at the end of the day.



Change of Personal Information

When a substitute has a change in personal information, (i.e., address, phone number, etc.) the Human Resources Department needs to be notified as soon as possible.

Bad Weather Procedures

At the direction of the Superintendent, school may be canceled or delayed in opening for the day due to bad weather. In the event that the schools will be delayed or canceled, announcements will be made on TV and broadcast on radio stations KHLB 106.9 AM and KBAY 92.5 FM. Information will also be posted on the BCISD website at www.burnet.txed.net. Each campus has additional bad weather procedures to address school closures or delayed openings.

Emergency Procedures

Each campus has a plan for emergencies. The plan includes procedures for such emergencies as fires, tornadoes, and other evacuations. Specific instructions are located in each classroom.

District Tools and Equipment

Reasonable care and caution should be taken when using any tools or equipment which are the property of the District. Any tools or equipment which are not functioning properly should be reported to the campus administration.

Safety

Substitutes are responsible for reporting any safety hazard to their immediate supervisor. Notices are posted regarding the use of pesticides. A copy of the Asbestos Management Plan is available in each campus office.

Infection

Burnet CISD has implemented a blood-borne pathogens program throughout the District. General Training information concerning the risk of exposure will be annually provided as a part of the Substitute Orientation Program.

Firearms/Weapons on School Premises

A person shall not knowingly, intentionally, or recklessly go onto school premises or any grounds or building on which an activity sponsored by a school or educational institution is being conducted, with a firearm, illegal knife, or prohibited weapon listed in Penal Code 46.06(a) unless pursuant to written regulations or written authorization of the District. [*Policy GKA*]



Acknowledgement Form

Burnet Consolidated Independent School District Human Resources Department

ACKNOWLEDGEMENT OF SUBSTITUTE HANDBOOK

I hereby acknowledge my receipt of the 2013-2014 Burnet Consolidated ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the handbook. As the district provides updated policy information,

I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the Human Resources Office of any changes in personal information (such as phone number, address, etc.). I also accept responsibility for contacting Central Office if I have additional questions or require further explanation concerning any information contained in this handbook.

Name (Please Print)

Signature

Date