

Cypress-Fairbanks ISD



Substitute Handbook

2009 – 2010

Welcome to Cypress-Fairbanks ISD!

TO ALL SUBSTITUTES:

We welcome your employment as a substitute with the Cypress-Fairbanks Independent School District. In order to assist you in your job as a substitute, we have created this handbook to address a wide variety of subjects.

It is important that you read this entire handbook before accepting your first assignment. You are responsible for the material found within the on-line handbook.

Should you have questions or concerns at any time, please feel free to e-mail the Substitute Office at the addresses below. We will be happy to help you now and anytime throughout the year.

Susan Nyman
Manager, Substitute Office
(281) 897-4097
Susan.Nyman@cfisd.net

Patti Pauley
Administrative Secretary
(281) 897-4023
Patti.Pauley@cfisd.net

Substitute Office, Suite 244
10300 Jones Road
Houston, Texas 77065
(281) 897-4023 *or* 4097
Fax: (281) 897-4016

On-Line Handbook Access:
www.cfisd.net
Human Resources Department
Resources for Current Substitutes

Frequently Asked Questions

Please read before contacting Substitute Office!

1. How do I change my address?

The "Resources for Current Substitutes" section of our website has official change of address forms. Please download the form, complete it, and then choose one of the following options for submitting the form to our office:

- Fax: 281-897-4016
- E-mail: patti.pauley@cfisd.net
- In person

2. How do I change my school selections (data sheet)?

School selections may be changed once a year during Reactivation.

3. How do I receive my paycheck?

All substitutes are paid via direct deposit or debit card. No pay stubs are mailed. *Monies are guaranteed on the actual pay date listed later in this handbook. You may access your pay stub by going to <www.webportal@cfisd.net>.*

Direct deposit or debit card forms are part of the initial application process, or may be found on our website at "Resources for Current Substitutes." **These forms may NOT be emailed or faxed.** The original must be mailed or returned in person to the Substitute Office.

4. What do I do if I need to change my direct deposit or debit card information?

All direct deposit or debit card changes must be handled directly with the Payroll Department. New forms can be downloaded from the "Resources for Current Substitutes" section of our website. **These forms may NOT be emailed or faxed.** The original must be mailed or returned in person to the **Payroll Department**.

5. What do I do if I believe my paycheck is incorrect?

Contact the Substitute Office immediately! The preferred method is:

- E-mail: patti.pauley@cfisd.net
 - Substitutes must have their records (dates, job numbers, and job location) ready in order to discuss discrepancies. Failure to have records in order could delay corrections, if due.

6. What if I am overpaid?

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

7. When should I contact the Payroll Department directly?

You should contact Kala Holler in Payroll (e-mail Kala.Holler@cfisd.net or phone 281-897-4467) for the following:

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

NOTE: New W-4 forms are available for download at "Resources for Current Substitutes". **They may NOT be faxed or emailed.** The original must be returned in person to the Payroll Department.

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

Substitutes must go to the Security Office on Telge Road to receive a replacement badge. The cost of a replacement badge is ten dollars (\$10.00). Replacement badges will NOT have a new photo; it will be a simple replacement.

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

If the call comes late and you decide to accept the assignment, do so and record the job number.

Call the appropriate campus substitute representative and inform her that you will be late due to a late call. Failure to do this could result in the job being cancelled and the substitute not receiving payment. *Please stay in contact with campus substitute representatives. A directory of these representatives is available for download at "Resources for Current Substitutes." Please utilize this feature.*

~~**10. What do I do if I have to cancel an assignment the night before or the day of an assignment?**~~

Should you want to return to and remain in good standing with that campus, the Substitute Office strongly suggests that you contact the campus substitute representative to inform them that you have cancelled. They do not need an explanation; however, they do need to know you have cancelled.

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

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

12. Can a campus change my original assignment?

Yes, campuses reserve the right to move substitutes to any position of greatest need. If a substitute refuses to follow the campus directives, they are subject to removal and not being paid for the day's assignment.

13. Do substitutes have a conference period?

Substitutes in regular day-by-day substitute work are **NOT** guaranteed a conference period. Substitutes are guaranteed a 30 minute duty free lunch; however, the time of this duty free lunch period is **NOT** at the discretion of the substitute; it is designated by the campus.

14. What if I need references from the Substitute Office for another job?

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

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

15. Is the Substitute Office considered "My Place of Employment?"

YES, if you need verification of employment for such things as obtaining an apartment, obtaining other types of discounts, and if the information required is that which is outlined in FAQ #14 (see above).

NO, for bill collectors and other similar agencies. We do not acknowledge your employment for these types of calls because you are **NOT** physically present in the Substitute Office.

BACKGROUND CHECK

Fingerprinting and Criminal History

As a condition for hiring, all substitute applicants must be fingerprinted (Senate Bill-9 (SB-9) and undergo a background check. In subsequent years, all returning substitutes will be required to have a background check as part of the reactivation process.

Please read the following information carefully:

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment (TEC.22.083). Board Policy includes the following:

Obligation to Report

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

Consequence of Failure

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

To Report

Consideration by District

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

PAY SCALE

<u>Substitute Teacher/Tester Daily Rate</u>	<u>Full Day</u>	<u>Half Day</u>
<ul style="list-style-type: none"> • 90+ hours/less than Bachelor's Degree 	\$75.00	\$37.50
<ul style="list-style-type: none"> • Degreed and/or Certified 	\$90.00	\$45.00
<u>Substitute Nurse Daily Rate</u>	\$90.00	\$45.00
<u>Substitute Paraprofessional</u>	\$65.00	\$32.50

METHOD OF PAYMENT

Substitutes are paid once a month, with paychecks covering days worked for the **previous** month.

Work Any Days This Month:	You Will Be Paid in This Month:	Scheduled Pay Date is:
August 01 – 31	September	September 15, 2010
September 01 – 30	October	October 15, 2010
October 01 – 31	November	November 13, 2010
November 01 – 30	December	December 15, 2010
December 01 – 31	January	January 15, 2011
January 01 – 31	February	February 15, 2011
February 01 – 28	March	March 12, 2011
March 01 – 31	April	April 15, 2011
April 01 – 30	May	May 14, 2011
May 01 – 31	June	June 15, 2011

Note: Monies are guaranteed by the official pay date. Should a substitute NOT receive their pay, please contact Kala Holler in Payroll immediately at 281-897-4467.

- \$\$ Most jobs are connected to a **job number**. Do not accept jobs without a job number!
- \$\$ Substitutes with job numbers **do not** have to report their jobs to the Substitute Office.
- \$\$ Substitutes **must** keep a record of all job numbers for jobs worked!
 - Job numbers are assigned by the system *or* are provided by the campus substitute representative.
 - Do not accept a job from a teacher or paraprofessional without a job number! **Teachers and paraprofessionals cannot guarantee jobs!!**
 - Substitutes may access their jobs via "WebCenter for Substitutes". We advise that substitutes check their assignments before the end of each month. Notify the Substitute Office immediately with any discrepancies at patti.pauley@cfisd.net.
- \$\$ Notify the Substitute Office **immediately** regarding pay discrepancies; however, do not do so without having all of your documentation ready. Email all information to patti.pauley@cfisd.net. Do not contact the Payroll Department regarding any type of pay discrepancies.
- \$\$ Errors will be corrected on the next month's payroll. **Special checks will not be cut!**

TRAINING PAY FOR SUBSTITUTES

Available only **ONCE** to substitutes who attend a new hire training session from June 2002 to present. Substitutes who attend an experienced orientation session, or who are processed through methods other

than the seven (7) hour orientation session, are **not** eligible for training pay. ***Substitutes are not paid for attending reactivation sessions.***

Training pay is paid only upon completion of thirty (30) days worked. This can be any combination of whole or half day assignments.

<u>Teachers</u>	Seven (7) Hour Training	Daily Rate
<u>Paraprofessionals</u>	Seven (7) Hour Training	Daily Rate

Note: Training pay will appear on your job record with a location of "Instructional Support Center" **or** as an adjustment (ADJ) on your pay stub.

INCENTIVE PAY FOR SUBSTITUTES

It is the substitute's responsibility to alert the Substitute Office upon completion of thirty (30) days.

Available to all substitutes who work fifty-five (55) days in one (1) semester within the dates listed below:

FALL SEMESTER:

August 24, 2009 through December 18, 2009

SPRING SEMESTER:

January 06, 2010 through June 02, 2010

Substitute Teachers/Nurses:	\$100.00 Incentive
Administrative/Counselors	Not eligible for Incentive Pay
Substitute Paraprofessionals:	\$ 55.00 Incentive

Note: Incentive Pay will appear as an adjustment (ADJ) on your pay stub.

The Incentive pay is automatically determined. Should you, for any reason, believe you are due incentive and did NOT receive it, please check the total number of days you worked within the dates outlined above. If you still believe you are owed Incentive pay, please email patti.pauley@cfisd.net.

All substitutes must wear an official CFISD security badge when on a campus as a substitute teacher, paraprofessional, tester, counselor or administrator. **Failure to wear this badge is a breach of district security and will result in the substitute being asked to leave that campus without payment for a job.**

New Hire Substitutes:

All new hire substitutes must complete their hiring paperwork and have a complete background check prior to receiving their security badge. At the New Hire Orientation seminar, substitute candidates will receive a pass to be used when acquiring their badge. Failure to follow the procedures outlined below will result in a new substitute not obtaining their badge in a timely manner.

1. All new hires must wait a minimum of five (5) business days AFTER receiving their PIN. If a substitute goes to the Security Office before the end of the five (5) day waiting period, they will be turned away. *Depending on the time of the school year, it is possible that a new hire substitute will have to wait longer than the five (5) days.*
2. Substitute must appear in person to obtain a badge.
3. Substitute must present a picture ID in order to obtain a badge.
4. Substitute must wear this badge at all times when performing any duties as a substitute.

Returning Substitutes:

All returning substitutes must have their badge renewed before returning to work at the beginning of each school year. *Please read the following carefully.*

1. All returning substitutes will receive an official pass authorizing the renewal of their badge during their reactivation session. Renewal badges will NOT be issued by Security without presentation of this pass.
2. In order to receive a renewal badge, returning substitutes ***must take their old badge with them*** when they go to the Security Office. (If you do not have your old badge, see "Other Important Security Badge Information" below).

OTHER IMPORTANT SECURITY BADGE INFORMATION

Lost Badges/Name Changes:

1. Substitute must go to the Security Office to secure a new badge.
2. Substitute must pay ten dollars (\$10.00) for a replacement badge.
3. If the reason for replacement is a name change, you must first change your name with the Substitute Office. Name change forms are available at "Resources for Current Substitutes". This form may be downloaded for fax (281-897-4016) or e-mail transmission (patti.pauley@cfisd.net).

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

Please do NOT contact Security concerning badge issues!

Contact the Substitute Office first for instructions or answers to your questions.

Parking permits are required on all high school campuses, including Windfern High School and ALC. This permit must be displayed appropriately and be easily seen by Cypress Fairbanks ISD security officers. Failure to display an official parking permit will result in the vehicle being towed at the owner's expense.

Please read the following information carefully!

Parking permits are issued to substitutes for the sole purpose of use by that substitute in the performance of their job as a substitute. **Use by any other person or persons for any other reason will result in the substitute losing their parking privileges on all high school campuses, and may result in the employee's termination.**

Should a permit be used by a student on a high school campus, the student could be subject to disciplinary action by the campus and the vehicle could be towed at the owner's expense.

Should a parking permit be lost or stolen, the substitute must notify the Substitute Office immediately. The substitute must then come to the Substitute Office to obtain a replacement permit at the cost of one dollar (\$1.00).

PROFESSIONALISM IN THE SCHOOL SETTING

Professionalism Expectations:

- Dress professionally – jeans are acceptable only on Fridays. Please be aware that some hairstyles and personal affectations might be disruptive to the climate of the classroom. Should a campus administrator decide that a substitute's dress is a distraction, the administrator can ask the substitute to leave that campus.
- Substitutes are expected to be a "role model" for students in the area of dress.
- **Do not report to a campus without your security badge!** Wear badge at all times. Failure to wear badge WILL result in substitute being sent home without pay.
- Arrive 20 minutes **before** start of school. Consistent and unexplained tardiness will result in a removal from a campus. **A substitute will also be sent home without pay if they are late without contacting the campus.**
- If you are running late, call the campus! (Use Campus Substitute Representative Directory in "Resources for Current Substitutes"). Make your own personal directory of the campuses where you substitute in order to facilitate contact.
- **If you must cancel an assignment on the day of the assignment**, you are expected to contact the campus to inform them. This is an excellent practice to formulate in the area of "professional courtesy and responsibility".
- High school campuses require parking permits; violators will be towed at the owner's expense.
- Substitutes are guaranteed a 30 minute duty free lunch. *This lunch period is assigned by the campus.* Substitutes may not eat in class or leave class to eat.
- Substitutes are **not** guaranteed a conference period unless serving in a long-term position. **Substitutes can be assigned to any position deemed necessary by the campus administration.** Refusal to cover classes can result in the substitute being removed from that campus.
- Personal reading material brought onto a campus should be appropriate for a public school setting and may **only be read** during substitute's 30 minute duty free lunch.
- Substitutes may not access outside materials via personal computer, Blackberry, iPhones, etc., during class.
- Follow lesson plans as left by the teacher. Seek help if more activities are needed. Do not bring **any** materials into the classroom which have not been authorized by the teacher or campus leadership/academic leaders.
- Teacher substitutes are expected to be familiar with the operation of basic equipment, i.e., computers, VCR, DVD, Smartboards, and television monitors.
- Clerical paraprofessional substitutes are expected to be familiar with the operation of basic equipment, i.e., computers, telephones and copy machines.
- **Perform duties as assigned by administration.** Elementary substitutes are required to perform bus and carpool duty after the end of school, unless relieved by an administrator.
- Leave professional, detailed notes for returning employee. Avoid criticizing the nature of the lesson plans, drawing conclusions about the actions or activities of the students, or any other comments that may be perceived as judgmental.
- Leave room neat and organized.
- Check out with campus substitute representative at end of assignment. Substitutes are not to leave campus until their assignment is over. If an emergency arises, the substitute must contact the campus substitute representative **before** leaving campus. **Never** leave a class unattended! Leaving a class unattended can result in a substitute removal from that campus. **Failure to sign out will result in a loss of pay.**

- If you are working on a campus where your child is a student, ***do not*** engage staff in discussions about your child's grades, etc. Please arrange for a parent/teacher conference at another time.
- Do not solicit or advertise personal businesses, charity events, or fundraisers while on campus as a substitute. Do not hand out any informational materials on a campus without prior permission from ISC administration. This includes **all** organizations.
- Under no circumstances is a substitute to share their personal email address or phone number(s) with students for ANY reason!
- Do not, **under any circumstances**, comment on or question a student's abilities/disabilities. This is **CONFIDENTIAL** information! As a substitute, you will not be privy to that type of student information.
- Do not, **under any circumstances**, comment on a student's gender, ethnicity/race, religion, sexual orientation, or physical appearance.
- Do not offer advice to students on a particular situation, i.e., weight loss, pregnancy, etc. Remain professionally distant on any of these issues.
- CFISD is a community of great diversity. This diversity crosses racial, ethnic, religious, and cultural boundaries. While a substitute's personal beliefs and norms are important to them, all substitutes must practice absolute neutrality concerning these aforementioned beliefs and norms while in a classroom interacting with students.
- All substitutes are mandated by law to report concerns about a student's well-being in regards to:
 - Physical abuse
 - Sexual abuse
 - Sexual harassment
 - Bullying: Both physical and via the Internet
 Do not confront the student. Take your concerns immediately to a counselor or grade level assistant principal. Your anonymity will be protected at all costs. This is the law of the State of Texas.

Classroom Management Expectations:

- Write your name on board/overhead.
- Introduce yourself to staff and students. *A substitute is expected to be easily understood by students and staff.*
- Set out clear expectations for student behavior.
- Practice "wait time". Give students time to process your instructions.
- Maintain a calm demeanor and a professional tone of voice in volume, attitude and **age appropriateness** with students at all grade levels. Do not demean students with sarcasm.
- Be actively engaged in classroom activities. *Talking on your cell phone, texting, reading personal materials, or working on a computer is unacceptable.* Sitting behind a desk uninvolved in the classroom can result in a substitute being removed from a campus.
- Use proximity – walking around classroom.
- Use age appropriate "attention getters". *"Shut up!" is **never** acceptable! At the elementary level, ask what attention getters are used on that specific campus.*
- ***Do not in jest, in frustration, retaliation, etc. throw any object at a student. There is never a reason for doing so.***
- Substitutes are responsible for all materials used during a lesson. If materials or equipment go missing, the substitute must report this to the campus substitute representative immediately.
- Remain in the classroom with students. If a situation arises where a full-time employee dismisses you from class, i.e., co-teach situation, report to the campus substitute representative immediately. As with full-time employees, restroom breaks for substitutes must be timed with conference/off periods and lunch. Should a personal emergency arise, please try to seek help before leaving a class unattended.

- Handle minor disciplinary issues. Ask for assistance for major and/or repetitive disruptive behaviors.
- Be aware of such disciplinary tactics as “time out”, “offices” or “centers” when working on an elementary campus. Substitutes **must** ask questions on when, if, or how they should implement these procedures.
- Many campuses have “call buttons”. Utilize these when other measures are not working. If no “call button” is available, send a student to the Assistant Principal’s office to get assistance.
- Before sending a student out of class alone, be very aware of the age of the student. For example, there is no reason for a kindergarten student to be sent unescorted away from the class room to the parking lot or other areas not contiguous to their classroom. On secondary campuses, any student dismissed from class **must** have a hall pass. At the elementary level, inquire about proper procedures for students needing to leave class.
- Do not call out grades or allow students access to other students’ grades. This is **CONFIDENTIAL** information!
- Avoid going through an employee’s desk or materials without permission. Do not allow students to do so without specific permission.
- Do not attempt to access or request access to district computers without formal campus authorization. Do not ask students to log in for you. Working on district computers without authorization can result in suspension or termination.
- Do not work on personal laptops computers, PDA’s, Blackberry’s, or other such devices when in direct contact with students. Substitutes are to be actively engaged in monitoring student behavior and lesson implementation.
- Any inappropriate viewing of one’s personal equipment at anytime while on a campus can be grounds for immediate suspension and/or termination.
- Do not talk on your cell phone during class time.
- Do not listen to your iPod during class time.
- Do not attempt to take away a student’s cell phone, iPod, etc. Ask them to put the item away. Should they refuse, make a note for the teacher about the incident.
- Do not discuss or solicit students’ personal information, including email addresses or information located on websites such as “My Space” or “Facebook” or other similar sites. If you have personal information on such a site, please consider the implications of this in relation to you, the adult, and the students.
- Do not allow class discussion to gravitate toward anything of a personal or sexual nature.
- Failure to maintain a professional distance from students under any circumstances can be grounds for immediate suspension and/or termination.
- Do not photograph students **for any reason** and do not ask for a photo of any student. Do not record students or classroom without permission.
- Do not give students food products of any kind!
- Do not distribute any materials to students without permission from campus administration.

Substitute Teachers and Physical Contact:

- Substitutes are **NEVER** to touch a student!
- Maintain a professional distance when assisting students. Do **NOT** assume that a touch, a pat, a hand on a student’s shoulder is acceptable for a substitute.
- Avoid being in a room alone with a student. Keep doors open and be visible at all times if working in an area alone with a student.

- Do ***NOT*** react in frustration or anger by pushing, shoving or physically moving a student from one location to another.
- Do ***NOT*** attempt to break up a fight between students! Immediately seek assistance from campus staff.
- **Inappropriate or overly aggressive physical contact can be grounds for immediate dismissal.** Understand that special needs students and very young students will initiate a hug. Thank the student, quickly disengage the physical contact, and redirect their behavior. All other forms of physical contact can be grounds for termination.

Writing Discipline Reports:

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

The Substitute and Accidents:

Accident Involving a Student:

- Send for assistance from the clinic or have another student escort the injured student to the clinic.
- Anytime a student has **any** mishap, send them to the clinic. Do not allow them to remain in class after any incident.
- As soon as you can, report to the campus administrative offices and complete an accident report. **Write a complete report! This is required!**

Accident Involving a Substitute:

- Report to the clinic for an assessment.
- If you are injured while at work as a substitute, you must fill out an accident report immediately.

EXCERPTS FROM CFISD EMPLOYEE HANDBOOK

NETWORK/INTERNET ACCEPTABLE USE GUIDELINES

Network/Internet access is available to students, teachers and staff in CFISD. The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. CFISD provides Network/Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. CFISD firmly believes that the valuable information and interaction available on the Network/Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Network/Internet - Terms and Conditions

1. Training
The district will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the district's system will emphasize the ethical use of this resource.
2. Risk
Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. **Although the district will attempt to limit access to objectionable material by using filtering software, controlling all materials on the Network/Internet is impossible.** With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.
3. Monitored Use
Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and content scanning. The district does not provide student electronic mail accounts and specifically prohibits student participation in chat rooms while using school equipment, including computers.
4. User Responsibilities
Network/Internet users, like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users of the Network/Internet:
 - a. The individual in whose name a system account is issued will be responsible at all times for its proper use. System users may not use another person's account without written permission from a campus administrator or district level administrator.
 - b. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
 - c. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.
 - d. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must **immediately** back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or campus/building administrator of the site address that should be added to the filtering software, so that it can be removed from accessibility.
5. Publishing on the Internet
 - a. Recognition - First and last names may be used on the Internet to recognize personal achievements.

Permission for the following items is granted or denied through the initial Emergency Information & Medical/Parent Authorization Form given to each student at the beginning of the school year.

- b. Student Work - Student work will only be published on the Internet with parental permission. Examples of work could include short stories, poems, slide shows, and/or artwork. First and/or last names may be included with the student work.
- c. Photographs - Student photographs will only be published on the Internet with parental permission. First and/or last names may be included with the photograph.

Exceptions to the above:

Any exceptions to the items above will be secured through the Communication Office. Individual campuses may elect not to publish student work and/or photographs on the campus website even though the parent has given permission to do so.

- 6. Web Authoring
The district and each campus have an authorized website. Students, district employees, and community members are strictly prohibited from authoring a private website, which represents itself as the official site for the district. For example, this would include but not be limited to, campus, club and department sites.

Network Etiquette

System users are expected to observe the following network etiquette. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited. Transmitting obscene messages or pictures is prohibited. Revealing personal addresses or phone numbers of the user or others is prohibited. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Inappropriate Use

Inappropriate use includes, but is not limited to, those users that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. Please refer to the "Consequences of Violation" section of this document.

- 1. Commercial Use - use for commercial purposes, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.
- 2. Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.
- 3. Electronic Mail Violations - Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission, is prohibited.
- 4. File/Data Violations - Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.
- 5. System Interference/Alteration - Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.
- 6. Unauthorized Disclosure - Unauthorized disclosure, use and dissemination of personal information regarding students and employees is prohibited.

Security

- 1. Reporting Security Problems - If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify a teacher, administrator or the system administrator. The security problem should not be shared with others.
- 2. Impersonation - Attempts to log on to the Network/Internet impersonating a system administrator or CFISD employee, will result in revocation of the user's access to the Network/Internet.

Other Security Risks

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the CFISD Network/Internet.

Violations of Law

Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of an CFISD Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, CFISD will fully comply with the authorities to provide any information necessary for the litigation process.

Consequences of Violations

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the district discipline policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes appropriate use. With just cause, the system administrator or other administrator, may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

COMPUTER SOFTWARE POLICY

In accordance with Board Policy EFE (LOCAL) and Administrative Regulation EFE-R, it is the practice for Cypress-Fairbanks ISD to respect all computer software copyrights and to adhere to the terms of all software licenses to which Cypress-Fairbanks ISD is a party. Technology Services is charged with the responsibility of enforcing these guidelines.

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

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

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

For further information regarding the purchase and installation of computer software, please call (281) 897-4094 or write the Director of Technology Support Services (Instructional Support Center North, Technology Services, 10300 Jones Road, Houston, TX 77065-4208).

DISCLAIMER

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. CFISD makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. CFISD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. CFISD specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district. CFISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

ELECTRONIC COMMUNICATION & DATA MANAGEMENT

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

Availability of Access - Limited Personal Use

Access to the district's electronic communication system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. imposes no tangible cost to the district;
2. does not unduly burden the district's computer or network resources; and,
3. has no adverse effect on an employee's job performance or on a student's academic performance.

Acceptable Use

The superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the district and with law and policy governing copyright. (See EFE). Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or access or termination of privileges and other disciplinary action consistent with district

policies. (See DH, FN series, FO series, and the Student Code of Conduct). Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Internet Safety

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

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

Filtering

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

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

Monitored Use

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

Intellectual Property Rights

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

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

Disclaimer of Liability

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

EMPLOYEE STANDARDS OF CONDUCT

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

Alcohol and Drugs

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

Tobacco/Smoking

Employee use of tobacco products in any form is prohibited on all school district property and in district vehicles. Each building shall be equipped with facilities for extinguishing smoking materials.

Firearms

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

Pagers, Phones in the Workplace

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

Private Business

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

EMPLOYEE DRESS CODE

District employees shall dress in a clean, neat, professional manner appropriate to their assignments in the district.

District employees should use good judgment in the selection of their clothes and hairstyles in order to present a neat, clean, and professional appearance. No apparel or grooming that has or may have an adverse impact on the educational process will be permitted.

Women will be expected to wear dress shoes, dresses or dress slacks that are professionally appropriate to the instruction setting and type of instruction. Clothes that are too tight, short or low cut are not appropriate for a school setting.

Men will be expected to wear collared shirts with dress slacks that are professionally appropriate to the instructional setting and type of instruction. Men will generally be expected to exhibit professionally appropriate grooming insofar as hair length is concerned. Mustaches and beards are acceptable if neatly trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year.

Campus committees and the campus administration have the option each week of having at least one Spirit Day/Special Event Day (DARE, Rodeo, CORE, etc.) where jeans are appropriate.

SEXUAL HARASSMENT

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

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

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

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

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

REPORTING CASES OF CHILD ABUSE/NEGLECT

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

SUBSTITUTE EVALUATIONS AND/OR REMOVALS

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

Campus initiated Substitute Evaluation Forms are to be reviewed by the principal or designee prior to submission to the Substitute Office.

The Substitute Removal Form will be completed when an incident occurs that is considered grounds for immediate removal. If the incident is considered serious enough, the principal may recommend that the substitute be removed from the District substitute list. Occasionally, some incidences are of such a nature that a substitute will be immediately suspended. The determination of immediate suspension is made by the Manager of the Substitute Office after consideration of the welfare of the students and the District. Upon immediate suspension, any future jobs the substitute may have are removed from the substitute system until the situation is rectified. Also in the case of immediate suspension, substitutes **will not** be reimbursed for lost wages. Final determination of returning to work for CFISD will be made by the Director of Personnel Management and Employee Relations, Dawn Triska.

Upon receipt of these forms, the substitute is advised to do the following:

- **For Negative Evaluations:**
Respond via written communication (regular mail or email) with a rebuttal of the allegations made in the evaluation.
- **For Removals:**
General Removal: Respond via written communication (regular mail or email) with a rebuttal of the allegations made in the removal. The substitute may choose to schedule an appointment with the Manager of the Substitute Office. These appointments will be scheduled in a timely manner.
Immediate Suspension: The substitute will not be able to work until the directions included in the accompanying letter are followed.
Immediate Suspension and Possible Termination: When a substitute receives three (3) removals within a calendar year, the substitute must contact the Substitute Office for a meeting to review the removals with the Manager of the Substitute Office and/or the Director of Personnel Management. Upon investigation, three (3) removals may warrant termination.
- **For All Evaluations and Removals:**
Substitutes may not, under any circumstances, contact any staff or administrators concerning evaluations or removals, or the outcome of any suspension. Contacting these individuals prior to resolution will result in dismissal from the District.

CYPRESS-FAIRBANKS SUBSTITUTE EVALUATION

Substitute Name _____

Job Number/Date _____

Absent Employee _____

Grade _____ Subject _____

Clearly Outstanding Acceptable Needs Improvement

Classroom Procedures

Lesson Plans Implemented _____

Demonstrated Age Appropriate Classroom Management _____

Actively Involved in Classroom Supervision _____

Established Good Rapport with Students and Staff _____

Took Responsibility for Attendance and Other Campus Procedures _____

Room Left in Neat and Orderly Manner _____

SAMPLE

Communication

Easily Understood by Students _____

Able to Communicate Effectively with Campus Staff _____

Left Clear Communications for Absent Staff Member _____

General

Arrived on Campus Minimum of 15-20 Minutes Before Start of School _____

Notified Campus Sub Rep of Late Arrival or Other Issues _____

Performed Duties as Assigned by Campus _____

Dressed Professionally and Appropriately _____

I would recommend this substitute: _____ Yes _____ No _____ Needs More Experience

COMMENTS: _____

Form Completed by: _____ Campus: _____
(PLEASE PRINT)

Principal/Principal's Designee Signature: _____

White – Substitute Office

Yellow – Substitute

Pink – Campus

THE LONG-TERM SUBSTITUTE

Throughout the school year, requests are frequently made for a substitute to work in the same position for an extended number of days. A long-term assignment is defined as an assignment for an unfilled position or for a single employee for ten (10) or more days for teachers and fifteen (15) or more days for a paraprofessional. Working for several employees at a single campus for several consecutive days is **not** a long-term assignment. (This includes ARD assignments and GT Testing).

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

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

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

Long-Term Compensation:

- A substitute in a long-term assignment will receive additional compensation for that assignment. Substitutes working as testers, counselors or administrators are **not** eligible for long-term compensation. In addition, certain positions **cannot** be combined into one continuous long-term. For example, AMIP and/or ARIP tutoring cannot be combined with any other program, such as TAKS.
- Long-term substitutes will **not** be paid for time equivalency days.
- Absences, for any reason other than Staff Development during campus hours, will result in the loss of the day's daily rate of pay. This includes school closures for natural disasters, electrical failures, etc. Substitutes will **not** be paid for lost days.
- Long-term compensation is paid at the **end of the assignment**. Long-term substitutes are encouraged to keep an accurate record of the number of days worked in that particular position to ensure their records match those of the campus. Please note that long-term substitutes are not paid for school holidays, days missed for jury duty, illness, etc. Campuses will turn in the long-term record at the end of the assignment. Long-term substitutes will meet with the campus substitute representative at the end of the assignment to sign this form acknowledging the number of days for which they are to be paid.

Long-Term Teacher

Full Day Assignments:

- 10 – 24 days: \$35.00 per day back to day one of assignment
- 25+ days: \$70.00 per day back to day one of assignment

Half Day Assignments:

- 10 – 24 days: \$17.50 per half day back to day one of assignment
- 25+ days: \$35.00 per half day back to day one of assignment

Long-Term Paraprofessional:

Full Day Assignments:

- 15+ days: \$ 5.00 per day back to day one of assignment

Half Day Assignments:

- 15+ days: \$ 2.50 per half day back to day one of assignment

Absences During a Long-Term Assignment:

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

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

The Substitute Office's policy on absences is that a substitute may not have more than two (2) absences during a long-term assignment. However, if there are extenuating circumstances, the substitute should talk with the substitute representative on the campus who will then contact the Substitute Office. Failure to visit in advance with the campus concerning absences over the allowed two (2) could result in the long-term assignment being cancelled and the substitute not receiving full compensation. ***Any decision on the number of absences allowed above the two (2) recommended by the Substitute Office will be made by the building principal in conjunction with the Substitute Office.***

Long-Term Substitute as an Employee:

All long-term substitutes will be set up as "long-term substitute employees." This allows a substitute in a long-term position to call in an absence for their classroom. Please follow the instructions below for registering as a "substitute employee." If you are unable to register, please contact your campus substitute representative immediately.

Setting Yourself Up as an Employee in the System

NOTE: Your campus sub rep must notify the Sub Office before you can proceed.

1. You are registering as a **new employee**. (Do not use your sub PIN). **Press star key** when the system asks for your PIN.
2. **Press 3** when the system says, "If you are calling as a substitute, press 1. If you are calling as an employee, press 3".
3. Enter your Social Security number in order to receive your employee PIN. (Again, this is **not** your sub PIN)!
4. Record your name.
5. The system will play your work location and job description. **If information is incorrect, contact your campus sub rep immediately.**
6. The system will give you your PIN.

Write your PIN here: _____

Creating an Absence

There may be occasions when you will require a sub for yourself. You may use the WebCenter or the Automated Calling System.

1. Access either system as an employee using your **employee PIN**.
2. Pay close attention to the half-day/whole day times.
3. When absent, you may only one of the five listed reasons for absence:
 - Personal Illness (no pay)
 - Family Illness (no pay)
 - Death in Immediate Family (no pay)
 - Jury Duty (no pay)
 - District Wide Staff Development (**with pay, but campus sub rep must create this absence**)

FOR ALL TRS RETIREES

TRS Board Adopts New Definition of "Substitute" for Employment after Retirement

*The TRS Board of Trustees has adopted a new definition for substitute service for retirees. That definition states that a substitute is a person who serves on a temporary basis **in the place of a current employee** and that the substitute's pay does not exceed the rate of pay for substitute work established by the employer. Based on this new definition, if a retiree is serving in a vacant position (i.e., no other person currently holds the position), the retiree is not a "substitute" for TRS return-to-work purposes.*

If a TRS retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period. There is no limit on the number of days a service retiree can serve in that position as a substitute, although disability retirees continue to be limited to 90 days of substitute service without loss of benefits.

However, if the position is vacant, different considerations apply. If a retiree is asked to serve in a vacant position, the retiree cannot be reported to TRS as a substitute. For return to work purposes, the retiree must be reported either as a one-half time employee or as a full-time employee. If a retiree has served previously in the same school year as a substitute, the service must be limited to one-half time to avoid loss of any annuity. (Substitute service can be combined with one-half time service either in the same school year or in the same calendar month. However, this can be done only if the total amount of time worked in that calendar month does not exceed one-half time).

*Further, the pension and/or health benefit surcharge may also apply. To determine if a surcharge must be paid by the employer in connection with the employment of a TRS retiree, the employer must determine whether the retiree is serving in a TRS eligible position. If the position is eligible for TRS membership, the employer must pay TRS the applicable surcharge. To avoid **both** the employer surcharges **and** the retiree loss of annuities, the employment must be less than one-half time.*

Cypress-Fairbanks ISD reports to TRS those not working in a substitute position, as defined by TRS, as a part-time worker (less than half-time). Should a TRS retiree have any questions or concerns in regards to returning to work as a substitute or part-time worker (less than half-time), **the retiree should contact TRS directly.**

Definition of a Substitute:

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

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

This is a retiree who chooses work in a **vacancy position**. This indicates that there is no employee assigned to this position. This type of assignment can also be coded as "additional assistance" and includes testers and tutors. This type of substitute work by a TRS retiree is **LIMITED**. To figure the number of days one can work in a vacancy/additional assistance position:

1. Count the number of days that students are in class for that particular month.
2. Divide this number by two (2).
3. TRS retiree substitutes are responsible for knowing the number of days they can substitute in this type of position. It is NOT the responsibility of the Substitute Office or an individual campus to know or be accountable for this information.

Each month stands alone for accountability purposes. However, there can be no "mix or match" during the month without the limitations coming into play. If a retiree chooses to work in both types of positions, they must be aware that their days are under the part-time/half-time restrictions.

NON-TRS PENSION PLAN FOR SUBSTITUTES

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

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

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

If a substitute chooses to withdraw their funds from this account, the substitute should first contact the Benefits Office for instructions, IRS information, etc. Please note that the withdrawal of these funds requires that the substitute request, in writing, "permanent termination" as a substitute for Cypress-Fairbanks. Be aware that, due to IRS regulations, once terminated for withdrawal of funds from this plan, a substitute is permanently barred from re-instatement as a substitute.

All questions must be directed to Annette Peet with the Cypress-Fairbanks Independent School District Benefits Department at (281) 897-8642.

UNAVAILABILITY and RESIGNATION

Definitions:

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

Unavailability:

The system allows a substitute to make themselves unavailable for jobs without contacting the Substitute Office. However, it is **required** that the Substitute Office be notified if a substitute makes themselves unavailable for a period of time that lasts longer than a month. This can be done via e-mail or by calling our office.

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

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

Resignations:

Please contact the Substitute Office via email or phone if you wish to resign from the substitute list. Your name will be blocked in the automated system from receiving phone calls. You may follow up on the phone call with a written letter of resignation if you wish; however, it is not necessary.

EMERGENCY SCHOOL CLOSINGS

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

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

For information regarding school closures, tune in to the following:

Television Channels: 2, 11, 13, 26, 48 and 51

Radio Stations: KTRH (740 AM)
 KIKK (95.7 FM)
 KILT (100 FM)
 KKBQ-90Q (92.9 FM)
 SUNNY (99.1 FM)

WebCenter: Closings will also be posted on WebCenter.

REACTIVATING YOUR SUBSTITUTE STATUS

At the end of each school year, all **active** substitutes for that year will be invited to reactivate for the next school year. There will be several general reactivation sessions held during the summer and fall months. Substitutes wishing to reactivate **must** attend one of these sessions. Substitutes who are unable to attend one of these sessions must call the Substitute Office to schedule an appointment to reactivate. **No reactivations will be handled without an appointment and no appointments will be made without a request from a campus or district level administrator.**

A letter will be mailed to the address on file with the Payroll Department detailing reactivation procedures and dates, times and locations of the reactivation sessions. Information regarding sessions will also be posted on the log in page of WebCenter for Substitutes.

If a substitute does not receive a reactivation letter by the end of May and wishes to reactivate for the next school year, they will need to contact the Substitute Office immediately for further instructions.

At reactivation, substitutes will:

- Complete a new criminal background check
 - NOTE: This process takes approximately fifteen (15) days.
- Complete a new data sheet
- Receive a new handbook
- Receive information regarding significant changes impacting substitutes
- Make any personnel changes, such as direct deposit, degree status or change of address
- Receive authorization to acquire an updated security badge for the upcoming school year