



The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of 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. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located at the campus and are available for employee review during normal working hours.

The Seguin Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services. The Assistant Superintendent of Human Resources, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. The Chief Human Resource Officer, has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

The Seguin Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact the Assistant Superintendent of Human Resources.

Seguin ISD Provides a Drug - and Alcohol-Free Workplace

# SUBSTITUTE HANDBOOK 2020 – 2021

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See SISD Policy at District Website

# **GENERAL INFORMATION**

# MISSION

To cultivate, inspire and  
empower students to grow and  
learn

**SEGUIN INDEPENDENT SCHOOL DISTRICT  
SEGUIN, TEXAS  
BOARD OF TRUSTEES  
2020 - 2021**

**OFFICERS**

Cinde Thomas-Jimenez, PRESIDENT

Carl Jenkins, VICE PRESIDENT

Benito “Ben” Amador, SECRETARY

**MEMBERS**

Denise Crettenden

Linda Duncan

Alejandro Guerra

Glenda Moreno

**SEGUIN ISD ADMINISTRATION**

Dr. Matthew Gutierrez, Superintendent

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Cindy Moreno ★ Chief Human Resources Officer

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August 2020

To all Substitute Teachers for Seguin ISD:

In an effort to improve communications within the district, this handbook has been prepared for you by the Office of Human Resources so that you can be fully informed of procedures and processes which affect you as Substitute Teachers of the Seguin Independent School District. As substitutes, it is important that we all understand the guidelines, rights and responsibilities under which we work.

After receiving this handbook, please sign the form at the back entitled Acknowledgment and return it to the Human Resources designee.

Thank you for your dedication and for the time and effort you give in providing an outstanding education to our Seguin ISD students.

Sincerely,  
Cindy Moreno  
Chief Human Resources Officer

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EXCEPTIONAL STUDENTS TO EXCEPTIONAL CITIZENS

## **ADMINISTRATIVE STAFF**

Dr. Matthew Gutierrez ..... Superintendent of Schools

## **INFORMATION SYSTEMS & TECHNOLOGY**

Bill Lewis..... Chief Operating Officer / Associate Superintendent  
..... Director of Digital Learning  
Dr. Don Hastings ..... Director of Integrated Support Services

## **BUSINESS SERVICES**

Tony Hillberg ..... Chief Financial Officer

## **LEARNING AND LEADERSHIP**

Mark Cantu ..... Chief Academic Officer

L & L Directors:

Halcy Martin Dean ..... Director of Special Education  
Cindy Borden ..... Director of Federal/State Accountability  
Danica Murillo ..... Director of Secondary Education & Professional Learning  
Andrea Jaramillo ..... Director of Elementary & Multilingual Education

## **ADMINISTRATIVE SERVICES**

Nikki Bittings ..... Director of Human Resources & Officer Transportation

## **OPERATIONAL SUPPORT SERVICES**

Jacob Galvan ..... Director, Child Nutrition  
James Pizana ..... Director, Maintenance & Operations

## **CENTRAL ADMINISTRATIVE SERVICES**

Kirsten Legore ..... Deputy Chief Operations Officer  
Sean Hoffmann ..... Chief Communications Officer  
Travis Bush ..... Director, Athletics  
Kristy Stanley ..... Coordinator, Girl's Athletics  
Jason Adam ..... Coordinator, Fine Arts

# **Seguin Independent School District**

**Dan Early Childhood Center (11E-K)**

812 Shannon Avenue Seguin, TX 78155  
 PH 830.379.2675/FAX 830.379.5590  
 Principal: Debra Reiley  
 Admin Intern: Jessica Castro  
 Secretary: Cindy Cramer

**Jefferson Avenue Elementary (K-5)**

215 Short Avenue Seguin, TX 78155  
 PH 830.379.3882/FAX 830.379.0950  
 Principal: Aaron Hannah  
 Assistant: Darren Brietzke  
 Secretary: Dora Perez

**Robert F. Koennecke Elementary (K-5)**

1441 Joe Carrillo Blvd. Seguin, TX 78155  
 PH 830.372.5430/FAX 830.372.3317  
 Principal: Cassie Koehler  
 Assistant: Reyetos Valdez  
 Secretary: Melanie Dotterman

**McQueeney Elementary (K-5)**

8860 FM 725 McQueeney, TX 78123  
 PH 830.557.5856/FAX 830.557.6981  
 Principal: Meredith Stadler  
 Assistant: Jason Cunningham  
 Secretary: Lorena Rodriguez

**Vincent Patlan Elementary (K-5)**

2501 Breustedt Seguin, TX 78155  
 PH 830.372.4960/FAX 830.372.4565  
 Principal: Linda Guzman  
 Assistant: Valerie McKinney  
 Secretary: Celeste De La Cruz

**Oralia R. Rodriguez (K-5)**

1567 W. Kingsbury Seguin, TX 78155  
 PH 830.401.8770/FAX 830.386.0001  
 Principal: Yolanda Grijalva  
 Assistant: LeAnn Dunn  
 Secretary: Geneva Arce

**Seguin ISD Alternative School at Saegert**

118 N. Bowie Seguin, TX 78155  
 PH 830.379.1108/FAX 830.379.0088  
 Principal: Erma Freeman  
 Secretary: Gisela Molina

**George Vogel Elementary (K-5)**

16121 FM 725 Seguin, TX 78155  
 PH 830.379.4231/FAX 830.372.2174  
 Principal: Rhonda Jubela  
 Assistant: Tiffany Wehe  
 Secretary: Hortencia Garcia

**F.C. Weinert Elementary (K-5)**

1111 N. Bruns Seguin, TX 78155  
 PH 830.379.4226/FAX 830.372.2720  
 Principal: Mary Hernandez  
 Assistant: Annaliza Rangel  
 Secretary: Tammy Williamson

**Jim Barnes Middle School (6-7-8)**

1539 Joe Carrillo Blvd Seguin, TX 78155  
 PH 830.379.4717/FAX 830.379.4239  
 Principal: Jason Schmidt  
 Academic Dean: Kristi Miranda  
 Assistant: Allison Seidenberger  
 Assistant: Jonathan Basha  
 Admin Intern: Maria Guerra  
 Secretary: D'Laine Pacheco

**A.J. Briesemeister Middle School (6-7-8)**

1616 W. Court Seguin, TX 78155  
 PH 830.379.0600/FAX 830.379.0615  
 Principal: James Diaz  
 Lead Assist. Prin Roberto Arriola  
 Academic Dean: Allison Pape  
 Assistant: Michelle Castillo  
 Admin Intern: Bianca DuVall  
 Secretary: Alicia Casso

**Mercer Blumberg Learning Center at Saegert**

118 N. Bowie Seguin, TX 78155  
 PH 830.401.8690/FAX 830.379.1362  
 Principal: Jay Law  
 Secretary: Sherri Greeno

**Seguin High School (9-12)**

1315 E. Cedar Seguin, TX 78155  
 PH 830.401.8000/FAX 372.9851  
 Principal: Hector Esquivel  
 Assoc. Principal: Chanda Bloch  
 Academic Dean: Allison Gillette  
 Assistants:: Ryan Randolph, Tally Neal  
 Joshua Peters  
 Admin Intern: Suzanne Zink  
 Secretary: Jeanette Zinsmeister  
 Receptionist: Humberto Cantu-Ayala



# **HUMAN RESOURCES INFORMATION**

# OFFICE OF HUMAN RESOURCES

Contact these staff members with questions about personnel matters:

Cindy Moreno..... Chief Human Resource Officer (401-8628)  
.....Receptionist (372-5771)  
Human Resource Office.....(401-8615)  
Jennifer Trigo .... Substitute Teacher Coordinator/Leaves and Absences Specialist (401-8644)  
Elva Rangel.....Secretary to Assistant Superintendent (401-8628)  
Ellie Cisneros .....Certification Officer/Staffing 401-8640)

## GENERAL PERSONNEL INFORMATION

Role of the Office of Human Resources

To identify, recruit, screen, select, retain, develop, and motivate all Seguin ISD personnel in an attempt to achieve the district mission, goals and objectives.

## PERSONNEL RECORDS

Substitute personnel are required to have on file in the Office of Human Resources and complete the following:

1. Completed substitute application
2. A transcript showing your degree(s) or at least 15 college hours
3. A Copy of a Texas Teacher's Certificate (if applicable)
4. Two forms of Identification
5. A completed I-9 Form
6. A federal withholding exemption form (W-4)
7. Deferred Compensation Form (Mid America)
8. A completed Criminal History Check
9. Letter of Reasonable Assurance
10. Substitute Orientation
11. Fingerprinting Process
12. Insurance Process

The deadline for submitting these records is **before** you begin substituting.

## PAYROLL PROCEDURES

Direct deposit will be available for all substitutes or checks will be deposited to a pay card. Substitutes will be paid on the 28th of each month. If you have any questions concerning your check, contact the Human Resources Office.

The Human Resources Office closes at 5:00 p.m.

## EMPLOYEE STANDARDS OF CONDUCT

As a Substitute Teacher for Seguin I.S.D. you shall accept responsibility for the development, promotion, and practice of the highest standards of ethics, conduct, and professional performance. The "Code of Ethics and Standard Practices for Texas Educators" shall regulate and govern the conduct of members of the teaching profession.

### PROFESSIONAL ETHICS / SPECIFIC DUTIES AND RESPONSIBILITIES

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

1. **The school exists for the student.** The first obligation of the teacher is therefore to the student.
2. The substitute teacher is on the same professional level as the classroom teacher and should remain conscientious toward responsibilities, such as students, equipment, and materials assigned to his/her care.
3. The substitute teacher should dignify his/her profession by maintaining a positive attitude of cooperation with associates, respecting the authority of those in administrative positions, and by maintaining high standards of loyalty and service. The substitute teacher should use extreme caution in expressing personal reactions and opinions about what they say and hear in the classrooms of the various schools in which they teach. (\* this includes social media platforms such as Facebook, Twitter etc.)
4. Under no circumstances should a substitute teacher criticize a regular teacher, administrator, or student in the presence of other teachers, students, or members of the community. (\* this includes social media platforms such as Facebook, Twitter etc.)
5. When serving in an assignment, the substitute must remember that substitute teaching is a position of public trust. Confidential information concerning individual student must not be disclosed. A substitute teacher should observe the same rules of confidentiality that professional school district personnel must observe. **DO NOT DISCUSS A STUDENT'S CONDUCT, GRADES, OR ABILITIES WITH ANYONE OUTSIDE THE SCHOOL DISTRICT OR WITH UNAUTHORIZED PERSONNEL IN THE SCHOOL COMMUNITY.** (\* this includes social media platforms such as Facebook, Twitter etc.)
6. The substitute teacher should dress appropriately for the assignment. Students DO notice what any teacher or authority figure wears to school. How you dress does affect the level of respect which students will give the "teacher". The standards for appropriate dressing will change according to the teaching grade level and possibly the assignment.
7. The substitute is not merely 'baby-sitting' or holding things together when the regular classroom teacher is not present. He/She should make every attempt to preserve the regular routine of the class. The Substitute is expected to be on duty the entire day and to perform the duties of the regular classroom teacher whom they are replacing.
8. The substitute is expected to be on time in every capacity!
9. The substitute should not leave the building during the day.

10. At the beginning and end of each teaching day, the substitute teacher should report to the front office. All substitute teachers are required to sign in while on campus.
11. Make it a point to introduce yourself to a neighboring teacher in case you should need his/her assistance during the day.
12. The teacher's grade book, all lesson plan books, seating charts, substitute folder, T.E.'s, and attendance roll are all valuable. Know where they are at all times and protect them. This information, again, is confidential.
13. The substitute teacher is required to follow lesson plans and adhere to specific student accommodations that are left by the regular teacher. Accommodation forms will be included with teacher lesson plans (see sample on last page).
14. Proper daily attendance should be taken according to the individual school district's policy. Official attendance is taken at a designated time in the elementary schools. In the middle school and high school, attendance is taken each period. A separate list of student absences should be left for the regular classroom teacher.

NOTE: Attendance reporting procedures will vary from one school district to another.

15. The substitute is responsible for keeping an orderly classroom. Always receive and dismiss students in an orderly manner.
16. Enforce all school and classroom rules without apology.
17. Use discretion and caution when issuing hall, rest-room, library, counselor, nurse, and office passes.
18. **UNDER NO CIRCUMSTANCES ARE YOU TO LEAVE THE CLASS UNATTENDED.**
19. If you must leave, ask a neighboring teacher to oversee the class or call the office for assistance.
20. The substitute teacher should **never** collect money from children. If the children bring in money, notify the front office and seek direction. Also, Substitute teachers should not lend money to students for any reason.
21. **DO NOT LEAVE ANY PERSONAL ITEMS UNATTENDED IN THE CLASSROOM!!!**
22. If a substitute teacher has occasion to take up an item of value from any student, he/she is responsible for the article until it is returned to the student or turned over to the appropriate main office personnel. These items should be labeled with the student's and the teacher's name. Be sure to let the regular teacher know about the incident.
23. The substitute teacher should call for immediate assistance in case of any medical emergency.

NOTE: Prescribed and non-prescribed medication must be administered by the school nurse or authorized school personnel only!

**TEACHERS ARE NOT AUTHORIZED TO GIVE ANY MEDICATION TO STUDENTS .**

24. All unusual requests from parents and students should be referred to the principal. Examples include requests to be dismissed early or to leave the classroom for a special activity. Never release a student to anyone except school personnel.
25. Be familiar with **ALL** emergency drill procedures. (These should be posted in the classroom).
26. **REPORT ANY UNUSUAL HAPPENINGS TO THE PRINCIPAL AS SOON AS POSSIBLE. Remember, we never touch a child.**
27. The substitute teacher should never conference with parents. If there is a problem notify the campus principal immediately.
28. At the end of the day, the substitute must leave a short summary of the day activities, using the form provided, for the regular classroom teacher.
29. **Cell phones and/or pagers should be turned off while on campus.**

**DRESS AND GROOMING GUIDELINES**

The Seguin ISD has high expectations for employee appearance with the purpose of achieving a professional atmosphere on our campuses and in our offices. Because school employees are considered student role models, parents and other visitors coming to our schools and offices anticipate a high standard in the appearance of district employees.

Therefore, all clothing should be in good taste, neat, clean, and pressed. Hair will be clean, groomed and out of the eyes. Beards and mustaches will be neat and groomed. Dresses and skirts (including slits in skirts) must be no shorter than the top of the knee cap.

Using a common sense approach, classroom employees are expected to dress appropriately in professional or professional-casual attire while at school. While representing the school/district in the community or in other communities, employees are expected to dress in a more formal professional attire.

The following attire is considered inappropriate:

1. t-shirts; shirts or other clothing with writing, pictures or graphics (with the exception of small brand names/logos); sleeveless shirts (unless covered by jacket); low cut shirts; tank tops; tube or halter tops; any shirt or blouse that reveals a bare midriff;
2. flip-flops, croc-like shoes & slippers (flip-flops are defined as rubber or sponge-like shoes that go between the toes)

3. shorts, leggings, stretch or tight-fitting pants;
4. sweatshirts or sweat pants, athletic warm up suits and attire (except coaches or physical education teachers);
5. scanty, see-through or suggestive attire, or visible undergarments;
6. clothing that is un-hemmed, excessively worn, faded, damaged or stained;
7. hats (unless specifically needed at school events);
8. facial jewelry (excluding earrings), exposed body piercing or tattoos;
9. jeans may only be worn on designated spirit days

There are common-sense exceptions for physical education and vocational instruction. Also guidelines give principals the leeway to allow teachers to wear spirit shirts, shorts, costumes, etc. in special circumstances.

Office employees are expected to dress more formally and professionally. Office employees should not wear jeans except on Friday when they may dress-down to casual attire.

Principals/supervisors will interpret terminology such as appropriately and good taste, if necessary.

- \* Remember each campus varies, be sure to check with the principal when in doubt.

### **PROCEDURE FOR CALLING THE SUBSTITUTE (ABSENCE MANAGEMENT) “AESOP”**

The Chief Human Resource Officer is responsible for the Official Substitute List. Principals may recommend substitutes from the list, but employment is through the Office of Human Resources. Substitutes are called by the campus secretary and substitute coordinator from the Human Resources Office.

Substitute assignments are secured by calling AESOP at 1-800-942-3767 or logging in at [www.frontlineeducation.com](http://www.frontlineeducation.com). AESOP will then provide you with a list of available assignments and prompt you through the main menu. Substitutes will be able to review upcoming assignments and also be able to cancel assignment if needed. Through AESOP, substitutes can also change their pin and phone number. Substitutes will also be able to change their name recording and select their preferred campuses and assignments.

Should the substitute coordinator receive a late absence call on the morning of the absence, the sub coordinator will then call substitutes for the assignment. The substitute will then be provided with the name of the employee, campus and assignment.

If, after the substitute has been called, an emergency arises and cannot fill the assignment, the substitute must call the Human Resources office, not the school.

It is difficult to give substitutes any estimate of how often they will be called. It will depend a great deal on such factors as the substitute's preparation and qualifications compared to the district, time of year,

and success of each substitute when assigned.

The Office of Human Resources is reluctant to call substitutes who have been called and have refused for reasons other than illness, death, or disaster. The Office of Human Resources is charged with the responsibility of providing responsible teachers; consequently, we cannot rely on substitutes who come only when it is convenient for them.

**\* Substitutes will work where needed. We will try to place you with your specified grade level area, but when the need arises you will be expected to go where needed no matter what grade level or subject area.**

## **HOURS OF DUTY**

The substitute teacher shall be expected to be on duty the entire school day (**with 30 minutes for lunch**) and to perform all duties of the regular teacher....from 30 minutes prior to the beginning of school until 15 minutes after students are dismissed.

The individual campus circumstances may require assignment of a substitute for only a portion of the school day. When working for a portion of the day the following times will apply:

<b>a.m.</b>	<b>=</b>	<b>7:30 - 11:30</b>
<b>p.m.</b>	<b>=</b>	<b>11:30 - till 15 minutes after the last bell rings</b>

***Substitutes are also subject to reassignment during the day.***

## **SUBSTITUTING AFTER RETIREMENT**

Retired teachers may file an application for substitute teaching and if approved by the Assistant Superintendent of Human Resources, may teach an unlimited number of days during a school year at the employer's daily substitute pay rate without affecting their annuity.

## **NOTICE OF CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Substitute teachers should notify the Office of Human Resources of any change in address. Phone number changes may be done through ABSENCE MANAGEMENT "AESOP."

## **QUESTIONS**

All questions pertaining to substituting should be directed to the Assistant Superintendent of Human Resources or the Substitute Coordinator at **401-8644**.

## **REMOVAL FROM SUBSTITUTE ROSTER/LIST**

Individuals may be removed from the substitute roster at any time. Should a substitute decline an assignment or failure to return calls for assignments he/she will be removed from the substitute roster. Should a substitute claim unemployment, even with another company, the district will be responsible for the payment each time you work, therefore you will not be called.

## **REQUEST FOR REMOVAL**

Substitutes may request to be removed from the substitute teacher roster at any time during the school

year by notifying **in writing** the Substitute Coordinator or Chief Human Resource Officer. Those substitutes wanting to substitute later during the same year must be re-approved by the Office of Human Resources. If you need to be put on hold for some reason you may do so and not have to reapply.

## **ACCIDENTS AND ILLNESS OF STUDENTS**

All accidents to students on the school grounds, in the building, on the way to or from school, or occurring at any place while the pupil is under the supervision of the school, shall be referred to the school principal and nurse at the earliest possible time. No internal medicine may be administered by the school employee or the substitute.

## **UNEMPLOYMENT COMPENSATION**

According to the Texas Unemployment Compensation Act, Section 3(f)(2), substitute teachers are not eligible for unemployment compensation during the summer months between school terms. Letters of reasonable assurance are provided for those substitutes who will be returning to substitute during the next school year.

## **SEXUAL HARASSMENT**

Employees shall not engage in conduct constituting sexual harassment. The district shall investigate all allegations of such harassment. See policy DIA (LEGAL), DIA (LOCAL) FFH (LOCAL), FFH (LEGAL).

An employee who believes he or she has been or is being subjected to any form of sexual harassment as defined in Board policy shall bring the matter to the attention of his or her immediate supervisor or the Chief of Staff & Human Resources Cynthia Moreno, Assistant Superintendent of Human Resources, in accordance with grievance policy DGBA (LOCAL).

District employees shall not engage in sexual harassment of students. See policy DIA (LEGAL) and DIA (LOCAL).

## **TOBACCO USE**

Smoking and the use of tobacco products shall be prohibited in all District buildings, on all District property, and at all school-related activities. District property includes all enclosed facilities, open air property, parking lots, outdoor athletic fields, practice fields or other property used for school-sponsored activities, and on all school vehicles, including buses. Violation by employees shall result in reprimand or possible suspension. Violation by the general public shall result in removal from school property. See Board Policy DH (LEGAL), DH (LOCAL)

## **Alcohol and Drugs/Reporting Alcohol/Drug Use**

- Alcohol  
Employees shall not possess, use, or be under the influence of alcohol during working hours or at school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" of alcohol.
  
- Drugs



Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance or illicit drug, as defined in state or federal law, during working hours while at school or at school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

- Report of Drug Offenses

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

1. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act.
2. A dangerous drug, as defined by the Texas dangerous drug law.
3. An abusable glue or aerosol paint, as defined by the Texas Controlled Substances Act, or a volatile chemical, if the substance is used or sold for the purpose of inhaling its fumes or vapors.
4. An alcoholic beverage, as defined by the Alcoholic Beverage Code.

### **Drug-Free Schools and Drug-Free Workplace Requirements**

See: DRUG-FREE SCHOOLS NOTICE

To comply with P.L. 100-690, Sec. 5153 and 34 CFR 85.630 Federal regulations, the notice must be posted on each campus and in each district workplace in a high visibility area.

The requirements should be discussed at an employee meeting. Be sure to note the item is on a staff meeting agenda, and maintain a copy of this agenda for your files.

All employees will receive additional information and educational materials concerning alcohol and drug abuse during the course of the year.

A listing of community drug and alcohol counseling, rehabilitation, and reentry programs can be found in the back of the employee handbooks. Employees may call the 1 + 800 number listed on the EAP brochure.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



# Seguin Independent School District Substitute Pay Schedule

2020-2021

CATEGORY	DAILY RATE (PK-5)	DAILY RATE 6-12	LONG TERM PK-5 (6weeks +)	LONG TERM 6-12 (6 weeks+)
<b>HS Diploma</b>	<b>\$75.00</b>	<b>\$105.00</b>	N/A	N/A
<b>60 + College Hrs (Associates)</b>	<b>\$80.00</b>	<b>\$110.00</b>	<b>\$90.00</b>	<b>\$120.00</b>
<b>Degreed (Bachelors or Higher)</b>	<b>\$85.00</b>	<b>\$115.00</b>	<b>\$95.00</b>	<b>\$125.00</b>
<b>Certified Teacher</b>	<b>\$90.00</b>	<b>\$120.00</b>	<b>\$130.00</b>	<b>\$150.00</b>
<b>Clerical/Aide</b>	<b>\$65.00</b>	<b>\$65.00</b>	N/A	N/A
<b>Principal/Counselor</b>	Rate set between Min & Mid Point of job pay grade (using verified experience)			

**Transcripts must be on file to verify college hours and or degree**

**Daily rate for half-day assignments will be half of the daily rate noted above**



**Independent School District**

Administrative Services  
1221 E. Kingsbury Street  
Seguin, TX 78155  
Phone 830.401.8628  
[cmoreno@seguin.k12.tx.us](mailto:cmoreno@seguin.k12.tx.us)

Campus / Department   SUBSTITUTE TEACHER  

I hereby acknowledge receipt of my personal copy of the Seguin 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 this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

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

Note: This handbook includes two copies of this form. Please sign and date one and keep it in the handbook. Sign and date the other copy and forward it to the Human Resources Office.

Print Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**EXCEPTIONAL STUDENTS TO EXCEPTIONAL CITIZENS**

# CONFIDENTIAL

Seguin Independent School District

## Classroom Information Substitute Folder

It is the district's expectation that all students will participate in all class activities. Some students may require modifications and/or accommodations in order to successfully participate. Please review notes below to ensure accommodations are available and/or in place.

**\*For questions or further assistance, please contact a campus administrator, counselor or other instructional support staff.**

Specific accommodations for students  
In my class are noted below:

<b>Student</b>	<b>Accommodations</b>