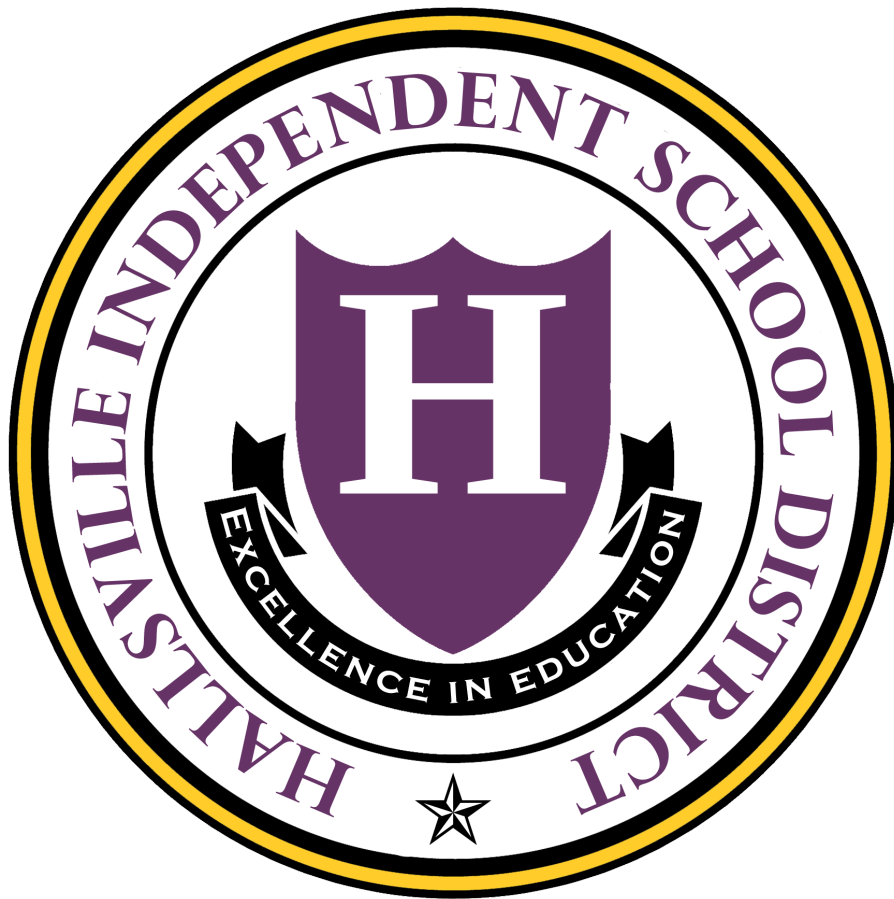


# **HALLSVILLE ISD**

## **SUBSTITUTE HANDBOOK**

2022-2023



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## **Substitute Office Contact Information**

Hallsville Independent School District  
311 Willow St  
Hallsville, TX 75650

Human Resources  
Phone 903-668-5990  
Fax 903-668-5991

Human Resources Department  
Substitute Coordinator's Email:  
[jkramer@hisd.com](mailto:jkramer@hisd.com)

For payroll questions: email [payroll@hisd.com](mailto:payroll@hisd.com)

The substitute information page contains an electronic version of this handbook, resources, additional training information, and forms available for download.

### **ABSENCE MANAGEMENT(Formerly AESOP) QUICK REFERENCE INFORMATION**

Absence Management is serviced through Frontline Placement Technologies. Absence Management can be accessed via the website @ [www.aesoponline.com](http://www.aesoponline.com) or via phone @ 1-800-942-3767.

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

## **Hallsville ISD Mission Statement**

To prepare students to be responsible and productive citizens by providing properly trained employees, quality educational programs and facilities while meeting community expectations and being financially responsible.

### **Vision**

HISD will be a district that pursues ***“Excellence in Education”*** in all endeavors.

### **Core Beliefs**

- HISD will provide students an opportunity to obtain a world class education that prepares them for a globally competitive society.
- HISD will strive to be a district of excellence that competes at the state and national levels in all academic and extracurricular activities.
- HISD will instill a desire for ethical behavior, integrity and good citizenship in all students.

## **District Overview**

### **Board of Trustees**

Jay Nelson– President

Dale Haney – Vice-President

Troy Crafton – Secretary

Doug McGarvey – Assistant Secretary

Trustees – Lee Gaw, Shane Goswick, Jason Ainsworth

### **Central Administration**

John Martin, Superintendent

Shauna Hittle, Assistant Superintendent of Student Learning

Lindsay Slaten, Director of Human Resources

## **ABSENCE MANAGEMENT (AESOP) IMPORTANT MESSAGE**

If you cannot fulfill a job you have accepted, please cancel it in AESOP immediately. Regardless of the time day or night, the job will become visible in AESOP and calls to fill the vacancy will begin according to the call schedule specified in AESOP. Our hope is that you will find AESOP to be a valuable tool that meets the needs of Hallsville ISD as well as your own. Should you have any questions regarding AESOP please contact Jan Kramer via email at [jkramer@hisd.com](mailto:jkramer@hisd.com) or 903-668-5990 x 5000. Any concerns you have pertaining to a campus should be directed to the campus principal.

The numbers listed below are **ONLY** to be used if canceling a job within an hour of its start time.

**You must STILL cancel the job in Absence Management (AESOP).**

### **School Contact List**

<b>Campus</b>	<b>Contact</b>	<b>Cell Phone</b>	<b>903-668-5990</b>
East Elementary Headstart/PreK - 4 <sup>th</sup>	Denise Wall	903-931-1938	X 1620
North Elementary PreK - 4 <sup>th</sup>	Kathy Thomas	903-736-9174	X 1319
West Elementary PreK - 4 <sup>th</sup>	Stephanie Ayala	903-475-3625	X 2508
Intermediate (5 <sup>th</sup> )	Courtney Hallonquist	903-746-1244	X 1838
Junior High 6 <sup>th</sup> - 8 <sup>th</sup>	May Pipak	903-235-3815	X 2053
High School 9 <sup>th</sup> - 12 <sup>th</sup>	Julie Allwhite	318-834-3155	X 4033
DAEP	Julie Allwhite	318-834-3155	X 4033

## Campus and Department Information

### Elementary Campuses

East Elementary (PreK - 4th) Denise Wall	420 Galilee Road	Hallsville, TX. 75650	Main: (903) 668-5984	Fax: (903) 668-5991
North Elementary (PreK - 4th) Kathy Thomas	200 Billie Martin Parkway	Hallsville, TX. 75650	Main: (903) 668-5981	Fax: (903) 668-5991
West Elementary (PreK - 4th) Stephanie Ayala	401 Waldren Ferry Rd (Temporary Location)	Hallsville, TX 75650	Main: (903) 668-5989	Fax: (903) 668-5991

### Intermediate School Campus

Intermediate 5 Courtney Hallonquist	509 S. Cypress	Hallsville, TX. 75650	Main: (903) 668-5985	Fax: (903) 668-5991
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### Secondary School Campuses

Junior High (6 <sup>th</sup> -8 <sup>th</sup> ) May Pipak	#1 Bobcat Lane	Hallsville, TX. 75650	Main: (903) 668-5986	Fax: (903) 668-5991
High School (9 <sup>th</sup> -12 <sup>th</sup> ) Julie Allwhite	616 Cal Young Road	Hallsville, TX. 75650	Main: (903) 668-5980	Fax: (903) 668-5991

### Alternative Campus

Hallsville TRACKS(DAEP) (Julie Allwhite)	300 Willow Street	Hallsville, TX 75650	Main: (903) 668-5980	Fax: (903) 668-5991
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## Change of Personal Information

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

### Bad Weather Procedures

At the direction of the Superintendent, school may be canceled or delayed in opening for the day due to bad weather. Announcements will be made on local radio and TV stations in a timely manner.

## **Emergency Procedures**

Each campus has a plan for emergencies. The plan includes procedures for emergencies such as fires, tornadoes, and other evacuations. Specific instructions are located in each classroom. Refer to page 5 for emergency contact information.

## **Employment**

### **Equal Employment Opportunity**

Hallsville Independent School District is committed to providing equal employment opportunities. There will be no discrimination in employment practices because of age, race, religion, color, sex, national origin, or disability. Sexual harassment is a form of sex discrimination. Ref: DAA

### **General Requirements**

To substitute in Hallsville Independent School District, a person must have a high school diploma or its equivalent. Ref: DPB (Local). In addition, all potential substitutes must comply with fingerprinting requirements as indicated in Senate Bill 9 prior to working on an HISD campus, at the cost of the substitute.

It is the responsibility of each substitute teacher to submit the following paperwork to the Human Resource Department before beginning employment:

1. The District's application form;
2. A record of highest education attained (high school diploma, GED certificate, or transcript for all college work);
3. Teaching certificate (if applicable);
4. Documents that establish identity and employment eligibility;
5. I-9 form;
6. W-4 form;
7. Direct Deposit form (if applicable);
8. Proof of fingerprint submission as required by Senate Bill 9
9. Health Insurance Enrollment/Declination Form and ACA paper
10. Substitute Confidentiality Agreement
11. Any other paperwork required by the Human Resources Department

**It is necessary for all new substitutes to attend a Substitute Information Session.**

### Hiring Practices

The District uses electronic means to assign substitutes when teachers and instructional aides are absent. The system used by HISD is called Absence Management (formerly AESOP). Absence Management is an automated substitute placement service provided by Frontline Placement Technologies. **Instructions on operating the automated system will be presented at the substitute orientation.**

In July, following each school year, a notification regarding updating paperwork, or substitute training if necessary to attend, will be sent to each person on the current active sub list. Updated paperwork for the Human Resources Department must be completed to ensure substitute eligibility for the upcoming school year. Additional substitute training is only required if you are notified of that. All profiles in Absence Management will be inactive until this paperwork is completed.

All persons employed by HISD shall furnish the appropriate documents to establish employment eligibility in the United States as required by the Immigration Reform and Control Act of 1986. Ref: DC

### Separation from Service

Substitutes may be removed from the active sub list at any time, for any reason not prohibited by law, or for no reason as determined by the needs of the District. Ref: DCD (Local)

Substitutes who are not actively working will be dropped from the system. Each month the work history of individual substitutes will be evaluated. Substitutes may be inactivated due to inactivity without notification and must re-apply to be re-hired.

**If you wish to terminate employment with the District, either email [jkramer@hisd.com](mailto:jkramer@hisd.com) or write the Hallsville ISD Human Resource Department.** When employment is terminated, any related paperwork must be completed at the Human Resources Department. Final paychecks will be mailed or directly deposited, whichever is applicable, on the next regular substitute pay date.

### Compensation

#### Payday

Paydays for substitutes are bi-weekly. A current pay date schedule is available at the end of this handbook. It is suggested that each substitute keep a record of the days that he/she has worked. However, this record shall not, in any instance, be considered official should a discrepancy occur.

It is recommended that all substitutes sign up for Direct Deposit. It is your responsibility to inform the Business Office in writing when you change or close a bank account by completing a new Direct Deposit Authorization Form. This form is available at the Administration office. In the event of identity theft, please call the Business Office immediately.

Pay will post into your account on each scheduled pay day, if signed up for direct deposit and pay stub will be mailed. Otherwise, substitute paychecks will be mailed.



## Salary Information

Hallsville ISD has adopted a salary schedule for substitutes that is reviewed annually, **and rates are subject to change at any time. If there is any change in the sub pay rates a notification will be sent out with the effective date of change.** Therefore, all substitutes will begin their assignment at the current standard rate. A long-term position is any substitute job that extends longer than ten consecutive school days in the same assignment, *and long term sub pay is currently the same as the daily rate.* **All substitutes with teaching certification, or nursing certification (RN or LVN, and subbing in a nurse's office) must make sure we have a copy of your certification to receive certified pay. Documentation is also required to receive the Degreed pay rate.**

<b>Certified (Holds Texas Teaching Certification)</b>	
Full Day	\$140
Half Day	\$70

<b>Non-Certified Degreed (Bachelor's Degree)</b>	
Full Day	\$110
Half Day	\$55
<b>Non-Certified/Teacher and Teacher's Aide</b>	
Full Day	\$85
Half Day	\$42.50
<b>Certified Nurse (RN and LVN)</b>	
<b>RN</b> Full Day / <b>RN</b> Half Day	\$140 / \$70
<b>LVN</b> Full Day / <b>LVN</b> Half Day	\$110 / \$55

## Deductions

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

- Social Security
- Federal Income Tax (as per employee's W 4 form)
- Medicare Tax contributions
- Garnishment of wages as required by Court Order

Detailed information regarding deductions is available at the Business Office.

## Sign In

At each school, substitutes should report to the office, sign the SUBSTITUTE SIGN-IN SHEET and pick up their ID Badge. **This signed form and your assignments in Absence Management, are the official employment record and are used to calculate payroll for substitutes.**

## Benefits

All substitutes are eligible to contribute funds to a 403(b) voluntary retirement plan. Please see your own financial advisor to set up an account, if desired. If you already have an existing 403(b), you may contribute using payroll deductions. If you choose to contribute, please see the HISD website's payroll page for instructions. According to the "Universal Availability" requirement, an employee must be able to make an initial deferral election or change an existing deferral election at least once during each plan year.

Substitutes are eligible to enroll in the district's TRS ActiveCare health insurance. You are required to either enroll or decline the coverage within 31 days from your date of hire. All plans, costs, and details are included in your substitute packet. If you have any questions, please contact Patty Morgan at ext. 5005.



## Absence Management

### SIGNING IN

Type [gesonline.com](https://gesonline.com) in your web browser's address bar or go to [app.frontlineeducation.com](https://app.frontlineeducation.com) if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

### RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

### SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 4/20/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	



### GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

### ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

#### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

#### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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## **Responsibilities**

### **Arrival/Departure Procedures**

Substitutes should arrive on campus at least 30 minutes before the beginning of instruction and will depart 30 minutes after the students leave or as indicated by administration.

The approximate times are: 7:30 a.m. to 3:30 p.m., or per campus requirements.

Occasionally, as a substitute, you may receive calls from the automated calling system after the start time for that campus. This can happen for various reasons. We ask that if you are able to work that day, please take the job and immediately call the campus to notify them that you have just taken the job. The campuses would much rather have to cover a class until a substitute can get there than possibly go without a substitute at all.

### **Teaching**

A substitute shall be subject to all the duties of a regular classroom teacher. This includes attending all meetings and required activities unless excused by the campus administration. Substitutes are responsible for the continuation of the instructional program in the absence of the regular teacher.

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

### **Attendance**

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

### **Record Keeping**

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

### **Security Badges**

**All substitutes are expected to wear their ID photo badge that the campus provides when you start substituting.** If badges are lost you must get a replacement badge from Technology.

### Reporting Injuries of Students

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

### Personal Injuries on the Job

All personal injuries on the job must be reported to administration on the same day the injury occurs.

### Medical Emergency

Substitutes need to keep the Human Resource office informed of any changes in their emergency contact information. HISD has implemented a blood-borne pathogens program throughout the District. General information concerning the risk of exposure can be obtained from the office or by contacting the Nurse Coordinator.

### Daily Duties

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

### Other Duties

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

## **Classroom Management**

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

## **Leaving the Campus**

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

## **Internet Usage**

Substitutes are not to access the internet or allow students to do so without campus administration approval. In addition, substitutes are not to bring personal computers to campus. The role of Technology in HISD is to facilitate and enhance the learning environment, communications and district management. Substitutes will sign an Employee Acknowledge of Electronic Communications Administrative form.

## **Cell Phone Usage**

All cell phones must be **turned off or silenced** during the school day while substituting, and should not be used during classroom time.

## **Active Involvement**

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

## **District Tools and Equipment**

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

## **Employment Relations**

### **Access to Personnel File**

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

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

*A substitute may choose not to allow public access to his or her home address, home telephone number, social security number, or any other information that reveals whether the person has family members. Ref: GBA.* This is done by stating that choice on the information sheet that is filled out at the beginning of the year.

### **Professional Ethics**

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



## **HALLSVILLE ISD EMPLOYEE DRESS CODE**

The purpose of the Hallsville Independent School District dress code is to ensure that the employees and staff members of the District present a professional image to the public and students they serve. The guidelines below are appropriate for professional, paraprofessional, and substitute employees.

Employees are required to adhere to the dress code during professional development days both in district and out of district.

The dress code expectations for HISD employees include:

- Modesty should govern decisions for professional attire. Plunging necklines, exposed midriffs, enlarged armholes, and extremely tight attire is unacceptable.
- Denim jeans can be worn on campus on Fridays.
- Form fitting attire such as leggings, tights, or similar clothing is **ONLY** permitted when worn under a top, tunic, skirt, dress, sweater dress, etc. that is no shorter than 3" from the top of the knee as measured from the shortest point.
- Skirts and dresses shall not be shorter than 3" above the knee while in a normal standing position.
- Tank tops, muscle shirts, spaghetti straps, and backless shirts or dresses shall not be worn.
- Collarless t-shirts shall only be worn if the t-shirt is Hallsville ISD affiliated.
- Wind suits and sweat suits are acceptable **ONLY** in an athletic or P.E. academic setting (athletic attire is appropriate in the P.E./coaching setting, but professional attire is required in all other areas)
- Yoga pants are not acceptable in any athletic or academic setting.
- Any dress deemed inappropriate or unprofessional shall not be permitted.
- **All tattoos must remain covered during the school workday.**

## Alcohol, Drug, and Tobacco Use Policy

### Philosophy

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

### Prohibitions

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

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

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

### Exception

Substitutes who use a drug authorized by a licensed physician through a prescription specifically for the substitute's use shall not be considered to have violated this policy. Prescription medication should be maintained by the campus nurse or a secure location approved by the principal while on campus. Ref: DH (Local)

## Drug-Free Schools

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

## Tobacco Use Policy

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

## Firearms/Weapons on School Premises

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

## **Harassment or Abuse**

An employee shall not engage in prohibited harassment, including sexual harassment of other employees or students. While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment of other persons, including Board members, vendors, contractors, volunteers, or parents. Ref: DH (Local)

## **Other Types of Harassment**

Substitutes shall not engage in harassment motivated by race, color, religion, national origin, disability, or age and directed toward students or District employees. A substantiated charge of harassment shall result in disciplinary action. (Ref. DIA) Harassment includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to those factors listed in the preceding sentence that creates an intimidating, hostile, or offensive educational or work environment.

## **Conflict of Interest**

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

## **Child Abuse or Neglect**

### *Reporting Suspected Child Abuse or Neglect*

Substitutes are required by state law to immediately report any suspected child abuse or neglect to Child Protective Services. Failure to do so constitutes a Class A Misdemeanor. All substitutes are required to make a report to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Although it is not required, Hallsville ISD also suggests that substitutes who suspect that a student has been or may be abused or neglected shall report their concerns to the school administration staff. See the Appendix for specific information, including telephone numbers for reporting. (1-800-252-5400 – 24 hour hot line.) Ref FFG Legal, and Exhibit

## **Notice of Employees Responsibilities for Reporting Child Abuse and Neglect**

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

The applicable District policies--FFG (LEGAL), GRA (LEGAL) and (LOCAL), and DH (LOCAL) and (EXHIBIT) are available on the HISD website under Board Policy. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well.

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

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

### **To whom do I make a report?**

Reports may be made to any of the following:

A law enforcement agency:

- HISD Police Department (903) 668-5988
- The Child Protective Services (CPS) division of the Texas Department of Protective and Regulatory Services (1-800-252-5400)
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

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

### **Will my report be kept confidential?**

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

### **Will I be liable in any way for making a report?**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

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

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

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

### **What are my responsibilities regarding investigations of abuse or neglect?**

State law specifically prohibits school officials from:

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

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

*If you have any questions or concerns, please call the Payroll Department at 903-668-5990, ext. 5060 or 5026.*

SUBSTITUTE PAY DAYS	PAY PERIOD
9/9/2022	8/13/2022-8/26/2022
9/23/2022	8/27/2022-9/9/2022
10/7/2022	9/10/2022-9/23/2022
10/21/2022	9/24/2022-10/7/2022
11/4/2022	10/8/2022-10/21/2022
11/18/2022	10/22/2022-11/04/2022
12/2/2022	11/5/2022-11/18/2022
12/17/2022	11/20/2022-12/3/2021
<b>12/30/2022 (Over Christmas Break)***</b>	12/3/2022-12/16/2022
1/13/2023	12/17/2022-12/30/2022
1/27/2023	12/31/2022-1/13/2023
2/10/2023	1/14/2023-1/27/2023
2/24/2023	1/28/2023-2/10/2023
3/10/2023	2/11/2023-2/24/2023
3/24/2023	2/25/2023-3/10/2023
<b>4/6/2023 (Early for 4/7/2023)</b>	3/11/2023-3/24/2023
4/21/2023	3/25/2023-4/7/2023
5/5/2023	4/8/2023-4/21/2023
5/19/2023	4/22/2023-5/5/2023
6/2/2023	5/6/2023-5/19/2023
<b>6/15/2023 (Early for 6/16/2023)</b>	5/20/2023-6/2/2023
<b>6/29/2023 (Early for 6/30/23)***</b>	6/3/2023-6/16/2023
<b>7/13/2023 (Early for 7/14/2023)</b>	6/17/2023-6/30/2023
<b>7/27/2023 (Early for 7/28/2023)</b>	7/1/2023-7/45/2023
08/11/2023	7/15/2023-7/28/2023
08/25/2023	7/29/2023-8/11/2023
<b>***INDICATES BW*** Dates highlighted in yellow are EARLY pay dates</b>	

HALLSVILLE ISD  
welcomes and  
thanks you  
for choosing to be a part  
of the Hallsville ISD team!



**Acknowledgement Form**

HALLSVILLE INDEPENDENT SCHOOL DISTRICT

Human Resources Department

ACKNOWLEDGEMENT OF 2022-2023 SUBSTITUTE HANDBOOK

I hereby acknowledge my responsibility to access the HISD Substitute Handbook through the District's substitute website. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

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

**For returning or new substitutes receiving handbook electronically send email verifying receipt of 2022-2023 handbook or sign this form and send to: [jkramer@hisd.com](mailto:jkramer@hisd.com). The form can also be dropped off at Administration.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date