

Waco ISD Returning Substitute Session

WELCOME TO THE 2020-2021 SCHOOL YEAR



Waco ISD Substitute Orientation

Substitute teachers are an important and vital part of the total school operations. We could not operate without you!

As a substitute you have a role in the success of our students here at Waco ISD and we truly appreciate the work you do.



HR Introductions

Dr. Josie Gutierrez

- Assistant Superintendent of Human Resources

Sue Pflaging

- Director of Human Resources Employment Services & Recruitment

Elesa Maimbourg

- Executive Administrative Assistant

Alicia Rodriguez

- Benefits, Risk Mgmt & Leave Specialist (Sub System)

Today's Session

- Everyone should be muted when admitted into the session. If you have a question, you will need to unmute yourself (both via phone and online). Be sure to put yourself back on mute once you have asked your question or responded.
- We will take roll call for those joining via phone – please respond with your name as we go around so we can note you are present and pay you for attending.
- For those joining the online Zoom, please list your name in the chat box so we know you are in attendance. If you have others with you at the same location, please list their names in the chat box as well.
- We are recording today's session and will add all information presented to the Waco ISD website (www.wacoisd.org – Employment – Substitute – Substitute Resources)
- Thank you for your patience as we learn to navigate these virtual meetings.

Substitute Handbook

The 2020-2021 Substitute Handbook is available on the Waco ISD website

- www.wacoisd.org – Employment – Substitutes – Substitute Resources
- School Calendar – Page 4
 - Students start September 8th and end June 10th
 - Staff/student holidays: October 12; November 23-27; December 21 – January 1; January 18; February 15th (bad weather make up day, if needed); March 8-12; April 2nd; May 31st
 - Staff In-service: September 18; October 30th; January 4th; June 11
 - Student Hours
 - **Regular Hours**
 - *Elementary & Lake Air Montessori – 7:45am to 3:30pm*
 - *Middle & High School – 8:30am to 4:15pm*
 - **Early Release**
 - *Elementary & Lake Air Montessori – 7:45am to 12:30pm*
 - *Middle & High School – 8:30am to 1:15pm*

Substitute Daily Rate of Pay

Page 14

Para (HS Diploma or GED) - \$77 daily

40+ College Hours - \$80 daily

Degreed - \$90 daily (\$115 Long Term after 21 days)

Certified - \$100 daily (\$130 Long Term after 21 days)

Nurse (LVN or RN) - \$135 daily

Fridays - \$5 added to daily rate

Special Education - \$5 added to daily rate

30 cumulative days - \$10 added to daily rate

60 cumulative days - \$20 added to daily rate

***Substitutes are paid based upon credentials provided to the HR department.*



Substitute Handbook

Pay Schedule – Page 18

TEAMS Employee Service Center – Page 19

FMLA – Page 20

Guidelines for Subs – Page 26

TEAMS Substitute Service Center – Page 28

- Smart phone App: [Teams.wacoisd.org/mobilesub/selfserv](https://teams.wacoisd.org/mobilesub/selfserv)
- The phone system is disabled and no longer being used

Guidelines for Schools – Page 39

- Cell phones

Standards of Conduct – Page 43

Most important!

- Make sure you show up on time.
- Stay for the entire school day
- Please follow the lesson plans provided by the teacher
 - Leave detailed notes for the teacher upon completion of the day
- Classroom Management is a must!
- Employee ID badges must be visible while on any campus
- Keep record of your substitute jobs
- If you need to cancel, please notify the **campus** at least 1.5 hours prior to the assignment start time.
- Principal & Teachers may complete Substitute Evaluations during an assignment.



Substitute Guidelines

- Look and act like a teacher.
- Family/friends are not allowed to accompany a substitute to an assignment
- Do not attempt to present yourself as their babysitter, buddy or friend. You are their teacher
- Movies are not allowed in the classroom unless approved by the principal
- No solicitation of any kind
- Eating during the class period is not allowed
- Do not complete personal work such as reading, letter writing, bill paying, crafts, hobbies, etc.
- Electronic cigarettes or other smokeless tobacco products are not to be used on campus or in a classroom
- Taking pictures of students is prohibited in the classroom unless authorized by the principal
- Sleeping during the work day is prohibited and can lead to disciplinary action up to termination



DOs



DON'Ts

- Substitutes are expected to remain on duty the entire day, follow the same schedule and complete all regular assignments of the regular teacher. The conference period is a part of a substitute workday and may be assigned to other duties during the conference time. Do not leave the assignment early unless give authorization by the principal.
- Substitutes are required to monitor students at all times. A teacher or teacher aide will be required to monitor the classroom/students if circumstances arise and the substitute is absent a short time.

Substitute Guidelines

- Do not allow the students to leave the classroom without a valid reason.
- Duty hours may extend beyond the regular school hours and will not be considered as extra duty
- Substitutes may not switch jobs without an administrator approval.
- Substitutes may be reassigned by campus administration upon arrival to campus
- Substitutes instructed by the campus administrator to report to HR must leave the classroom immediately.
- Students should not be allowed access to the teachers computer
- Leave the classroom tidy and everything in place at the end of the day
- Cell phones:
 - **Substitutes** – Turned off while in class and school hallways. All personal phone calls should be taken while on conference or lunch in an area that is authorized for staff only. Substitutes should not be on their phone while supervising students.
 - **Students** – check with campus administration for cell phone policy.
- All off site visits such as city parks must be approved by the principal
- All accidents or injuries to a substitute or a student should be reported to the office immediately. In any questionable situation, the substitute should ask for assistance from the office or a neighboring teacher.

Employee Conduct & Welfare

Standards of Conduct

- Texas Educators' Code of Ethics
- Discrimination, Harassment and Retaliation
- Reporting Suspected Child Abuse
- Sexual Abuse & Maltreatment of Children
- Bullying
- Technology Resources, Personal Use of Electronic Communications, Electronic Communications between Employees and Students
- Employee Arrests & Convictions
- Tobacco Products & E-Cigarette Use
- Conflict of Interest
- Possession of Firearms and Weapons
- Reports to Texas Education Agency
- Workers Compensation Insurance/Reporting Work Related Injuries

District Dress Code

The following items shall not be worn:

- Jeans may be worn on days designated by the campus along with a Waco ISD logo or Waco ISD campus shirt. Jeans must be clean and free of rips, tears and fraying.
- Shorts (appropriate length shorts may be allowed for PE teachers, PE aides and coaches during athletic periods only)
- Warm-up suits/Athletic suits (may be allowed for PE teachers, PE aides and coaches during athletic periods only)
- Spandex clothing of any sort
- House shoes or flip flops
- Athletic shoes (may be allowed for nurses, PE teachers, PE aides and coaches during athletic periods only)
- Nursing Scrubs (nurses only)
- Hats or caps inside of school buildings
- Pierced jewelry other than in the ears (i.e., nose, tongue, eyebrow, lip, etc.)
- Leggings/tights may be worn under appropriate length skirt or dress

The following are prohibited for women:

- Sun dresses, spaghetti straps, and halter-tops

The following are prohibited for men:

- Shirts exposing the underarms
- Untidy facial hair
- Hair that extends below the collar except when neatly tied in a ponytail/braid

Tattoos that contain the following elements must be covered:

- Skulls, images or acts of violence
- Provocative (text or image)
- Profanity (in any language)
- Located on the face or neck (above collar bone)
- Full sleeve tattoos
- Images or text which are offensive to others
- Drugs/illegal activities

COVID – 19 Protocols

COVID-19 Return to Work

Daily Mandatory Screenings:

Temperature Checks

- Must be at or below 99.5
- Temperatures high than 99.5 will require a doctor's note to return to work
- Employees will have time to "cool down" if needed when outside temperature is elevated

Screening Questions

- Must answer NO to 5 questions each day
 - New or worsening cough
 - Shortness of breath
 - Loss of taste and smell
 - Sore throat
 - Diarrhea – more than 3 episodes in 24 hours

Documentation

- Must be documented each day on each employee.

STAY HOME WHEN YOU ARE NOT FEELING WELL.

Check - In

Employees must wear masks when entering the building

Practice social distancing

Employees will be required to complete a medical screening and temperature check at the entrances upon arrival

Temp ≤ 99.5 and answer “no” on all other symptoms – dot on badge



Screen & Go



**Ascension
Care Management**

Step 1: Go to ascn.io/wacoisd or scan the QR code on the poster at your facility.

Step 2: Enter your cell phone number to receive a text message.

Step 3: Enter the authentication code that you receive via text message.

Step 4: Fill out the identification information on screen and answer a few questions about how you're feeling

Step 5: Get your results and follow the instructions on the screen for next steps.



Masks and Face Coverings

Must be used when 6 feet of distance cannot be maintained

Must be used in all shared spaces and common areas

Should be washed regularly

Face shields should only be worn in addition to a face mask



Frequent Hand Hygiene

Hand washing and use of hand sanitizer should be a regular practice throughout the day

Washing for a minimum of 20 seconds before you eat, after using the restroom, coughing or sneezing and any time your hands are visibly dirty

Antibacterial soap and hand sanitizer is provided by Waco ISD



Changes to Workspaces

Copies/Workroom/Breakroom

- Wipe down areas before and after use with cleaning wipes

Practice Social Distancing

- Marker Placement
- Wear masks whenever you are in common or shared areas

If campus has an elevator – No more than 2 employees in elevator at a time

Signage around the building to encourage hand washing, social distancing, etc.

District buildings will be disinfected on a set schedule



Feeling sick?

If you have a temp >99.5 and/or “yes” on one or more of the 5 screening symptoms

- Leave the building and report illness to Tammy Boyett (254) 755-9547

Employee follow up options:

- Primary care provider
- Ascension Providence Express Care
 - Virtual Care options available after hours
- Testing as recommended by provider or health department

Exposed to COVID-19

Employees that have been exposed to someone positive with COVID-19

All areas where the infected person was will be sanitized.

- If you have been exposed at the campus or in close contact with someone positive
 - Director of Health Services will contact you
 - Human Resources will follow up
 - Employee will need to self-quarantine and contact their doctor
- If the employee is tested for COVID-19, report results to Human Resources Benefits office.
 - Director of Health Services will provide guidance on when you can return to work.

Workplace interactions

Limited to no visitors at this time.

- Please use good judgement.

Please continue to utilize virtual meetings or the telephone to interact with your colleagues (*even if your colleagues are in the building*)



Student COVID-19 Protocol

Daily health and temperature screenings for all students upon arrival to campus

Social distancing to the extent possible

Masks are required for all students

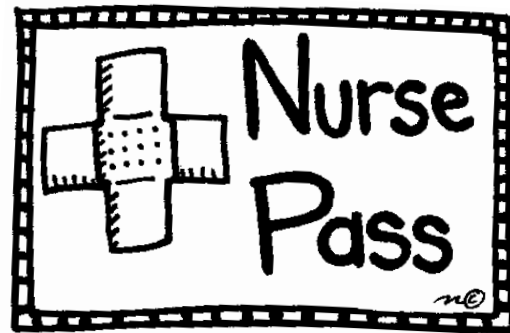
Frequent hand washing and sanitizing is required

Dividers and/or face shields will be used in some areas where it is not possible to maintain space between people

Sharing of supplies and equipment should be limited.

When should a student be sent to the nurse's office?

- Any student that is displaying/complaining of symptoms of COVID-19:
 - Temperature over 100.0
 - New or worsening cough
 - Shortness of breath
 - Headache
 - Sore throat
 - Runny or congested nose
 - Nausea/vomiting/diarrhea
 - Muscle aches
 - Fatigue
 - Loss of taste or smell
- Student who makes takes medication on campus – **Teacher may call nurse for clarification**
- Students with known medical conditions that require the nurse's assistance
- Any suspected head injury – **Call nurse to classroom**
- New or worsening injury
- Allergic reactions
- Burns
- Seizures – **Call nurse to classroom**
- Symptoms of high or low blood sugar – **Call nurse to classroom if disoriented or student acting out of character**



COVID-19 Questions and Resources

Rhiannon Settles (Students & Employees)

- Director of Health Services

Tammy Boyett (Employees) – 254-755-9547

- Supervisor of Benefits, Risk Management and Leave

Centers for Disease Control and Prevention

Texas Department of State Health Services

Waco-McLennan County Public Health District

[Waco ISD COVID-19 Info Page](#)



Student Information

- Student Records/FERPA
 - Confidentiality of Student Information
- Students with Special Needs – IEPs, BIPs, etc.
- Student Conduct and Discipline



SafeSchools



- Required to complete training within 15 days from date of hire
- Sexual Harassment, Bullying, Child Abuse, Bloodborne Pathogens, Copyright
- Must be completed **annually**

The link can be found [here](http://wacoisd.tx.safeschools.com/login) (<http://wacoisd.tx.safeschools.com/login>).

If you are having any issues, please reach out to Alicia Rodriguez at 254-755-9522.

For questions, concerns or additional help contact...

Sue Pflieger

Director of Human Resources.....254-755-9529

Tammy Boyett

Supervisor of Benefits & Risk Management.....254-755-9547

Elesa Maimbourg

Executive Administrative Assistant.....254-755-9412

Alicia Rodriguez

Human Resources Specialist.....254-755-9522

Have a GREAT 2020-2021 SCHOOL YEAR!!