

# Barbers Hill Independent School District Substitute Handbook



Barbers Hill ISD  
9600 Eagle Drive  
Mont Belvieu, TX 77580  
281-576-2221

# Table of Contents

<b>TITLE</b>	<b>PAGE NUMBER</b>
Introduction	3
Requirements for Substitute Teaching	3
Procedure for Calling Substitutes	3
Reporting Hours	4
Hours of Duty	4
End of Day	5
Substitute Responsibilities	5
Substitute Daily Rate of Pay	6
Terminating Employment	6
Substituting after Retirement	7
Confidentiality	7
Unemployment Compensation	7
Change in Personal/Education Status	7
Dress Code	7
Campus Information	8
Deferred Compensation	9
Emergency Procedures/SAMS	10

## **Contact Information:**

Heidi Dickens  
Substitute Coordinator  
heidi.dickens@bhisd.net  
281-576-2221 X1302

Barbara Ponder  
Asst. Superintendent of HR  
barbara.ponder@bhisd.net  
281-576-2221 X1255

Dear Substitutes:

Welcome to Barbers Hill Independent School District! You are a fundamental part of our district, and it is your involvement and availability that enables our programs to continue when the classroom teacher or aide is away from the campus.

This handbook has been prepared for you to provide the guidance necessary for coordination with the regular teacher or aide assignment.

If we can be assistance, please contact Heidi Dickens at 281-576-2221 extension 1302. You may also contact me at extension 1255. We appreciate your service to the faculty, staff, and students of Barbers Hill ISD.

With best of wishes,

Barbara Ponder  
Assistant Superintendent of Personnel

### **Requirements for Substitute Teaching**

- Complete online application
- Interview if selected
- Criminal history check
- Complete fingerprinting (through TEA)
- Provide University or College transcript (highest level), showing hours of credit or degree awarded. If no degree, high school diploma or GED
- Complete all required task in TalentEd
- Provide valid driver's license and social security card
- Complete training videos in Safe Schools
- Attend substitute training session

The application and criminal history check must be completed and processed by the HR Department prior to being approved to attend an orientation.

### **Procedure for Calling Substitutes**

Daily substitute needs are met through a web-based system called Frontline. Frontline uses skill matching and preference lists to connect eligible substitutes to requests made by campuses. Substitutes can search for and accept assignments, plus receive automatic notification of open assignments via phone calls, mobile app, or the Frontline website.

When employees are out, they enter their absence in Frontline and the system begins the search. Frontline randomly makes phone calls and sends notifications for the substitutes eligible to fill the assignment. You can pick up a job through the phone system, mobile app, or by logging into Frontline from a desktop computer.

Frontline website: <https://absence.frontlineeducation.com>

## **Reporting Hours**

<b>CAMPUS</b>	<b>GRADES</b>	<b>SCHOOL HOURS</b>	<b>REPORTING TIMES</b>
BH High School	9th – 12th	7:20 a.m. – 2:45 p.m.	<b>6:55 a.m.</b>
BH Middle North	7th – 8th	7:20 a.m. – 2:45 p.m.	<b>6:55 a.m.</b>
BH Middle South	7th – 8th	7:20 a.m. – 2:45 p.m.	<b>6:55 a.m.</b>
BH Intermediate North	4th – 6th	7:55 a.m. – 3:20 p.m.	<b>7:30 a.m.</b>
BH Intermediate South	4th – 6th	7:55 a.m. – 3:20 p.m.	<b>7:30 a.m.</b>
BH Elementary North	1st – 3rd	8:35 a.m. – 4:00 p.m.	<b>8:10 a.m.</b>
BH Elementary South	1st – 3rd	8:35 a.m. – 4:00 p.m.	<b>8:10 a.m.</b>
BH Early Childhood Center	PreK - KG	8:35 a.m. – 4:00 p.m.	<b>8:10 a.m.</b>
BH DAEP	All Grade Levels	7:20 a.m. – 2:45 p.m.	<b>6:55 a.m.</b>

**NOTE:** Any special duties that require a different time schedule will be shared with you, as soon as possible.

## **Hours of Duty**

Substitutes will be booked and compensated in ½ day or full day increments. If you work more than 4.5 hours you will be paid for a full day. A substitute who is called in-error, meaning that the substitute arrives at school and finds out he/she is not needed, must remain at school while the office determines reassignment options. If you are not reassigned you will be paid for a ½ day.

If the campus has unfilled classes you will be pulled to work during your assigned conference period. You may be used for hall duty, lunch duty, and/or bus duty, and your responsibility is primarily to maintain order. Substitutes are subject to re-assignment during the day. Remember that substitutes must stay on campus until teacher dismissal (including early release days), unless dismissed by the school principal.

Please do not leave the campus before the scheduled ending time for teacher. Typically, **your workday is 8 hours**. You are allowed a 30 minute lunch break, but will need to clock out of True-Time while you are at lunch. Substitutes are not allowed to leave for lunch unless they have permission from the principal.

## **End of Day**

Substitute teachers are required to stay for bus duty at the end of the day if the teacher you are subbing for has duty scheduled for that day.

## **Substitute Responsibilities**

- Locate the yellow substitute folder for important information including lesson plans, class rules, emergency procedures, etc.
- Obtain the teacher's schedule to find out if the teacher has any extra duties. You are to perform any duties assigned to you by the principal or designee. Please remember that substitutes are not guaranteed a conference period.
- DO NOT record grades in the teacher's grade book. Substitutes are not allowed to use the teacher's classroom computer during instructional time or while students are present.
- Please follow lesson plans provided by the teacher as closely as practical. Try to maintain the regular routine of the class. Ask neighboring teacher to watch the class or send a student if assistance is needed. At no time should the classroom be left unattended.
- Do not use profanity or inappropriate statements included but not limited to religion/personal life. Any conversation with students should not be controversial topics (i.e., religion or politics).
- If a discipline problem arises which you are unable to manage, the principal and/or designee should be contacted immediately for assistance. Do not touch/grab students at any time.
- Cell phones are **only** used as an emergency communication tool. Cell phones **must remain silent or on vibrate** during instructional time. You may use your cell phone during your lunch.
- Do not leave the campus before all students have been dismissed. The last minutes of any class period are used for putting books/supplies away and to pick up litter from the floor. The classroom and desks are to be left in good order. Ask the campus secretary if there are any tasks that need to be done.
- Students should not be given permission to leave your class unless they request a pass to the restroom. Send one student at a time with a pass.
- Keep all personal belongings with you at all times. Please do not bring any valuables with you.

- If an emergency arises which calls for a change of plans, you **must** notify the Substitute Coordinator at X1302. You are able to cancel your assignment through Frontline.
- In the event of an emergency and/or last-minute cancellation the morning of, you must notify the school. You **MUST** cancel your job on Frontline the night before your assignment so that it may become accessible to an available substitute. No school shopping – if you accept an assignment do not cancel it to accept a different assignment at another school.
- If you pick up a last minute assignment, it is your responsibility to give a courtesy call to the Sub Coordinator X1302 or the campus to let them know that you will be arriving as soon as possible.

### **Substitute Daily Rate of Pay**

60+ College Hours	\$100 per day	Long-Term Rate \$115.00
Degree (Bachelor/Master)	\$110 per day	Long-Term Rate \$135.00
Degree and Texas Certified	\$125 per day	Long-Term Rate \$180.00
Clerical/Teacher Aide	\$80 per day	Long-Term Rate \$85.00

You will be paid on the 15<sup>th</sup> and last business day of each month. Direct deposit is mandatory. If there are discrepancies on your pay, please contact the Substitute Office at 281-576-2221 X1302.

### **Terminating Employment**

Substitutes are called on an as-needed basis; therefore, there is no guarantee that services will be needed on a regular basis. Substitutes can request to be removed from the district substitute list at any time by emailing Heidi Dickens at [heidi.dickens@bhisd.net](mailto:heidi.dickens@bhisd.net).

In order to properly coordinate the number of substitutes on our substitute list with the number of projected absences, ***we must have substitutes who are willing to work***. You must be available to work at least 2 days out of the week. If your status remains inactive for 3 consecutive weeks, without notification to the sub office, your position may be terminated. If you are going to be out for more than 2 weeks for any reason, please contact the Sub Coordinator so she can mark you as unavailable. If you are a full-time college student, please be available during all breaks from school.

**A substitute showing no work history for a period of 30 days or longer may be removed from the system and terminated without notice.**

The district may also remove a substitute due to poor conduct and not following district policies. If complaints are filed, you will be ineligible to substitute. Two negative assessments and/or one major violation will cause you to lose your employment.

In the month of May, a letter of reasonable assurance will be mailed out to each substitute on the district list. This letter must be signed and returned by the indicated date. If the substitute fails to do so, he/she will be removed from the substitute list for the upcoming school year.

### **Substituting After Retirement**

Please check with your retirement plan for any restrictions and/or penalties. If you retired from TRS, there are some important guidelines to follow.

### **Confidentiality**

Remember that you may hear or see student or employee information that is strictly confidential. That information **MUST NOT** be discussed outside the school.

### **Unemployment Compensation**

Substitute teachers are NOT eligible for unemployment compensation for designated school holidays or during the summer months between school terms. A letter of reasonable assurance for continued substitute employment will be mailed to each substitute at the conclusion of each school year. The prospective substitute will be to indicate whether they wish to return as substitutes during the next school year.

### **Change in Personal/Education Status**

Please notify the substitute office immediately via email of any address or phone number changes. An updated social security card with your new name is required for a change of name.

*Education status: If there is a change in your education status, please submit original transcripts to the substitute office. Daily rate increases will NOT go into effect until original transcripts have been received. No retro pay will be issued.*

### **Dress Code**

The dress code is professional; dress the way you would to represent a positive & professional role model for students. Per our employee handbook:

- Men are not required to wear a tie but must wear a collared shirt
- Ladies may wear capri pants as long as it covers the knees.
- Sweat suits or appropriate shorts are permitted for P.E. duties only.
- Jeans are allowed on Friday with a Barbers Hill spirit shirt.

Dress shirts and other collared shirts for professional male employees will be expected in all academic settings. Standards for hair length of male employees will mirror the student standards. Leggings can only be worn with a top that is fingertip length or longer. Skirts and dresses must be fingertip length or longer.

The following items are not permitted: Spaghetti-straps, see-through clothing, shorts, low-cut tops, croc shoes, showers shoes, and body piercings (other than ears). Earrings are not permitted for male employees. **Body tattoos must be covered and not visible to students or other staff during the school day or at any school event.**

Jeans, denim pants, and flip-flops (rubber soled, thong-type sandals) are not allowed except on spirit days with Barbers Hill attire or school colors. Spirit days will be each Friday. A minimal number of additional spirit days may be designated by the campus principal or superintendent to include events such as charity fund raisers, testing dates, and college days. Substitutes may participate in these dress events and dress in accordance with the campus.

## Campus Information

<u><b>BH Early Childhood Center</b></u> 1440 Lakes of Champions Mont Belvieu, TX 77523 281.576.2221 X1242 Campus Contact: Dana Garcia	<u><b>BH Elementary School South</b></u> 9600 Eagle Drive Mont Belvieu, TX 77523 281.576.2221 X1518 Campus Contact: Paige Joines
<u><b>BH Elementary School North</b></u> 4400 Perry Avenue Mont Belvieu, TX 77523 281.576.2221 X2807 Campus Contact: Kathy Hanks	<u><b>BH Intermediate School North</b></u> 3838 Wilburn Ranch Drive Mont Belvieu, TX 77523 281.576.2221 X3704 Campus Contact: Lynsey Brashear
<u><b>BH Intermediate School South</b></u> 5959 Gill Parkway Mont Belvieu, TX 77523 281.576.2221 X3505 Campus Contact: Cheyanna Schulte	<u><b>BH Middle School North</b></u> 9600 Eagle Drive Mont Belvieu, TX 77523 281.576.2221 X1410 Campus Contact: Casey Turbeville
<u><b>BH Middle School South</b></u> 9600 Eagle Drive Mont Belvieu, TX 77523 281.576.2221 X1230 Campus Contact: Melissa Sims	<u><b>BH High School</b></u> 9696 Eagle Drive Mont Belvieu, TX 77523 281.576.2221 X1299 Campus Contact: Kristie Thompson
<u><b>BH DAEP</b></u> 9600 Eagle Drive Mont Belvieu, TX 77523 281.576.2221 X1436 Campus Contact: Jessica Davis	



## **Deferred Compensation**

- Substitute teachers and substitute aides have a mandatory salary reduction to the Barbers Hill ISD Deferred Compensation Plan (This plan is also called a FICA Alternative 457 Plan.) If there is ever a change in your name, address, phone number, beneficiary, or any other information change, please contact TCG at 512-795-8999, or [457@tcgservices.com](mailto:457@tcgservices.com) so they can keep your file up to date.
- If a participant becomes a full-time employee the account can be withdrawn or rolled over provided a two-year period of no contributions to the plan has occurred beginning from the initial date of full-time employment.
- If participant is terminated from the district, funds become available to you at the time of termination.
- When separating from the district and attempting to withdraw your contribution, please take the following steps:

**Send a letter of resignation to:**

Barbers Hill ISD  
Substitute Office  
P.O. Box 1108  
Mont Belvieu, TX 77580  
Heidi.dickens@bhisd.net

**Contact TCG:**

900 S Capital of Texas Hwy, Suite 350  
Austin, TX 78746  
Phone: 512-795-8999 Fax: 512-794-0414  
Toll Free: 800-943-9179 Fax: 888-989-9247  
Email: [457@tcgservices.com](mailto:457@tcgservices.com)

**NOTE: More information regarding the 457 Alternative Plan can be found on the district website - [www.bhisd.net](http://www.bhisd.net)**

# **BHISD Campus Emergency Procedures**

## **Quick Reference Guide**

### **MEDICAL**

- Remain Calm
- Call the nurse and principal.
- Keep students seated and clear the area of the injured party.
- Gather information about the injured party while waiting (name, grade, and description of the injury).

### **SEVERE WEATHER TORNADO**

- An announcement will be made. **"We have a weather alert."**
- Students inside rooms get under desks/tables.
- Evacuate cafeteria and rooms with outside walls into protected areas.
- Evacuate gym.
- If a student panics, call the counselor or the principal for assistance.

### **LOCK DOWN**

- An announcement will be made. **"We have an intruder outside (or inside) the building."**
- Keep doors locked and remove all props...move students to the Eagle Safe Zone, out of sight of the entryway.
- Pull down pocket shade over the classroom door window, close blinds and turn out lights (only if it is safe to do so) and stay quiet.
- If possible, barricade the door.
- Do not respond to fire alarms.
- Stay put until police release or administrator unlocks door.
- If plan fails, run, hide, and fight.
- Students **may not** be picked up.

### **FIRE OR EVACUATION**

- Continuous bells mean to evacuate the building; use assigned route.
- Take the **red** emergency folder with you.
- Lock door and turn off lights.
- Go 300 feet away from building.
- Wait for short bells or announcement to return to the building.

### **SHELTER IN PLACE**

- An announcement will be made. **"We are in a shelter in place status."**
- Move all students indoors.
- Close all windows and doors.
- Turn off heat, cooling or ventilation system.
- Continue to follow instructions.
- Students **may not** be picked up.

### **POWER OUTAGE**

- Keep students in the room.
- Use flashlights and/or move to a naturally lighted area. **Do not light candles.**
- If a student panics, notify office.

**NOTE:** Keep phone lines clear for emergency use.