

2014-2015 SUBSTITUTE HANDBOOK



The Road to COLLEGE starts HERE!



Welcome to IDEA Public Schools

Dear Substitute Teacher:

As a Substitute Teacher at IDEA, you are an important part of helping us achieve our mission – to prepare all students for success to and through a four-year college or university of their choice.

This handbook contains information about IDEA’s employment policies and practices. We have designed our employment policies and practices not only to comply with federal and state employment laws, but also to attract, develop, and reward talented educators, administrators, support staff, and leaders.

This handbook is a valuable reference for understanding your job at IDEA. Each substitute teacher is expected to read this handbook carefully and know and abide by the policies outlined herein as revised over time, throughout your employment. No oral statement or representations can change the provisions of this handbook. IDEA reserves the rights to revise, delete, and add to the provisions of this handbook. This handbook is not a contract and does not alter the “at will” status of employment in any way.

If you have any questions, regarding the contents of this handbook or any other policy or procedure, please contact our Human Resources Manager. The Substitute Handbook can be accessed on-line at www.ideapublicschools.org.

Please sign the acknowledgement form agreeing to abide by the policies and practices outlined in this handbook, and return it to the Human Resources Department. This acknowledgement will provide IDEA with a record that each substitute teacher has been provided access to an online version and/or has received instructions to obtain a printed copy of the handbook.

Sincerely,

Misty D. Martin, SPHR
Vice President of Human Resources
IDEA Public Schools



ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Name: _____

I hereby acknowledge receipt of the IDEA Public Schools Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

An electronic version of the handbook can be accessed online at www.ideapublicschools.org.

I hereby certify that I understand that it is my responsibility to read the electronic version of the Substitute Handbook and understand the information contained within. I further understand it is my responsibility to notify the Human Resources Manager and request a printed copy of the Substitute Handbook, should access to the electronic version not be personally accessible.

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

I understand that this handbook is not a contract and that no modifications or alterations of at-will employment relationships are intended by this handbook.

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

Substitute Signature

Date

Substitute Printed Name

NOTE: You must sign and date this form within three days of receipt, and return to the Department of Human Resources.

TABLE OF CONTENTS

ACKNOWLEDGEMENT	2
1. ORGANIZATION INFORMATION	6
1.1 History	6
1.2 Organizational Values	6
1.3 HQ Directory	7
1.4 Campus Directory	8
2. EMPLOYMENT	11
2.1 Equal Employment Opportunity	11
2.2 Application for Employment	11
2.3 Fingerprinting and Criminal Background Checks	11
2.4 At-Will Employment	12
2.5 Exempt vs. Non-Exempt Classification	12
2.6 Temporary Classification	12
2.7 Name and Address Changes	12
2.8 Personnel Records	13
2.9 Work Schedules	13
2.10 Substitute Disciplinary Action	13
2.11 Substitute References	13
3. COMPENSATION	13
3.1 Pay Procedures	13
3.2 Paychecks	14
3.3 Automatic Payroll Direct Deposit	14
3.4 Payroll Deductions	14
3.5 Wage Overpayment & Underpayment	14
3.6 Workers' Compensation	14
4. LEAVES AND ABSENCES	14
4.1 Attendance	14

5. SUBSTITUTE CONDUCT AND WELFARE	15
5.1 Standards of Conduct	15
5.2 Tobacco Use	15
5.3 Inspections and Searches	15
5.4 Weapon & Firearm Possession	16
5.5 Drug-Free Workplace	16
5.6 Alcohol & Drug Testing	16
5.7 Arrest & Conviction	16
5.8 Reporting Suspected Child Abuse	16
5.9 Non-Fraternization	17
5.10 Sexual Harassment	17
5.11 Student Sexual Harassment	18
5.12 Anti-Harassment Policy	18
5.13 Bullying	19
5.14 Retaliation	19
5.15 Student Records	19
5.16 Visitors in Workplace	19
5.17 Copyrighted Materials	19
5.18 Work Product	20
5.19 Dress and Grooming	20
5.20 Social Media	20
6. SUBSTITUTE TEACHER ROLE & RESPONSIBILITIES	20
7. GENERAL PROCEDURES	21
7.1 Work Cancellation Days	21
7.2 Security and Emergency Procedures	21
7.3 Property, including Proprietary and Confidential Information	22
8. TERMINATION OF EMPLOYMENT	22

8.1 Terminations	22
8.2 Resignations	22
8.3 At-Will Employment	22

1. ORGANIZATION INFORMATION

1.1 History

During their stint as Teach For America corps members, Tom Torkelson and JoAnn Gonzales Gama founded the IDEA Academy, the first IDEA Public School, in Donna, Texas in 1998. They created the after-school program as a way to help combat some of the major educational deficiencies they saw in their students, focusing the program on student achievement and college readiness. With the motto of “No Excuses,” the program saw quick success, and the state granted a charter to IDEA in 2000. IDEA Public Schools launched an ambitious expansion plan in 2005, titled “The 2012 Plan”, after its goal of launching 22 IDEA schools across the Rio Grande Valley by the year 2012. In August 2012, IDEA took its mission beyond the RGV and expanded its reach across the State of Texas to include schools in Austin and San Antonio. 100% of IDEA’s high school graduates have enrolled in a four year college or university, and 2 out of 3 are first generation college students.

1.2 Organizational Values

Mission

IDEA Public Schools prepares students from underserved communities for success in college and citizenship.

Vision

By launching and operating schools across the State of Texas, IDEA will become the State’s largest creator of college freshmen and college graduates. As engaged citizens and professionals, IDEA college alumni will help our community fulfill its potential.

Core Values

Our drive to translate our mission and vision into reality are based upon the following core values:

Closing the Achievement Gap and ensuring college success is the best way to help our students succeed in life, contribute to their communities, and overcome the obstacles they face. Achieving this requires the following beliefs and behaviors.

No Excuses: We control our destiny. What we do during the day matters more than poverty, parent education level, or other external factors. When the adults in the system get it right, our students are successful. Conversely, when our students fail, we don’t blame unsupportive parents, parent education level, or other external factors: we look in the mirror and take responsibility.

Whatever it Takes: Through continuous improvement, we achieve ambitious results. Those most successful at IDEA seek feedback, pour over the data, identify root causes, and implement solutions.

100% Every Day: Our mission and goals apply to 100% of our students, 100% of the time. Creating opportunities that didn’t exist isn’t easy, and it requires that people give their best every day.

Sweating the Small Stuff: The difference between excellence and mediocrity lies in paying attention and caring about the countless details that go into effective execution.

Team and Family: As the source of strength for our organization, we are committed to attracting and developing high caliber people

1.3 IDEA HEADQUARTERS DIRECTORY

2014 - 2015 SCHOOL YEAR

HEADQUARTERS

505 Angelita Dr. Ste. 9
Weslaco, TX 78599
956.377.8000

SENIOR LEADERSHIP TEAM

Chief Executive Officer: Tom Torkelson

Executive Assistant: Rose Marques

President & Superintendent, Chief Schools Officer: JoAnn Gama

Executive Assistant: Sandra Barbosa

Chief Operations Officer: Irma Munoz

Chief Financial Officer: Wyatt Truscheit

Chief Advancement Officer: Samuel Goessling

Chief Human Assets Officer: Audrey Hooks

Executive Assistant: Alicia Cabrera

Chief Programs Officer: Dolores Gonzalez

Executive Assistant: Annette Salinas

1.4 IDEA CAMPUS DIRECTORY

2014-2015 School Year

IDEA Academy Alamo

(W) 956.588.4005
(F) 956.588.4006
325 E. SH 495
Alamo, Texas 78516
Principal: Ana Garza
Administrative Assistant: Paula Galvan
(W) 956.588.4005

IDEA Academy Donna

(W) 956.464.0203
(F) 956.464.8532
401 South 1st Street
Donna, Texas 78537
Principal: Rebecca Saldana
Administrative Assistant: Marissa Salas
(W) 956.377.8060

IDEA Academy Edinburg

(W) 956.287.6100
(F) 956.287.6101
2553 Roegiers Road
Edinburg, Texas 78541
Principal: Nora Perez
Administrative Assistant: Pam Jaramillo
(W) 956.377.8034

IDEA Frontier Academy

(W) 956.541.2002
(F) 956.544.2004
2800 S. Dakota Ave.
Brownsville, Texas 78521
Principal: Dora Villegas
Administrative Assistant: Olga Castillo
(W) 956.377.3014

IDEA Academy Mission

(W) 956.583.8315
(F) 956.424.3248
1600 S. Schuerbach Road
Mission, Texas 78572
Principal: Marissa Falcon
Administrative Assistant: Dyna Sayavedra
(W) 956.583.8315

IDEA College Preparatory Alamo

(W) 956.588.4005
(F) 956.588.4006
325 E. SH 495
Alamo, Texas 78516
Principal: Israel Ybarra
Administrative Assistant: Minerva Guerra
(W) 956.588.4005

IDEA College Preparatory Donna

(W) 956.464.0203
(F) 956.464.8532
401 South 1st Street
Donna, Texas 78537
Principal: Christina Cavazos-Escamilla
Administrative Assistant: Esmeralda Molina
(W) 956.377.8070

IDEA College Preparatory Edinburg

(W) 956.287.6100
(F) 956.287.6101
2553 Roegiers Road
Edinburg, Texas 78541
Principal: Ramiro Gomez
Administrative Assistant: Doreen Gomez
(W) 956.377.8034

IDEA Frontier College Preparatory

(W) 956.541.2002
(F) 956.544.2004
2800 S. Dakota Ave
Brownsville, Texas 78521
Principal: Alex Anzaldua
Administrative Assistant: Marisol Melgoza
(W) 956.541.2002

IDEA College Preparatory Mission

(W) 956.583.8315
(F) 956.424.3248
1600 S. Schuerbach Road
Mission, Texas 78572
Principal: Yvonne Anglada
Administrative Assistant: Irene Flores
(W) 956.583.8315

IDEA Academy Pharr

(W) 956.283.1515
(F) 956.783.1557
600 E. Las Milpas RD
Pharr, Texas 78577
Principal: Sonia Aguilar
Administrative Assistant: Marisela Saenz
(W) 956.283.1515

IDEA Quest Academy

(W) 956.287.1003
(F) 956.287.2737
14001 N. Rooth Rd
Edinburg, Texas 78541
Principal: Rosa Chapa
Administrative Assistant: Oralia Hanshaw
(W) 956.287.2016

IDEA Academy San Benito

(W) 956.399.5252
(F) 956.361.9478
2151 Russell Lane
San Benito, Texas 78586
Principal: Patricia Noyola
Administrative Assistant: Monique Avila
(W) 956.399.5252

IDEA Academy San Juan

(W) 956.702.5150
(F) 956.702.4554
200 N. Nebraska
San Juan, Texas 78589
Principal: Michael Wagner
Administrative Assistant: Maritza Rodriguez
(W) 956.702.5150

IDEA Academy Weslaco

(W) 956.351.4100
(F) 956.351.4101
2931 E. Sugar Cane Dr.
Weslaco, Texas 78596
Principal: Jayne Pocquette
Administrative Assistant: Simone Zamorategui
(W) 956.351.4100

IDEA Academy Weslaco Pike

(W) 956.351.4850
101 E. Pike
Weslaco, Texas 78596
Principal: Silvia Martinez
Administrative Assistant: Katherine Ramirez
(W) 956.351.4850

IDEA College Preparatory Pharr

(W) 956.283.1515
(F) 956.783.1557
600 E. Las Milpas RD
Pharr, Texas 78577
Principal: Ernie Cantu
Administrative Assistant: Soraida Hernandez
(W) 956.283.1515

IDEA Quest College Preparatory

(W) 956.287.1003
(F) 956.287.2737
14001 N. Rooth Rd
Edinburg, Texas 78541
Principal: Jose De Leon
Administrative Assistant: Amanda Richards
(W) 956.287.2016

IDEA College Preparatory San Benito

(W) 956.399.5252
(F) 956.361.9478
2151 Russell Lane
San Benito, Texas 78586
Principal: Joel Garcia
Administrative Assistant: Katherine Ledesma
(W) 956.399.5252

IDEA College Preparatory San Juan

(W) 956.702.5150
(F) 956.702.4554
200 N. Nebraska
San Juan, Texas 78589
Principal: Andrea Lopez
Administrative Assistant: Prescilla Davila
(W) 956.702.5150

IDEA College Preparatory Weslaco

(W) 956.351.4100
(F) 956.351.4101
2931 E. Sugar Cane Dr.
Weslaco, Texas 78596
Principal: Diana Wagner
Administrative Assistant: Amanda Garza
(W) 956.351.4100

IDEA College Preparatory Weslaco Pike

(W) 956.351.4850
101 E. Pike
Weslaco, Texas 78596
Principal: Nathan Lowry
Administrative Assistant: Katherine Ramirez
(W) 956.351.4850

IDEA Academy McAllen

(W) 956.429.4100
201 N. Bentsen Road
McAllen, Texas 78501
Principal: Cassandra Flores
Administrative Assistant: Criselda Flores
(W) 956.429.4100

IDEA Academy Brownsville

(W) 956.832.5150
4395 Paredes Line Rd.
Brownsville, Texas 78526
Principal: Erica Matamoros
Administrative Assistant: Jimmy Vela
(W) 956.832.5150

IDEA Academy Allan

(W) 512.414.6120
220 Foremost Drive
Austin, Texas 78745
Principal: Reynaldo Flores
Administrative Assistant: Ashley Grogan
(W) 512.657.8533

IDEA Academy Carver

(W) 210.223.8885
217 Robinson Place
San Antonio, Texas 78202
Principal: Guadalupe Diaz
Administrative Assistant:
(W) 210.223.8885

IDEA Academy South Flores

(W) 210.239.4150
6919 S. Flores Street
San Antonio, Texas 78221
Principal: Hailey McCarthy
Administrative Assistant: Jessica Garcia
(W) 210.446-7395

IDEA Academy Monterrey Park

(W) 210.239.4200
222 SW 39th
San Antonio, Texas 78237
Principal: Martha Short
Administrative Assistant: Jessica Pacheco
(W) 210.239.4900

IDEA Academy Walzem

(W) 210.296.1476
6130 Walzem Rd
San Antonio, Texas
Principal: Evan Yates
Administrative Assistant: Sara Alcantar

IDEA College Preparatory McAllen

(W) 956.429.4100
201 N. Bentsen Road
McAllen, Texas 78501
Principal: Joan Alvarez
Administrative Assistant: Raquel Kostyk
(W) 956.429.4100

IDEA College Preparatory Brownsville

(W) 956.832.5150
4395 Paredes Line Rd.
Brownsville, Texas 78526
Principal: Marco Lopez
Administrative Assistant: Norma Schmucker
(W) 956.832.5150

IDEA College Preparatory Allan

(W) 512.414.6120
220 Foremost Drive
Austin, Texas 78745
Principal: Steve Mudd
Administrative Assistant:
(W) 512.657.8533

IDEA College Preparatory Carver

(W) 210.223.8885
217 Robinson Place
San Antonio, Texas 78202
Principal: Chang Yu
Administrative Assistant: Miriam Rosas
(W) 210.223.8885

IDEA Academy South Flores

(W) 210.239.4150
6919 S. Flores Street
San Antonio, Texas 78221
Principal: Constantine Polites
Administrative Assistant: Jessica Garcia
(W) 210.446-7395

IDEA College Preparatory Monterrey Park

(W) 210.239.4200
222 SW 39th
San Antonio, Texas 78237
Principal: Curtis Lawrence
Administrative Assistant: Jessica Pacheco
(W) 210.239.4200

IDEA College Preparatory Walzem

(W) 210.296.1476
6130 Walzem Rd
San Antonio, Texas
Principal: Khalil Graham
Administrative Assistant: Sara Alcantar

2. EMPLOYMENT

2.1 Equal Employment Opportunity

IDEA Public Schools is an equal opportunity employer and makes employment decisions based on merit. IDEA policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, gender, disability, military status, genetic information, veteran status, age, or the appearance of any of these characteristics, and any other basis protected by federal, state, or local law.

IDEA promotes a positive, productive work environment within which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices. It is the responsibility of every substitute to conscientiously follow this policy. Substitutes with questions or concerns relating to equal employment opportunity including discrimination and disability accommodations should contact IDEA Public Schools Vice President of Human Resources, Misty D. Martin, (956) 377-8027, 505 Angelita Drive, Ste 9. Weslaco, Texas 78596.

2.2 Application for Employment

Anyone seeking employment with IDEA Public Schools can log on to the IDEA website at www.ideapublicschools.org. Applications will remain active for one year from the application date. Applicants will be required to reapply after their application has been on file for a year.

IDEA reserves the right to terminate any substitute or decline to employ an applicant if the person falsifies any information on the application or fails to disclose any criminal conviction or misrepresents information regarding any such conviction on an employment application.

2.3 Fingerprinting and Criminal Background Checks

Texas law (Senate Bill 9) requires school organizations, including charter schools, to require fingerprint-based criminal background reviews of school substitutes before they report to work.

Student teachers, classroom observers and volunteers are not required to submit to fingerprinting, but must undergo a name-based background check. All new-hires are required to submit to a fingerprint-based criminal background check prior to beginning the first day of work. Human Resources will supply new hires with a FAST Fingerprint Pass with instructions on how to submit their fingerprints. Fees charged by the vendor taking the fingerprints will be the responsibility of the new hire. State law requires the dismissal of any substitute convicted of certain felonies or who is a registered sex offender. Immediate termination of employment will result should IDEA Public Schools be notified of unsatisfactory criminal background investigation report. Individuals will be paid for the time worked.

Name-based Criminal Background Check

A name-based criminal background check will be conducted on all applicants. Each applicant is required to respond to any inquiries made by IDEA regarding conviction or a plea of guilty or no contest to a misdemeanor, felony, or offense involving moral turpitude (including, but not limited to, theft, attempted theft, rape, murder, swindling and indecency with a minor) and/or placement on probation or deferred adjudication. IDEA Public Schools reserves the right to annually perform criminal history record checks on current substitute teachers.

Obligation to Report Criminal Record

All substitute teachers shall notify IDEA's Human Resources Manager within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the substitute for any felony, any offense involving moral turpitude, or any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any Certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include (a) dishonesty; fraud; deceit; theft; misrepresentation; (b) deliberate violence; (c) base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; (d) felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; (e) acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct; or (f) acts constituting abuse under the Texas Family Code.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. Failure to timely report an arrest, conviction or adjudication may result in disciplinary action, up to and including termination. Such report shall be made within three days of the arrest, conviction or adjudicatory action.

Conviction of a crime shall not be an automatic basis for termination. The organization shall consider the following factors in determining what action, if any, should be taken against a substitute who is convicted of a crime during employment with IDEA Public Schools:

1. The nature of the offense;
2. The date of the offense;
3. The relationship between the offense and the substitute teacher position.

2.4 At-Will Employment

IDEA is an "at-will" employer. This means that both substitutes and IDEA have the right to terminate employment at any time, with or without advance notice and with or without cause. Nothing in this handbook will be construed as creating an employment contract or agreement. No one other than the Chief Executive Officer (CEO) has the authority on behalf of IDEA to alter the at-will employment arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the CEO of IDEA. Given its entrepreneurial nature, IDEA maintains a highly flexible culture, and so an substitute's position and/or position description may be subject to reassignment by his or her supervisor. Nothing in this handbook is intended to change this policy.

2.5 Exempt vs. Non-Exempt Classification

Substitute Teachers are exempt employees. They are paid on a daily rate basis and are not eligible for overtime compensation as per the Fair Labor Standards Act (FLSA).

2.6 Temporary Classification

Substitute Teachers are considered temporary employees and as such are not eligible for benefits.

2.7 Name and Address Changes

Employment records must be kept up to date. Substitutes must notify the Substitute Manager via e-mail if there are any changes or corrections to their name, address, telephone number, marital status, and emergency contact information. Name change notifications must be submitted along with the substitute's new social security card depicting the substitute's new name.

2.8 Personnel Records

Personnel files are maintained for each IDEA substitute. These files are the property of IDEA and access to such files is restricted. In general, only supervisors and management personnel are authorized to review personnel files. Any request for information contained in the personnel files must be directed to the Human Resources Manager. Only Human Resources is authorized to release information about current or former substitutes. Personnel records are public information and must be released upon request. Pursuant to an Open Records Request under the Texas Public Information Act, substitutes may choose to have the following personal information withheld from disclosure:

- Address
- Phone number
- Information that reveals whether they have family members, and
- Emergency contacts

New or terminated substitutes have 14 days upon hire/termination to choose whether to have either closed or public records. If a choice is not submitted to the Human Resources Department, substitute records will remain open, at which point most personal information will be released to the public upon request.

2.9 Work Schedules

Work schedules are set by IDEA on an annual basis. A school calendar is adopted each year designating the work schedule for all employees. Notice of work schedules including start and end dates and scheduled holidays will be distributed each year, but are subject to change based upon unforeseen circumstances (e.g., weather). Substitute Teachers will follow the AESOP work schedule as assigned. Jobs available can be either a full or half day.

2.10 Substitute Disciplinary Action

A substitute with a performance or behavior issue is typically given a warning so that he or she has an opportunity to correct the problem. Though discharge or demotion for poor performance or attendance ordinarily will be preceded by an oral warning and a written warning, IDEA reserves the right to proceed directly to a written warning, demotion, or termination when IDEA deems such action appropriate or necessary.

2.11 Substitute References

All requests for employment references must be directed to the Office of Human Resources.

No one other than Human Resources is authorized to release references for current or former substitutes. It is IDEA's policy to disclose only the dates of employment; the titles of the last position held and rehire eligibility of former substitutes. If the substitute authorizes the disclosure in writing, IDEA will also inform prospective employers of the amount of the salary or wage last earned.

3. COMPENSATION

Substitutes are paid in accordance with administrative guidelines and a pay structure established. The organization's pay plans are reviewed by administration periodically and may be adjusted at will and without notice as needed.

3.1 Pay Procedures

Substitute Teachers are paid on a monthly basis. If a scheduled payday falls on a weekend or holiday substitutes can expect to be paid on the day preceding the weekend or holiday. A substitute's payroll advice contains detailed information including pay amounts, deductions, withholding information and year to date totals. Substitutes should contact the Payroll Department with any questions pertaining to pay procedures and pay dates.

The schedule of pay dates for the current school year will be given at each New Substitute Orientation.

3.2 Paychecks

Wages are paid via direct deposit to the substitute's designated bank account. Should it become necessary that a manual check be drawn, without the substitute's written authorization a paycheck will not be released to any person other than the direct substitute named on the check. A substitute's payroll advice can be viewed online via Substitute Skyward Access.

3.3 Automatic Payroll Direct Deposit

As a condition of employment, all substitutes are required to participate in automatic payroll direct deposit. IDEA will electronically deposit payroll checks to qualified substitute accounts. IDEA Public Schools has partnered with Global Cash Card to offer substitutes without bank accounts the option to accept paychecks via direct deposit. Substitutes interested in signing up for this service should contact the Payroll Department. All Substitute Teachers may access their Substitute Skyward Access center where they can view or print their wage statements. Any changes regarding a substitute's designated bank account should be submitted as soon as possible to avoid delays in receiving payroll deposits.

3.4 Payroll Deductions

Automatic payroll deductions for FICA, federal income tax and Medicare are required for all substitutes.

A payroll deduction authorization form must be on file with the Payroll Department before any monies will be withheld from a substitute's check, regardless of the deduction type. The only exception to this requirement is for court ordered garnishments such as child support. If a substitute's gross income is not sufficient to maintain compliance with wage and labor laws regarding effective minimum wage, the deduction will be adjusted accordingly.

3.5 Wage Overpayment & Underpayment

IDEA Public Schools (IDEA) takes all reasonable steps to ensure that substitutes receive the correct amount of pay in each paycheck and that substitutes are paid promptly on the scheduled paydays. In the unlikely event that there is an error in the amount of pay, the substitute should promptly bring the discrepancy to the attention of the Payroll Department so corrections can be made as quickly as possible. If the substitute has been underpaid, IDEA will pay the substitute the difference as soon as possible. If the substitute has been paid in excess of what he or she has earned, the substitute will need to return the overpayment to IDEA as soon as possible. No substitute is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay.

3.6 Workers' Compensation

In accordance with state law, IDEA provides workers' compensation benefits to substitutes who suffer a work-related illness or are injured on the job. Specific benefits are prescribed by law depending on the circumstance of each case.

All work-related injuries or accidents should be reported immediately to your direct supervisor. Substitutes who are unable to work due to a work-related injury will be notified of their rights and responsibilities.

4. LEAVES AND ABSENCES

IDEA doesn't offer temporary substitutes paid leaves of absence for personal use. You can create a Non-Work Day on AESOP for any personal, holiday, sick leave, disability, bereavement, military, jury and any other related absences. Substitutes who expect to be absent for an extended period of more than five days should notify the Substitute Manager for system and reporting updates with the organization.

4.1 Attendance

IDEA depends heavily upon its substitutes to serve students and schools. It is important that

Substitutes attend work as scheduled. Dependability, attendance, and punctuality are essential at all times.

5. SUBSTITUTE CONDUCT AND WELFARE

5.1 Standards of Conduct

All substitutes are expected to work with other IDEA employees and each other in a cooperative spirit to serve the best interests of IDEA and its schools and to be courteous to students, one another, and the public.

Substitutes are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other substitutes, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Know and comply with department and school policies and procedures.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Express concerns, complaints, or criticism through appropriate channels and the chain of command.
- Use IDEA time, funds, and property for authorized IDEA business and activities only.

5.2 Tobacco Use

IDEA Public Schools prohibits smoking or using tobacco products on all organization owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of organization-owned vehicles are prohibited from smoking while inside the vehicle. A notice stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

5.3 Inspections and Searches

IDEA believes maintaining a workplace free of harmful materials is vital to the health and safety of its substitutes and students. Harmful materials include firearms, knives or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances; drug-related paraphernalia; alcoholic beverages; and/or unauthorized possession or use of IDEA property or proprietary and confidential information that a substitute is not authorized to have in his or her possession. In addition, IDEA intends to assure its access at all times to IDEA premises and IDEA property, equipment, information, records, documents, and files. Accordingly, IDEA has established this policy concerning inspections and searches, and it applies to all IDEA substitutes.

IDEA reserves the right to conduct a routine inspection or search at any time for IDEA property on IDEA premises. Routine searches or inspections for IDEA property may include an substitute's office, desk, file cabinet, closet, computer files, voicemail, electronic mail, or similar places where substitutes may store IDEA property or IDEA-related information, whether or not the places are locked or protected by access codes and/or passwords. Inspections or searches of an substitute's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the substitute while on IDEA premises may be made if there are reasonable grounds to believe that the search will uncover evidence that the substitute is guilty of illegal or work-related misconduct and the search is reasonably related in scope to the circumstances that justified the interference in the first place. Because even a routine search for IDEA property might result in the discovery of an substitute's personal possessions, all substitutes are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to be subject to inspection by IDEA. In addition, IDEA always reserves the right to conduct inspections and searches based on individualized suspicion of work-related misconduct. Substitutes, who are found to be in possession of prohibited materials in violation of this policy or in violation of other IDEA policies contained in this handbook, will be subject to discipline, up to and including termination.

5.4 Weapon & Firearms Possession

Substitutes, visitors and students are prohibited from bringing firearms, illegal knives or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, substitutes who observe or suspect a violation of IDEA's weapons policy should report it to their supervisors and call the local Police Department.

5.5 Drug-Free Workplace

IDEA strictly maintains a workplace that is free of illegal drugs and alcohol and prohibits drug and alcohol abuse by its substitutes and students in the workplace. IDEA has a vital interest in maintaining safe and efficient working conditions and school environments for its substitutes and students. Substance abuse is incompatible with health, safety, efficiency, and success at IDEA. The following are strictly prohibited by IDEA:

- Possession of alcohol or any illegal drug, intoxicant, or controlled substance while on the job or while on IDEA-owned or occupied premises;
- Use or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance while on the job or while on IDEA-owned or occupied premises;
- Driving a vehicle on IDEA business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
- Distributing, selling, manufacturing, or purchasing—or attempting to distribute, sell, manufacture, or purchase—an illegal drug, intoxicant, or controlled substance during working hours or while on IDEA-owned or occupied premises.

Failure to abide by this policy will result in disciplinary action up to and including immediate termination. All substitutes are required to abide by the terms of this policy as a condition of employment.

5.6 Alcohol & Drug Testing

Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an substitute who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty. Substitutes with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources Department.

5.7 Arrest & Conviction

A substitute who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. A substitute who is convicted of or received deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.

5.8 Reporting Suspected Child Abuse

All substitutes are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services or appropriate state agency (e.g.: state agency operating, licensing, certifying or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). 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.

Please note: a certified substitute's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and prosecution for the commission of a Class B misdemeanor. Substitutes who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Substitutes are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, substitutes must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the substitute of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an

interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the investigator is prohibited.

5.9 Non-Fraternization

While IDEA encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an IDEA manager or supervisor and anyone he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action up to and including termination of the management individual involved in the relationship.

5.10 Sexual Harassment

Sexual harassment is a form of discrimination and is strictly prohibited. IDEA defines sexual harassment as; but not limited to the following: Verbal or physical conduct that denigrates or shows hostility or aversion toward a substitute because of his or her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities. Harassing conduct may include but is not limited to (1) epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, electronically, on bulletin boards or elsewhere on IDEA premises, or is circulated in the workplace. Sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the substitute's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Substitutes shall not engage in conduct constituting sexual harassment. IDEA officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against substitutes found to engage in conduct constituting sexual harassment.

A substitute who believes that he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal or immediate supervisor immediately. Under no circumstance will the substitute alleging sexual harassment against his or her immediate supervisor be required to report such behavior to that supervisor. In those cases, the substitute shall report the alleged claims to the person to whom the supervisor reports or directly to the Human Resources Director.

5.11 Student Sexual Harassment (Substitute-to-Student)

Sexual harassment of students by substitutes is a form of discrimination and is strictly prohibited. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors and other oral, written, physical or visual conduct of a sexual nature. Romantic relationships between IDEA substitutes and students are strictly prohibited. The following interactions or communications with students will generally be considered an "inappropriate social relationship":

- engaging in sexually oriented conversations

- communications with students, whether by telephone, email, instant message, or text message at any time, unless the communication is directly related to an substitute's assigned duties and responsibilities, e.g., the student's homework, class or team activity, school club, other school-sponsored activity;
- engaging in personal conversations with students about either the student's or the substitute's own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other;
- taking the student away from school during the school day without obtaining express permission of the student's parent and principal;
- visiting students at their homes when a parent is not present or inviting a student to an substitute's home or socializing with the student without prior express permission of the student's parent;
- giving gifts of a personal nature (clothing, perfume, or cologne, jewelry, etc.) to students at school or at any time without the parent's knowledge and permission;
- enticing or threatening students to engage in any type of sexual behavior;
- playing "favorites" e.g., allowing specific students to get away with conduct that is not permitted from other students.

All allegations of sexual harassment, inappropriate conduct, or sexual abuse of students will be reported to parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to appropriate authorities, as required by law, including reporting to the State Board for Educator Certification for all certified substitutes. Substitutes with questions or concerns relating to alleged sexual harassment of a student should contact the Human Resources Director.

5.12 Anti-Harassment Policy

Illegal harassment of a co-worker or student based upon race, color, national origin, religion, sex, disability, veteran status, or age is a form of discrimination and is prohibited. The term harassment can include repeated and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, national origin, religion, sex, disability, veteran status or age that creates an intimidating, hostile, or offensive educational or work environment. A substantiated charge of harassment against a student or substitute shall result in disciplinary action up to and including termination.

Substitutes who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the substitute shall report the complaint directly to the Human Resources Director. An substitute who suspects or knows that a student is being harassed by a school substitute or by another student shall immediately inform his or her principal or immediate supervisor. Any allegation of prohibited harassment of students or substitutes shall be investigated and addressed. IDEA will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a written determination regarding the reported harassment will be made and communicated to the substitute who complained and to the accused harasser(s).

If IDEA determines that prohibited harassment or other conduct that violates an IDEA policy has occurred, the organization will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited conduct is substantiated, appropriate disciplinary action, up to and including immediate termination, will be taken.

5.13 Bullying

IDEA prohibits bullying of students. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school and that:

- will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples of bullying may include but are not limited to hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

All substitutes are required to report bullying as soon as possible after witnessing or notice of an alleged act. A failure to report may impair IDEA's ability to promptly investigate and address the prohibited conduct.

5.14 Retaliation

IDEA prohibits retaliation against a student, parent, or a substitute who makes a claim alleging to have experienced discrimination, bullying or harassment, or a student, parent, or another substitute who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. A substitute who intentionally makes a false claim, offers false statements, or refuses to cooperate with an IDEA investigation regarding harassment or discrimination is subject to appropriate discipline.

5.15 Student Records

Education records and information maintained about students that is related to their education are confidential under federal law. Substitutes will often learn personal information about students and their families in the course of employment with IDEA. Substitutes are not to discuss students or their families, their conduct, their academic achievement or academic failings or personal information with anyone unless the substitute needs to share the information with another substitute or someone working with IDEA for a reason related to the child's education. Student records are also confidential and protected from unauthorized inspection or use. Substitutes should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to student's records:

Parents/legal guardians - married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights; the student (if 18 or older or emancipated by a court); school officials with legitimate educational interests.

5.16 Visitors in Workplace

All visitors are expected to enter any IDEA facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Substitutes who observe an unauthorized individual on the IDEA premises should immediately direct him or her to the building office or contact the administrator in charge.

5.17 Copyrighted Materials

Substitutes are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, display, or transmission of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Videotapes are to be used in the classroom for educational purposes only. Duplication or back-ups of computer programs and data must be made within the provisions of the purchase agreement. Videos may not be copied or transferred to other media without archival or other license rights.

5.18 Work Product

Instructional materials or other written materials, documents, or products developed or written while in the employ of IDEA are the property of IDEA and must be left with IDEA when an substitute leaves employment. A copy of materials developed while in the employ of IDEA may be permitted to be taken by the substitute only upon the written authorization of the Chief Schools Officer and/or CEO.

5.19 Dress and Grooming

IDEA endeavors to maintain a pleasant, healthy, and professional working environment at all times. The dress and grooming of IDEA's substitutes shall be clean, neat, in a professional manner appropriate for their assignments, and in accordance with any additional standards established by their supervisor and the Executive Office. IDEA schools may establish more specific guidelines within this general policy, which will be provided to all faculty and staff at the school campuses.

5.20 Social Media

IDEA has policies that govern use of its own electronic communication systems, equipment, and resources which substitutes must follow. IDEA may also have an interest in your electronic communications with co-workers, parents, vendors, suppliers, competitors and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for disciplinary actions up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking Internet sites, social Internet sites, and other electronic and non-electronic forums (collectively "social media"). The following is a general and non-exhaustive list of guidelines substitutes are urged to keep in mind:

- 1.) Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of IDEA in any fashion.
- 2.) Do not disclose confidential or proprietary information regarding IDEA, your coworkers, or your students. Use of copyrighted or trademarked company information, trade secrets, or other sensitive information may subject you to legal action.
- 3.) Do not use IDEA logos, trademarks, or other symbols in social media. You may not use IDEA's name to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
- 4.) Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent, and do not post student photographs without appropriate authority.
- 5.) Harassing, obscene, defamatory, threatening, or other offensive content must be avoided. Substitutes shall be held to the same professional standards in their public use of social media as they are for any other public conduct. If an substitute's use of social media violates state or federal law or IDEA policy, or interferes with the substitute's ability to effectively perform his or her job duties, the substitute is subject to disciplinary action, up to and including termination of employment.
- 6.) Ensure that engaging in social media does not interfere with your work commitments.
- 7.) Social media and similar communications have the potential to reflect on both you and IDEA. We expect substitutes to show respect for co-workers, students and parents, affiliates and competitors.
- 8.) Do not "friend" students on your personal social media page unless you have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication.

6. SUBSTITUTE TEACHER ROLE & RESPONSIBILITIES

6.1 Substitute Teacher Role

IDEA Public School's substitute teachers play an important role in our everyday school operations. Statistics show that nearly every child spends more than a year of their school lifetime under the instruction of a Substitute Teacher. The role substitute teachers play has a tremendous impact on our students. We at IDEA put student achievement first and are dedicated to achieving ambitious results while working to achieve our Mission of College For All Children.

In the absence of the classroom teacher, the substitute teacher provides instruction, encourages student progress, and manages the learning environment.

1. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
2. Complies with the policies and procedures of IDEA Public Schools and the ones set within this handbook:
3. Demonstrates professional practices in teaching:
 - Models correct use of the English language both verbally and written.
 - Follows teacher lesson plans as required by school policy.
 - Assigns reasonable tasks and homework to students as directed.
4. Acts in a professional manner.
5. Performs all other tasks and duties as assigned.

IDEA Public Schools' Substitute Teachers are part of our IDEA Team & Family and as such are treated with respect, courtesy and consideration following IDEA #20: When a Substitute is Present, Show Extra Cooperation!

7. GENERAL PROCEDURES

7.1 Work Cancellation Days

IDEA Public Schools may close schools because of bad weather or emergency conditions. When such conditions exist, the Chief Operations Officer will make the official decision concerning the closing of facilities. When it becomes necessary to open late or to release students early, school officials will notify radio and television stations. Information will also be posted on the website www.ideapublicschools.org. Substitutes are encouraged to monitor the television and radio stations when school is dismissed for bad weather or for any other reason. Substitutes will not be required to work unless otherwise notified by the supervisor.

7.2 Security and Emergency Procedures

IDEA is committed to providing a safe environment for both its substitutes and the students who attend our schools. IDEA has numerous safety procedures in place, including sign-in procedures requiring visitors to sign in and out at the schools. In addition, all substitutes and volunteers are required to submit to and pass a criminal background check. The organization has developed and promotes a comprehensive program to ensure the safety of its substitutes, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to substitutes, coworkers, and students and to protect and conserve organization equipment, substitutes must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to your supervisor.
- Operate equipment or machines only for which you have training and authorization.

Substitutes should report any threats made by a student, rumors of violence or criminal type activities to the school Principal or nearest available campus administration staff member. Everyone is expected to report any real or perceived safety or security related observations.

The Facilities and Construction office has developed procedures and forms for various types of Security & Emergency related issues to include:

- Lock down drill procedures
- Reporting serious incidents
- Substitute accident/injury reporting
- Preparing for and responding to severe weather issues

These procedures and forms have been provided to campus administrators. All related incidents/accidents issues will be reported immediately to your Principal or Assistant Principal of Operations. Additionally, the Facilities and Construction office monitors insurance related issues, works with the insurance provider to resolve claims, and conducts periodic safety audits.

All substitutes should become familiar with the evacuation diagrams posted in their area. Fire, tornado, and other emergency drills will be conducted to help familiarize substitutes and students with evacuation procedures. Fire extinguishers are located throughout all IDEA buildings. Substitutes should be familiar with how to use them and the location of the extinguishers nearest their place of work. Substitutes and Substitutes should be aware that IDEA does not assume any liability for damages or loss to personally owned vehicles parked in IDEA parking spaces unless it involves an IDEA owned vehicle. As such, any related incidents should be reported to the appropriate law enforcement agency.

Substitutes with questions or concerns relating to safety programs and issues can contact the Director of Facilities and Maintenance.

7.3 Property, including Proprietary and Confidential Information

Proprietary Information

Proprietary information includes all information relating in any manner to the business of IDEA and its schools, students, parents, consultants, customers, clients, and business associates obtained by IDEA substitutes during the course of their work. Occasionally, in the service of IDEA's mission, IDEA may choose to share otherwise proprietary information (e.g., best practices) with outside parties. Such documents will be prepared specifically for publication and dissemination. If an individual substitute receives a request from an outside party for either paper or electronic copies of IDEA documents, that substitute should direct the request to Headquarters or seek approval from IDEA's COO before disseminating documents.

Confidential Information

Confidential information is any IDEA information that is not known generally to the public. Student lists, student cumulative files, student health files, student Individual Education Plans, personnel files, computer records, financial and marketing data, and research plans are examples of confidential information. In addition, in the case of student information, federal law provides that information may not be disseminated except under certain limited conditions. Substitutes will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

8. TERMINATION OF EMPLOYMENT

8.1 Terminations

A Substitute may be terminated involuntarily for reasons that may include, but are not limited to, poor performance, cancellation of jobs accepted, misconduct, or other violations of IDEA's policies or rules of conduct. Notwithstanding these lists of rules, IDEA reserves the right to discharge or demote any substitute if it is deemed to be in the best interest of IDEA.

8.2 Resignations

A written notice of resignation shall be filed with the Human Resources Department at as soon as possible prior to the effective date of resignation.

8.3 At-Will Employment

The termination policy is not intended to alter the at-will status of employment with IDEA. IDEA or a substitute may terminate the employment relationship at any time with or without cause and with or without prior notice. IDEA reserves the right to terminate any employment relationship, to demote, or to otherwise discipline any substitute without resort to disciplinary procedures.