

Corsicana Independent School District



Substitute Responsibilities, Duties, Policies and Resources for a Successful Experience

Welcome to Corsicana ISD

There is no
substitute for a
great substitute.
Thank you to
all substitute
teachers out
there, we're
grateful for
your service.

coolcatteacher

Dr. Diane Frost, Superintendent

Taylor Contreras

Human Resources Generalist

tcontreras@cisd.org

903.602.8139

Tonya Thomas

Human Resources Specialist

tthomas2@cisd.org

903.602.8107



Corsicana Independent School District

2200 W. 4th Ave. Corsicana, TX 75110

903.874.7441

Board of Trustees

Dr. Kent Rogers, President

Leah Blackard, VP

Barbara Kelley

Cathy Branch

Rev. Ed Monk

Jamie Roman

Seth Brown

Superintendent Of Schools

Dr. Diane Frost

Table of Contents

Substitute Office Welcome	2
CISD	3
CISD Board of Trustees	4
Table of Contents	5
Superintendent/Human Resource Message	6
Job Description/School Calendar/Payroll/ Work Report Times	7
Substitute Job Descriptions	8-9
CISD 2020-2021 School Calendar	10
Substitute Compensation Information	11
Long Term Teacher Compensation	11
Automatic Deposit	12
Pay Dates	12
Job Availability	12
Substitute Assignment Report Times	13
Aide Assignment Compensation-SPED	14
Guidelines for Management and Behavior	15
Classroom Instruction	16
Classroom Management	16
Discrimination, Harassment and Retaliation	17
Professional Ethics	17
Common Causes for Removal from the CISD Substitute System	18
Substitute Discipline Management Plan	19
Best Interest Letter	19
Policies and Procedures	20
Administrating Medication to Students	21
Alcohol/Drugs Policy	21
Accepting Assignments	21
Accepting Assignments in your Child's Classroom	21
Assignment Cancellation Process	21
Bad Weather Days	22
Change of Address/Phone Number	22
Classroom Policies and Procedures	22
Computer Access and Use	23
Continuation of Employment	23
Crisis Management	23
Dietary Supplement Policy	23
Dress Code	24
Daily Professional Standard for Substitutes	24
Go Kits	24
HIPPA Privacy	25
ID Badge	25
Items Requiring School Approval	25
CISD Social and Media Guidelines	26
Parking Guidelines	27
Resigning	27
Restart (Returning) Substitute Application Process	27
Security	28
Student Code of Conduct	28
Substitute Feedback	28
Worker Compensation	28
Directories, Resources and F&Q's	29
Campus Directory	30
F&Q's	31-32
Substitute Resources	33
The Basics of Using and Managing Aesop	34
Additional Resources	35
Score a Four	36
Check List for Substitutes	37
Reminders	38



A Message from the Superintendent

Thank you in advance for your time to serve the students and staff of Corsicana ISD as a substitute teacher. It is our hope that you have a positive experience while providing this integral role in our classrooms. With your help, we are able to provide our teachers with the ability to be away from the classroom while trusting that their students' instructional needs are still being met.

Best Regards,

Dr. Diane Frost

Superintendent of Schools



A Message from Human Resources

Substitute teachers are a vital part of the Corsicana ISD teaching family, providing consistency in instruction for our students when teachers are out of the classroom. We want students to come to school each day knowing they will be in a safe, challenging environment which will enable them to thrive and achieve their personal best. Your commitment to instructional excellence is valued and appreciated.

Please contact us in the HR office at (903)602-8107 if we may be of assistance to you. We enjoy hearing from you and encourage you to provide productive feedback!

Sincerely,

Tonya Thomas

SUBSTITUTE

**Job Description
Work/School Calendar
Payroll
School Report Times**

INFORMATION

Job Title: Substitute Teacher/Paraprofessional

Wage/Hour Status: Exempt

Reports To: Principal

Pay Grade:

Dept. /School: Assigned

Date Revised: 08/10/2020

Primary Purpose:

Enables students to continue their education with minimal interruption in the absence of the regular classroom teacher

Qualifications:

Proof of completion of 48 accredited hours at an institution of higher education
Completion of the Corsicana ISD Substitute Orientation Process
Have the interpersonal skills to work well with children, parents and school staff

Major Responsibilities and Duties:

1. Reports to the building principal [school secretary] upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains effective classroom management and supports building wide standards and policies for safety and health.
4. Teaches the lesson outlined and described in the lesson plans as prepared by the absent teacher.
5. Assumes responsibility for overseeing pupil behavior in class and during teacher assigned locations and times.
6. Completes a summary of work completed at the end of each teaching day and leaves it for the regular classroom teacher.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
8. Maintains required inventory, equipment and records.
9. Performs building duties as assigned by the principal.
10. Other duties as assigned.

Terms of Employment:

On a daily basis as called. Salary is to be established by the Board.

Supervisory Responsibilities:

This job requires supervision of the classroom and students.

Working Conditions:

Physical Demands:

Moderate physical activity, which includes standing, stooping, bending, lifting, walking and moving small stacks of books and other classroom equipment

Ability to see within normal parameters

Ability to hear within normal parameters

May have biological exposure to bacteria and communicable diseases

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate (verbal and written)

Ability to instruct

Ability to maintain emotional control under stress

Ability to make rational and quick decisions

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Evaluation:

The Superintendent or designee shall have authority to remove a substitute teacher's name from the list.

NOTE: *The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*



2020-2021 CALENDAR

BOARD APPROVED: 8.3.2020

Campus

Start / End Times

Bowie Elementary	7:45am - 3:15pm
Carroll Elementary	7:45am - 3:15pm / PreK 8:00am-3:30pm
Fannin Elementary	7:45am - 3:15pm
Navarro Elementary	7:45am - 3:15pm
Sam Houston Elementary	7:45am - 3:15pm / PreK 8:00am-3:30pm
Collins Intermediate School	7:45am - 3:15pm
Corsicana Middle School	8:00am - 3:30pm
Corsicana High School	8:20am - 3:50pm

AUGUST 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Grading Periods

- First 9 Wks: Sept. 8 - Nov. 6
- Second 9 Wks: Nov. 9 - Jan. 29
- Third 9 Wks: Feb. 1 - Apr. 9
- Fourth 9 Wks: Apr. 9 - June 4

IMPORTANT DATES

- First Day of School: September 8, 2020
- Last Day of School: June 4, 2021
- Graduation: June 4, 2021
- Institutional Planning / Student Holiday: Jan. 5
- Labor Day: Sept. 7, 2020
- Thanksgiving Break: Nov. 23-27, 2020
- Winter Break: Dec. 21, 2020 - Jan. 5, 2021
- MLK Day: Jan. 18, 2021
- Spring Break: Mar. 8-12, 2021
- Easter Break: April 2, 2021
- Memorial Day: May 31, 2021

LEGEND

- Professional Development / Student Holiday
- Instructional Planning / Student Holiday
- Staff Compliance Training / Teacher Prep Day
- School Holiday
- Graduation
- Staff Comp Day
- Semester Begins
- Semester Ends
- 9 Week Period Begins
- 9 Week Period Ends

Substitute Pay

Professional Assignments (Teachers)

Daily Rate (Full Day)

\$65.00	Minimum 48+ College Hours
\$70.00	Degreed (Bachelors or Higher)
\$75.00	Long Term Substitute Non-certified
\$100.00	Certified / Retired Teachers

Substitutes for teachers can also accept Special Education classroom aide assignments at the standard paraprofessional rate of pay.

Paraprofessional Only Assignments (Aides) *

Daily Rate (Full Day)

	<u>Type of Assignment</u>
\$65.00	Special Education Aide
\$70.00	Long term SPED assignment

*Long Term Teacher Substitute

The district goal is to fill all Long Term Teacher assignments with current teacher substitutes who are fully certified in the assigned subject area. Available positions are posted in AESOP and applicants must submit an updated resume to the Principal's contact information listed for the assignment.

Long Term Teacher, Substitute eligibility, is based on appropriately qualified status, in the grade/subject area of the teaching assignment. All Long Term Teacher Substitutes must be approved by HR. Long Term Teacher Substitute Assignments can be revoked or revised based on campus concerns regarding substitute performance and/or student need. Long Term Substitutes are paid the higher rate after the 10th day in an approved consecutive assignment.

Automatic Deposit

Direct deposit is required for substitutes to remain active in the substitute system. **If you change your banking information, you will need to personally notify the PAYROLL Department immediately in order for your payroll check to process accurately and timely.** Direct deposit is required for substitutes to remain active in the substitute system.

Pay Dates



Corsicana Independent School District 2020 - 2021 PAY CUTOFF DATES

TIME STARTS	TIME ENDS	PAY DATE
08-09-20	09-05-20	09-18-20
09-06-20	10-03-20	10-20-20
10-04-20	11-07-20	11-19-20
11-08-20	12-05-20	12-17-20
12-06-20	01-09-21	01-20-21
01-10-21	02-06-21	02-19-21
02-07-21	02-27-21	03-19-21
02-28-21	04-10-21	04-20-21
04-11-21	05-08-21	05-20-21
05-09-21	06-05-21	06-17-21
06-06-21	07-10-21	07-20-21
07-11-21	08-07-21	08-20-21

- All employee payroll changes are due to PAYROLL no later than the 10th of each month.
- Extra Duty received after **TIME ENDS** will not be processed until the next pay period.
- Employees are responsible for the submission of their Timesheet **EVERY** Monday. If assistance is needed, contact your campus designee.

Job Availability

While we understand that substitutes are “At Will” Employees, the expectation is that substitutes are hired to pick up assignments. In order to maintain an accurate list of substitutes available for work in the district. CISD deactivates and purges individuals who are not actively working from the substitute roster.

Substitutes must work at least 6 assignments per every 4 month period

2020-2021 School Schedule and Substitute Reporting Times

*CISD Professional Substitutes are to report 30 minutes before the start of the school day and remain 15 minutes after.

*CISD Paraprofessional Substitutes are to report 30 minutes before the start of the school day and leave at the same time as the students.

Campus	Start / End Times
Bowie Elementary	7:45am - 3:15pm
Carroll Elementary	7:45am - 3:15pm / PreK 8:00am-3:30pm
Fannin Elementary	7:45am - 3:15pm
Navarro Elementary	7:45am - 3:15pm
Sam Houston Elementary	7:45am - 3:15pm / PreK 8:00am-3:30pm
Collins Intermediate School	7:45am - 3:15pm
Corsicana Middle School	8:00am - 3:30pm
Corsicana High School	8:20am - 3:50pm

Half Day Assignments

Any substitute can be hired for one-half (1/2) day at half the above stated daily rates. You're compensated work hours include 30 minutes before the instructional start time.

Special Education Classroom Aide Positions

Substitutes are encouraged to accept assignments for both General and Special Education. We ask, however, that you review the list of Special Education Acronyms, course description and pay rate of the related class before accepting SPED positions so that you are familiar with and aware of the expectations for the class.

Special Education Classroom Aides

JOB TITLE	JOB DESCRIPTION	JOB PAY RATE
FALS (Functional Academic Life Skills)	A self-contained life skills program designed for students who demonstrate global moderate to severe developmental delays in all areas including cognitive, developmental, academic, and adaptive skills	\$65.00 (Full Day) \$32.50 (Half Day)
FLS (Functional Life Skills)	Designed for students with profound cognitive impairments who are medically fragile	\$65.00 (Full Day) \$32.50 (Half Day)
PPCD (Preschool Program for Children with disabilities)	A school-based early intervention service for children age three through five. Students may have cognitive & developmental delays	\$65.00 (Full Day) \$32.50 (Half Day)
Tiger Academy	The Tiger Academy is designed to serve students in General Education and those receiving Special Education services, grades K-6, who demonstrate significant deficits in social interactions, communication, emotional regulation and	\$65.00 (Full Day) \$32.50 (Half Day)

SUBSTITUTE

**Guidelines
for
Management
and
Behavior**

INFORMATION

Classroom Instruction

- The substitute should endeavor to preserve the regular routine of the classroom. She/he is to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with another teacher, team leader, and department chair or campus administration for assistance.
- The substitute teacher is to be an active part of the classroom instruction. Reading personal materials, sleeping, working on personal work, etc. is unacceptable and reasons for deactivation from the substitute system.
- The substitute teacher should not assign written work and leave it to be graded except at the request of the teacher.
- The substitute teacher has the same responsibility (as the regular teacher) for the students, equipment, and materials assigned to his/her care. All materials and equipment used by the substitute teacher are to be returned to the proper authority or location before the substitute leaves the campus.
- When individual students cause behavioral problems which are disruptive to the learning environment, the substitute teacher should refer those students to the campus administration with a discipline referral or note explaining the circumstances. NEVER administer corporal punishment or physical contact of any kind.
- The substitute should leave the regular teacher a brief summary of the day's activities by class period. The teacher needs to know what portion of the lesson each individual class was able to complete.

Classroom Management

Classroom management can be the most challenging aspect of a substitute's job. The following suggestions may be helpful to you.

- Learn the names of the students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Start the day promptly, firmly and concisely.
- Be fair, friendly, and consistent.
- Be sure students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful and so do you.
- Use praise generously and show respect for students.
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for deactivation from Aesop (Substitute System).
- Vocabulary should be appropriate for the classroom.
- Remain calm and relaxed. Don't lose your cool.
- Monitor with movement

Note: The HR office works collaboratively with the campus administration to resolve concerns regarding substitute performance. Consequences resulting from subsequent investigations are under the direction of the office of Human Resources.

Discrimination, Harassment and Retaliation

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner that encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive or otherwise inappropriate conduct. Such conduct is inappropriate and will not be tolerated. Substitutes receive training regarding Discrimination, Harassment and Retaliation during the substitute orientation.

Professional Ethics

- The substitute has a professional responsibility even though he/she is not a contracted teacher.
- Caution should be used in expressing personal opinions about what is seen or heard in the classroom or on the campus.
- Comments comparing one school with another or comparing the students in one neighborhood or campus with another are discouraged.
- Under no circumstances should a substitute criticize the curriculum, classroom procedures, campus teachers or administration in front of the students.
- The substitute is responsible for carrying out the lesson plans left by the teacher.
- A substitute's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- The substitute teacher is expected to perform all of the duties of the regular teacher unless the principal releases the substitute from a particular duty.
- The substitute teacher is not expected to perform the extra-curricular or co-curricular duties of the regular teacher (football practice, band practice, after school club meetings, etc.).
- A substitute should **NEVER** leave a class/classroom unattended or leave the campus during regular school hours without checking with the school staff.
- A substitute teacher is looked upon as a professional; therefore he/she should exercise discretion and good judgment in their choice of apparel and conversation.

Common Causes for Removal from the CISD Substitute System

Unprofessional conduct on the campus or in the classroom include, but are not limited to:

- Not following the teachers' lesson plans/instructions
- Frequently canceling or being late to assignments
- Inappropriate use of technology devices
- Violating the substitute technology policy by using personal technology during instructional time
- Poor classroom management skills
- Not canceling an assignment properly
- Making inappropriate verbal comments (to students or staff)
- Embarrassing Students: academically, physically, mentally or emotionally
- Intimidating or frightening students
- Yelling or screaming or telling students to "shut-up"
- Making personal comments regarding sensitive subject matters (i.e. ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values, sexuality)
- Inappropriate physical contact such as horseplay, disciplinary measures, or sexual contact
- Sporadic work history(**not working the mandatory six assignments per every four month period**)
- Inappropriate dress (see substitute dress code)
- Falsification of information on documents used for consideration of employment
- Failure to comply with board policy, campus policy or administrative directives
- Committing acts which constitute lewdness, indecency or pornography
- Committing acts which constitute a felony or a Misdemeanor involving moral turpitude
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime
- Continued campus concerns and requests for campus blocks

Substitute Discipline Management Plan

Campus concerns regarding substitute conduct or job performance are forwarded for review along with the documentation of the concern.

Documentation includes an overview of the concern along with the supporting statements from the substitute, teacher (s), staff or students as appropriate.

- Initial concerns are sent by the campus to the HR office via e-mail as soon possible (**preferably the same day as the concern**).
- Campus administration must **investigate** the incident and forward subsequent documentation in a timely manner.
- Once a concern has been raised; substitutes are **temporarily deactivated** from AESOP and notified to contact Tonya Thomas, Substitute Coordinator.

DCI: Deactivated for a Call-In

DCI is a **Temporary Block**. We're waiting on you to call in.

DCI **does not mean you have been permanently removed.**

Depending on the nature of the concern, the statements provided, the substitute input and the conference with the Substitute Coordinator, one of the following courses of action will take place:

- The concern can be dismissed, and the substitute reinstated.
- The concern can be simply noted in the substitute file and the substitute reinstated to full active status.
- The substitute can be given a warning and then reinstated to full active substitute status.
- The substitute can be blocked from the campus submitting the concern.
- The substitute can be blocked from an entire campus level (i.e. all high schools).
- The substitute can be blocked from **ALL CISD** campuses and removed from the active substitute list permanently.

Best Interest Letter

Substitutes that are permanently deactivated from the substitute roster will receive a "Best Interest" Letter in the mail. This letter contains the following non-negotiable statement. **"After review, it has been determined, in the best interest of the district, that your name be removed from the substitute list and you not continue to substitute for the Corsicana Independent School District."** Please note that a Best Interest Letter can be sent at any time during the substitute application or employment process.

SUBSTITUTE

**Policies
&
Procedures**

INFORMATION

Administering Medication to Students

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who is required to take medication during the school day must bring a written request from his/her parent and the medicine, in its original, properly labeled container. Only properly licensed, nurse substitutes working in the nurse's office may dispense medication.

Administering Medication to Students

Corsicana ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

Assignment (Accepting)

Substitutes can accept assignments via the phone or internet in "Real Time" on a 24 hour basis. Once you have been processed into AESOP you will receive a Welcome Letter with your ID Number and PIN Number. The Welcome Letter will explain how to access AESOP. An overview of the AESOP procedures is included in the AESOP Quick Start Guide.

Assignments (in Your Child's Class)

Substitutes are prohibited from substituting in their child's classroom and are discouraged from working in a relative's room. Failure to comply with this policy will result in a block from the substitute list for that campus and/or district.

Assignment (Canceling)

Only the campus can cancel assignments. There is no way for you to do this yourself in AESOP, and the Substitute Office cannot cancel it for you.

- Verbally cancel an assignment in a timely manner.
 1. Call the AESOP Campus Contact (s) & follow up with a written email.
 2. If unable to reach the Campus Contact (s) call the main school line and speak to an office staff member, then follow up with an email to the AESOP Camus Contact.
- Email the Campus AESOP Contact (Not the HR Office)
 1. Note in the email when you called (date and time) and who you spoke with.
 2. Reiterate your reason for canceling.

Note: The email is to be sent in addition to the phone call. It does NOT replace the phone call.

Bad Weather Days

The closing of schools due to inclement weather is the decision of the district administration. The decision to cancel school will be made as early as possible and the radio and TV stations listed below will be notified. They, in turn, will announce the closure. The Aesop calendar will be closed for inclement weather after the district has made the official announcement.

Please **Do NOT call school offices or teachers** for such information.

In the event of inclement weather Corsicana ISD will announce school closing or delay using the media outlets below.

 TELEVISION STATIONS	 RADIO STATIONS
04 (FOX) www.myfoxdfw.com	KAND 1340 AM www.kandradio.com
05 (NBC) www.nbc5dfw.com	
08 (ABC) www.wfaa.com	
11 (CBS) www.cbs11tv.com	

Change of Address/Phone Number

Once active employment status is completed, personal information (i.e., address, phone and email) can be updated by Substitutes via the CISD website Staff Resources page.

All name changes must be completed in the Payroll Office.

Classroom Policies and Procedures

Substitutes can expect to find a Subfolder prepared by the classroom teacher outlining specific duties and responsibilities to govern the day. In the event that a Subfolder is missing or lesson plans /activities for the day are not identified, the substitute needs to notify the campus administration of the missing information and check with the department head, team leader or neighboring teacher for assistance.

Computer Access and Use

Due to the confidential information that is contained on the teacher's computer, access to technology is limited for regular substitutes. Substitutes are not permitted to access district employee's computers unless the teacher leaves instruction to use technology in their Lesson Plans. Failure to comply with the policy will result in the termination of substitute employment.

- Do not use any technology Passwords or ID's that were not assigned to you.
- Do not use personal phones or other personal technology during classroom instructional time.

Limited access reduces the risks of mistakes, misuse, inappropriate student behavior and unacceptable or accidental situations occurring.

Continuation of Employment

Corsicana ISD will afford substitute employees the opportunity to return for continuation of employment by attending a mandatory returning substitute orientation as well as signing a new Letter of Reasonable Assurance. This opportunity is available to all substitutes who have **performed their duties in an acceptable manner during the course of the year and have ended the year with an active status**

Crisis Management

Each campus has a crisis management plan for emergencies. The plan includes procedure for emergencies such as fires, tornadoes, and other evacuations. These procedures are posted in each classroom. The substitute is responsible for familiarizing themselves with these procedures.

Dietary Supplements

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance enhancing compounds to a student with whom the employee has contact as part of his or her school district duties.

Dress Code

All substitutes shall maintain a neat, clean and professional appearance. Employees will follow the rules below:

Daily professional standard for substitutes:

- No Shorts
- Pants are considered below the knee
- **No jeans or coveralls of any color (see jean day exception below)**
- Skirt length for women shall be no shorter than five inches above the knee.
- No sweats or wind suits
- No leggings as pants (allowed if worn under appropriate length dress or extra-long shirt/sweater).
- Stirrup pants may be worn if sized appropriately.
- Halter tops, sleeveless tops with large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Tops must cover the entire torso at all times, even in movement.
- Sleeveless shirts/tops must cover undergarments.
- Cleavage must be covered.
- Men shall wear collared or banded shirts.
- No T-shirts (see exception below)
- Shoes must be worn at all times.
- No house slippers
- No rubber or plastic flip-flops

Dress Code Notes:

- **Jean Day Exception** - Substitutes may wear nice jeans (no cutoffs, ripped or sagging jeans) on approved days with a district/campus spirit shirt.

- Approved Long Term Substitutes may participate in any campus special dress code days. Substitutes in PE and Self-Contained Special Education classes may dress in attire that is appropriate for the unique classroom environment and activities for the learning process

Go Kits

Emergency "Go Kits" are located in every classroom. Substitutes should locate the kits containing emergency supplies before the start of class. "Go Kits" are taken with the class in case of a building evacuation. *in process*. (The high school will have a substitute folder containing "Emergency Plan" and classroom rosters).

HIPPA Privacy

Individually identifiable health information that relates to an individual's past, present or future physical/mental health condition(s) to the provision of health care to that person is **confidential**. Substitutes are expected to maintain confidentiality and limit disclosure to those individuals who have an "educational need to know."

ID Badge

All substitutes are required to check in with the campus front office to obtain a "sub" badge. The ID badge must be worn to all assignments.

Items Requiring School Approval

- Students are not excused to leave school under any circumstance without school approval.
- No written communication should be sent to parents without permission from the principal.
- Accidents involving students must be reported to the office immediately.
- Students cannot be kept after hours.

Corsicana ISD Social Media Guidelines

Corsicana ISD supports the use of social media as a means to facilitate communication. The responsible use of social media by district employees can be both a beneficial and effective way to communicate with both parents and students alike. The following guide serves as CISD expectations for departments, classrooms, campuses, and organizations, and employees.

Authorization for a CISD Social Media Account:

- Each social media account will be approved by a campus principal or non-campus department supervisor.
- Any existing sites or pages that represent Corsicana ISD are subject to review by campus and department administrators and may be amended or, when necessary, removed.

Social Media Content:

- All CISD-authorized social media accounts must follow the District's Acceptable Use Policy, SBEC Code of Ethics, Board policy DH (LEGAL)(LOCAL)(EXHIBIT). Online behavior should reflect the same standards of what is published in the Corsicana Independent School District Employee Handbook.
- All content that is illegal, obscene, pornographic, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, inhospitable to a reasonable work environment, otherwise injurious or objectionable, violates law, policy, or these guidelines is unacceptable and may be removed.
- FERPA and District Directory Information limit the release of private student information. District employees are responsible for becoming familiar with the rules. Do not post an image/video/name of students whose parent has not agreed to the CISD Media Release Form.
- Respect copyright and fair use guidelines. See U.S. Copyright Office - Fair Use.

Employee and Account Administrator Responsibilities:

- All CISD employees need to be aware of their responsibilities concerning their personal social media accounts and will be held accountable for content on their social media accounts.
- Be sure to include a disclaimer stating that the information is unofficial and representative of your views and opinions, and not necessarily the views and opinions of Corsicana ISD.

District Role:

- Use of District logos must be requested and approved through the Communications Department.
- The District does not endorse or take responsibility for content posted by third parties.
- The District does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos or images – including pictures of campus buildings.

Parking on Campus

Substitutes at the high school level are required to have a parking permit for their vehicle prior to reporting to a job. There is no fee for a staff permit.

Clearance forms for obtaining the permit will be given to substitutes in the front office at the assigned campus. Questions regarding parking on campus may be addressed to the CISD Police Department at 903-851-6602

Resigning

Substitutes who wish to have their name **removed** from the Active Substitute List must send a notice or resignation letter to Taylor Medrano, HR Clerk. You will then be deactivated from the Master List, which will prevent you from receiving phone calls or accessing the system. You can resign by mail, email or fax. (See below)

By US Mail: Tonya Thomas, HR Specialist
2200 W. 4th Ave
Corsicana, TX 75110

by Email: tthomas2@cisd.org
by Fax: 903-602-8515

Restart (Returning) Substitute Application Process

Substitutes who have performed their duties in an acceptable manner during the course of the year and have ended the year with an active status are eligible to return. Registration for returning substitute orientations are posted on our website.

Security

Principals are responsible for the security on their campus and are required to contact proper authorities should any problems arise on a school campus. Criminal history investigations are made on all employees and picture identification badges are supplied for substitutes processed by the CISD Technology Dept.

Student Code of Conduct

The Student Code of Conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the Corsicana Independent School District. The behaviors are listed in Levels I, II, and III. When a student is found to have engaged in misconduct which may be classified into any of the three levels, that student will be subject to disciplinary action by the classroom teacher, assistant principal and/or principal. The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property/school transportation, at all school-sponsored events/activities, field trips, sporting events, assemblies, evening school-related activities, and when the actions affect the mission's or operations of CISD.

Substitutes are encouraged to review the Student Code of Conduct prior to reporting to work and familiarize themselves with campus guidelines and procedures.

Substitute Feedback

An optional electronic evaluation process is available for both substitutes and teachers to complete. You may access the on-line feedback form from your Aesop home page following the completion of each assignment.

- Your feedback is sent to the Human Resource office for review.
- General Evaluations should not be used to report Campus Concerns. Please email Campus Concerns to the HR Office.

Workers Compensation

All district employees, in accordance with laws of the State of Texas, are covered by the district's workers' compensation fund. Injuries occurring during the course and scope of the substitute's job duties are covered. In the event of an injury while on duty, the substitute must notify the campus nurse. An incident report will be completed at that time and forwarded to the Corsicana ISD Business Office. All substitutes will complete the Employee Acknowledgement of Workers' Compensation Network Form, which governs the Workers Compensation benefits, as part of their hiring packet.

SUBSTITUTE

DIRECTORIES
RESOURCES

&

FAQ'S

INFORMATION

Location	Position	CISD Phone	Ext.
Human Resources			
Annette Faulk	Assistant Superintendent of Human Resources	903-602-8188	8188
Shade Boulware	Executive Director of Leadership Recruitment and Leadership	903-602-8138	8138
Taylor Contreras	Human Resources Generalist	903-602-8139	8138
Tonya Thomas	Human Resources Specialist	903-602-8107	8107
Bowie Elementary			
Hollye Usery	Principal	430-775-6001	6001
Evelyn Doring	Campus Secretary	430-775-6000	6000
Carroll Elementary			
Cheryl Murdock	Principal	903-641-4700	4700
Paula Cooksey	Principal Secretary	903-641-4739	4739
Fannin Elementary			
Dallas Horne	Principal	903-602-8543	8543
Karin Hall	Campus Secretary	903-602-8540	8540
Navarro Elementary			
Tim Betts	Principal	430-775-6101	6101
Jennifer Steely	Principals Secretary	430-775-6100	6100
Sam Houston			
Molly Corrington	Principal	903-641-2245	2245
Ana Reynoso	Receptionist/Secretary	903-641-2261	2261
Collins Intermediate			
Scott Doring	Principal	903-641-2596	2596
Suzanne Curry	Secretary	903-641-2335	2335
Karina Sanchez	Receptionist	903-641-2302	2302
Corsicana Middle School			
J.P. Johnson	Principal	430-775-6182	6182
Heather King	Principal's Secretary	430-775-6181	6181
Corsicana High School			
Sean Kays	Principal	430-775-6303	6303
Shelby Davis	Receptionist	430-775-6300	6300
Rhonda Armstrong	Receptionist	430-775-6301	6301



FAQ's

Frequently Asked Questions

1. What do I do if I have accepted an assignment but need to cancel?

Aesop does not give the option to cancel an assignment after you have accepted it. Proper procedure to cancel an assignment is to call the Campus Aesop Contact and let them know the reason you must cancel. If you are unable to reach the AESOP Contact, then call the main school line and **SPEAK TO** an office staff member. Next, follow up with an email to the campus contact. The phone number and e-mail address for individuals is listed on the Aesop Campus Contact document located on the substitute webpage.

2. How much notice should I give when I need to cancel an assignment?

As soon as you know you cannot honor your commitment you should contact the campus. The longer you wait to cancel the harder it is for the campus to get someone to replace you. A delay in canceling can cause you to be blocked from that campus.

3. What do I do if I am going to be late?

Call the campus Aesop contact person (if unable to reach them, then call the school's main line and speak directly to an office staff member) as soon as you can to let them know you are on your way and why you are late.

4. I created a Non-Work day in Aesop but now would like to work on that day. How do I delete it from the system?

When you log into Aesop you will see your current month calendar as well as the next two months. Click on the day you have marked as a Non-work day. You will see a small trash can next to the non-work day information. Simply click on the trash can, confirm your section and it will be deleted. See the Aesop Quick Start Guide for more information.

5. Is it really necessary to wear my substitute ID badge and Lanyard?

Yes. All district employees are required to wear their ID badges and Lanyards at all times. This is a safety measure we have in place to show who we are and that we are current employees of the district. Failure to wear your badge to an assignment could result in you being dismissed without pay for the day.

6. What do I do if I lose my badge?

If you have lost your badge you will need to stop by the front office and report that the badge is missing. (There is a \$5.00 replacement fee).

7. When is the best time to look for assignments?

Aesop is in real time so assignments are posted and can be accepted 24 hours a day, 7 days a week.
Note: Substitutes can see an assignment up to 7 days in advance.

8. Why can't I log into Aesop?

If you cannot log into Aesop, after you have been activated into the system, please call the HR Clerk. There may be a technical problem, or you may have been deactivated for a call in. Deactivation occurs when someone at the campus brings a concern to our attention that affects you and we need to speak with you before you pick up any more assignments. All Aesop related issues should be directed to the Substitute Office.

- 9. Is it ok for me to talk on my cell phone or quietly text message/use social media during class time?**
No. Please see the Use of Technology Policy in substitute new hire packet.
- 10. Am I allowed to use the computers at school or bring my own, anytime during the day to look for assignments, check my e-mail, or do my own school work?**
No. Please see the Use of Technology Policy in substitute new hire packet.
- 11. What do I do if I need to use the technology in the classroom?**
Do not use other employees' passwords. If the teacher leaves instructions to use technology, use your Personal Login and Password to activate the system and follow the Lesson Plan as indicated.
- 12. What if the teacher leaves her Technology access codes for me to use?**
Teachers are not permitted to share their access codes. Substitutes are to utilize their own User ID and Password to access Technology, and fulfill the requirements of the assignment.
- 13. Can I leave campus for lunch?**
Yes, subs are entitled to a 30 minute lunch and must be in the classroom at the beginning of the period following lunch. If you do leave you must check out and leave your classroom key in the office and check back in when you return.
- 14. Will I be given a conference period?**
Substitutes are not guaranteed a conference period. The conference period is not an off period/block. This time is set aside for teachers to create lesson plans, set up conferences, return parent phone calls or complete other activities related to their professional duties. On a day to day basis a substitute would not be doing these things. You may be asked to substitute in other classrooms during that time if there is a shortage of substitutes on that day.
- 15. How and when do we get paid?**
The pay schedule is posted in this handbook as well as online.
- 16. What do I do if I have a problem or concern about a campus or assignment?**
Please contact Tonya Thomas, HR Clerk in the HR Office as soon as you can (preferably the same day) so the problem can be investigated and resolved.
- 17. How often do I have to work to avoid being deactivated for inactivity and how do I get back on the active list?**
You must work a minimum of 6 assignments per every 4 months. A sporadic work history can result in deactivation. Substitutes are asked to work a minimum of eight assignments per semester. Contact the HR Clerk for a review of your status if you want to return following deactivation due to inactivity.
- 18. What do I do if I no longer wish to substitute?**
Please submit in writing (or e-mail) to the HR Office a request to be removed from the substitute list.



Substitute Resources

All things CISD:

<http://www.cisd.org/site/default.aspx?PageID=1>

AESOP

[http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide\(English\).pdf](http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide(English).pdf)

The Basics of Using and Managing Aesop

Find and Accept Available Jobs

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266187-Finding-Available-Jobs?>

Choose Preferred Schools

http://help1.frontlinek12.com/customer/portal/articles/1495503-choosing-your-preferred-schools?b_id=3220

Adjust Times you receive calls from Aesop

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384928-Setting-and-Changing-Call-Times?>

Viewing and Managing Scheduled Jobs

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266167-Viewing-and-Managing-Scheduled-Jobs?>

Viewing Job History

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266207-Viewing-Job-History?>

Turning Off Reduced Calling

<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003385028-Turning-Off-Reduced-Calling-Mode?>

Additional Resources:



ProTeacher! Substitute **teacher's** advice and tips for teaching in elementary classrooms resources
<http://www.proteacher.com/020019.shtml>



Substitute Teaching-Tricks of the Trade-By: Mr. Sturgeon
A complete description of the good, the bad and the ugly of subs:
www.qnet.com/~rsturn/



The Discipline Help Website-provides substitutes access to information and assistance in dealing with a wide array of student misbehaviors in the classroom: www.disciplinehelp.com



The Utah State University Substitute Training Website -contains articles and resources for substitutes. There is also a self-assessment test one can take to test their readiness and effectiveness as a substitute teacher.
www.subed.usu.edu



Classroom Management for Substitutes Teachers
By: S. Harold Collins



A Survival Kit for the Substitute and New Teacher: The Blue Print for Having a Successful Day
By: Jennifer Gaither



Mastering the Art of Substituting - By: S. Harold Collins



Lifesavers for Substitutes – By: Mary McMillian



Substitute Teaching: A Handbook for Hassel-Free Subbing
By: Barbara Pronin



The First Days of School – By: Harry & Rosemary T Wong

SCORE A FOUR!

Four Ways to be Prepared

- Arrive early
- Obtain needed administrative information
- Scout the classroom
- Locate needed teaching materials

Four Ways to Take Charge

- Start the class decisively
- Take roll efficiently
- Give directions concisely
- Use a controlled voice

Four Ways to Clarify Expectations

- Use a classroom discipline plan
- Give specific directions about desired behavior
- Give specific feedback about actual behavior
- Circulate frequently around the classroom

Four Ways to Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of class



Check List for Substitutes

HAVE YOU?

1. _____ Reported to the office upon arrival?
2. _____ Asked about special activities going on that day?
3. _____ Exchanged your car keys for the classroom keys?
4. _____ Reviewed all of the contents of the substitute folder?
5. _____ Looked for the emergency wall chart and evacuation maps?
6. _____ Prepared all the materials needed for the day?
7. _____ Wrote your name on the board?
8. _____ Introduced yourself to the neighboring teachers or department head?
9. _____ Turned off and put away your cell phone?
10. _____ Started class on time?
11. _____ Followed the teacher's lesson plans?
12. _____ Involved all the students in some way?
13. _____ Fulfilled the teacher's extra duties?
14. _____ Picked up the students' work?
15. _____ Left the room orderly, with items used returned to their proper place?
16. _____ Left a note for the teacher?
17. _____ Followed the ends of the day check out procedures?
18. _____ Exchanged your classroom keys for your car keys?



Reminders

- Report to work **30 minutes** before the start of school.
- Always sign in at the beginning of the day and out at the end of the day in the front office.
 - Make sure your name is written legibly so there are no errors in your pay.
- **ALWAYS WEAR YOUR BADGE** – Substitutes are required to wear ID badges and Lanyard to all assignments.
- **DO NOT USE CELL PHONES IN CLASSROOMS OR HALLWAYS** - Turn them off during instructional time. This includes usage of Facebook, social media and web browsing.
- If you're going to accept an assignment late, or you will be late to an assignment, **call the campus** contacts, if unable to reach them, and then call the campus.
- If you need to cancel an assignment, **call the campus** contacts, if unable to reach them, then call the campus.
- No tobacco products/alcoholic beverages on campus.
- Do not leave campus without notifying the **Campus Substitute Coordinator**.
- Always follow the teacher's lesson Plan.
- Leave a note for the teacher – good or bad.
- Familiarize yourself with the department head or team leader; contact him/her with any questions/problems.
- **DO NOT USE** school computers, telephones, radios, electronic mail, internet access, VCR's, DVD's, etc., unless it is specified in writing by the teacher
- **DO NOT BRING YOUR OWN TECHNOLOGY**. Do not bring your own laptop or other technology devices