



Handbook for Substitute Teachers

To Substitute Teachers...

Dear Substitute Teacher:

Thank you so much for joining us in the important work of providing quality education to the young people of Carrollton Farmers Branch ISD. So that you may be better prepared for your teaching experience, we present to you the Substitute Teacher Handbook. We feel that the information in this Handbook will make your service with us proceed more smoothly. We hope that your service will be satisfying and rewarding; and as a result, the young people with whom you work will derive greater education benefits.

By allowing instruction to proceed without interruption due to teacher absences, your role is important to fulfilling the district vision of “providing an integrated educational program of quality, equity, challenge and innovation to every student.” We appreciate your contributions in service to young people, and we welcome your constructive suggestions to strengthen our school district. Best wishes for an exciting and rewarding experience.

Sincerely

Dr. Derrell Coleman, Chief of Staff, Personnel Department

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About Carrollton-Farmers Branch I.S.D.

Preface
Administration
Personnel Office

Preface

The purpose of this handbook is to help you and Carrollton-Farmers Branch ISD understand the requirements, policies, and procedures for substitute teachers.

The Carrollton-Farmers Branch ISD, its Board of Education, and professional staff consider substitute teaching an important part of our total school program. Substitute teachers help sustain a high standard of teaching in our school system by insuring continuous quality instruction for all children and youth. Substitute teachers should face challenging situations each day with personal dedication and sincere, conscientious effort.

We welcome substitute teachers to our professional family and treat them with consideration, courtesy, and respect.

Please call upon the administrative staff if you need help or have questions.

Administration

Superintendent of Schools

Dr. John Edwin Chapman, III

Associate Superintendent for Teaching and Learning

Dr. Dana West

Area Superintendent for Staff and Student Services

Mr. Brian Moersch

Personnel Office

Chief of Staff

Dr. Derrell Coleman

Director of Personnel

Mr. Jason Liewehr

Director of Personnel

Dr. Randy Davis

Personnel Coordinator

Mr. Jerry Martinez

Secretary to Chief of Staff

Mrs. Susan Stevens

Secretary to Jason Liewehr

Ms. Courtney Georgieff

Secretary of Jerry Martinez

Mrs. Kena Barthalt

Secretary of Randy Davis

Mrs. Virginia Baker

Substitute Office Coordinator

Ms. Jennifer Vargas

Certification Officer

Ms. Paige Acevedo

Applications Secretary

Ms. Jennifer Medina

Personnel Records Secretary

Ms. Cathy Egan

Personnel Records Secretary

Mrs. Courtney Kidd

Auxiliary Personnel Records Secretary

Ms. Beverly Nunez

General Information

To be a Substitute Teacher

Knowing Important Phone Numbers for Substitute Teachers

Using the Substitute Management System to Receive Calls

Checking In and Out of Substitute Assignments

Understanding Substitute Teacher Salaries

Understanding Substitute Aide Salaries

Understanding Paycheck Distribution

Understanding Medicare Contributions

Understanding 457(b) FICA Alternative Plan Contributions

Understanding Employment After Retirement

To be a Substitute Teacher

You must:

- apply to be a substitute teacher via TEAMS Frontline is on the Carrollton Farmers Branch website. www.cfbisd.edu;
- be invited to a Substitute Orientation. Invitations go out to those who meet the qualifications based on their application;
- complete the App Garden online substitute training prior to orientation;

Once you attend an orientation, you must complete all requirements to have your name placed in the Substitute Management System.

In order to complete your Substitute Personnel File all orientation paperwork must be completed by DocuSign including the following:

- Official University Transcript showing at least 60 college Hours completed, university can email these directly or by mail only
- Social Security Card
- Driver License
- Direct deposit form or letter from your bank with Direct Deposit information
- App Garden certificate of completion

Keep the Substitute office informed of any changes in your telephone number, address, qualifications, or availability.

Note: To remain active on the substitute list you must complete 10 full day assignments per semester/ 20 per school year. If you are unable to complete this please contact Jennifer Vargas in the substitute office.

“The dress and grooming of District employees shall be clean, neat, in a manner appropriate for the assignments. Hair must be clean, natural-looking & neatly groomed. Hair must be of a natural human color. Dress must be in accordance with any additional standards established by the supervisors and approved by the Superintendent or designee.”

Below is a sample of the Letter of Reasonable Assurance that is given to at-will employees if they are asked to have continued employment with the district. Please read this very carefully so you understand this is not a contract and the stipulations of district scheduled breaks. This document will be signed electronically.

**Carrollton-Farmers Branch Independent School District
Letter of Reasonable Assurance for At-Will Employees**

Date:

Substitute Teacher:

This letter provides notice of reasonable assurance of continued employment with the district when the school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring breaks that occur in the period between June 1, 2020 and the last day of instruction for the 2020-2021 school year. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

Nothing contained herein constitutes an employment contract. Your continued employment is on an at-will basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children of the district are appreciated, and we hope that you will be able to continue your association with the district.

Sincerely,

Director of Personnel

I have received my letter of assurance and will be returning for the 2020-2021 school year.

Name (Print)

Date

Signature

TEAMS ID Number

Address

Telephone

City

State

ZIP Code

Knowing Important Phone Numbers for Substitute Teachers

Substitute Teachers need to know the following phone numbers:

Jennifer Vargas, Substitute Coordinator office: (972) 968-6155
Email: vargasje@cfbisd.edu

Office hours during school year Monday- Friday 7am- 3:45pm

Summer office hours Monday- Thursday 7am-5pm closed on Fridays

Payroll 972-968-6122

Using the Substitute Management System (SMS)

The Carrollton-Farmers Branch Independent School District uses the Substitute Management System (SMS) which utilizes the internet to assign substitutes to teacher absences. The SMS is accessed through the internet:

<https://cfb.teams.hosting/employee/substitute/selfserve.do>

Using SMS to Notify Schools You Are Unavailable for a Single Assignment

To notify SMS you are unavailable for a single assignment,

1. Go to the website as soon as possible to dispatch another substitute.
2. Notify the Substitute Office so we may contact the school about the opening.
3. If possible call the campus to notify them you are unavailable.

Using SMS to Notify Schools When You Are Unavailable for a Period of Time

To notify SMS you are unavailable for a period of time,

Go to the website immediately to modify the dates you are unable to work you will put yourself unavailable on the do not disturb and the Availability calendar.

Using SMS to Accept Late Assignments

Late requests for substitute services are something a principal cannot control. Principals will go to the website immediately when they know they need a substitute. Principals may go to the website after classes have started for the day. If you accept a late assignment please call the campus and sub office to verify that they still need a substitute before leaving your house. There are times that the campus will find a substitute and don't have a chance to update the substitute system. Do not accept a late assignment if you cannot get to the campus in about 40 minutes.

Checking In and Out of Substitute Assignments

To check in for an assignment,

To check in report immediately to the main office for specific instructions or requests.

To check out of an assignment please go to the main office and sign out.

Check with the campus administrator or the substitute designee at the close of the day to sign any appropriate paperwork. Please DO NOT leave an assignment without reporting to the office.

Note: SMS automatically releases you and puts your name back into the active substitute file at the end of each job. If a school needs you for an additional, partial, and/or full day(s), the campus administrator or the substitute designee must contact the SMS to request you and provide you with the job number.

Understanding Substitute Teacher Salaries

- The daily rate of pay is \$100 for a full day or \$50 for a half day worked. If less than four hours are worked, the sub will be paid for a half day.
- Former certified CFB teachers will receive \$100 per day beginning with the first day of employment as a substitute.

For **Long-Term** classroom teacher assignments:

A long-term assignment shall be defined as an assignment that will last a minimum of 16 consecutive days or more. The rate of pay will begin at \$100 per day and will change to \$125/day on the 16th day of the same assignment.

Note: Every effort is made to place a substitute who is certified in the subject area in a long-term teaching assignment. Campus Administration has final say regarding Long- Term Assignments.

Understanding Substitute Aide Salaries

Substitute classroom aide is \$70 per day.

Only certain classroom aide positions are approved to get a substitute when the regular aide is absent

A long-term assignment shall be defined as an assignment that will last a minimum of 16 consecutive days or more. On the 16th consecutive day worked, the pay will increase to \$90.

Understanding Paycheck Distribution

Your paycheck will be **direct deposited monthly** to your bank account on pay day. Automatic direct deposit paperwork will be given at substitute orientations or by contacting the substitute office.

Pay day is usually the 20th of every month.

The substitute's Direct Deposit check stub will be available through the TEAMS Employee self-serve on the C-FB website.

A yellow sheet will be given on how to retrieve this information by the substitute office once your sub badge is made. You will need to contact the Help desk for your Employee self-service login information 972-968-4357(HELP) within a week of being hired.

Note: Notify Jennifer Vargas (972) 968-6155 should you have changes in your address.
Contact payroll (972) 968-6122 for any changes to your bank account or direct deposit.

Understanding Medicare Contributions

Beginning on April 1, 1986, all new employees of the Carrollton-Farmers Branch Independent School district are required by law to contribute 1.45% of their gross salary to Medicare. The district makes a matching 1.45% contribution for each eligible employee. This deduction will provide Medicare benefits for the employee upon reaching age 65. **Note:** This is not a deduction for Social Security benefits.

Understanding 457(b) Alternative Plan Contributions

Effective August 1, 2004, all Carrollton-Farmers Branch ISD employees not eligible to participate in TRS will participate in the 457(b) FICA Alternative Plan and Trust in lieu of Social Security. The ESC Region 10 457(b) FICA Alternative Plan satisfies federal requirements and provides substantial cost savings compared to Social Security. **Note:** The District does not deduct Social Security contributions for eligible members of Teacher Retirement System. Substitute teachers retired from the Teacher Retirement System of Texas are not eligible to contribute to Social Security.

457(b) Deferred Compensation Plan

A 457(b) deferred compensation plan through ESC Region 10 457 Cooperative and Master Plan is available for all employees. Like the 403(b) plan, participating employees sign a salary reduction agreement giving the District the authority to make the pre-tax salary reduction. Funds deducted through the 457(b) plan are overseen by the Region 10 Investment Advisory Committee. Go to www.region10rams.org to obtain information about the plan. Plan password is carro457.

Please contact JEM, the third party administrator at 800-943-9179 or the Benefits Office at (972) 968-6120 for information.

403(b) Tax Sheltered Annuities

A 403(b) plan is available for District employees. Employee contributions are made with pre-tax dollars in an investment account of your choice from a certified list through Teacher Retirement System (TRS). A listing of eligible companies can be found on the TRS website at www.trs.state.tx.us.

Please contact JEM, the third party administrator at 800-943-9179, or the Benefits Office at (972) 968-6120 if you have questions.

Understanding Employment After Retirement

If you have retired from teaching under the Teacher Retirement System (TRS), you **must** notify Jennifer Vargas when you are hired as a substitute teacher. TRS retirees may work as substitutes at no more than the daily substitute pay rate for an unlimited number of days during a school year. Additionally, you may work in a combination of Substitute and One-Half time work, provided the total number of days worked in each calendar month does not exceed one-half the number of workdays in that calendar month. Payroll will be notified of the TRS retirees and all days worked will be reported to TRS. Please refer to the TRS website, <http://www.trs.state.tx.us> under the "Employment After Retirement" brochure or contact a TRS representative if you have questions on how your annuity could be affected by working as a retiree.

Affordable Care Act (ACA)

As of January 1, 2014, the Individual Mandate of the ACA requires everyone (you and your dependents) to have health insurance. Some people are exempt from this requirement. Please visit www.healthcare.gov to see if you are exempt. If you do not have health insurance and if you are not exempt, you may be subject to a penalty. **The penalty took effect on the first day of the 2014 plan year (September 1, 2014).** For more information, visit: www.healthcare.gov or call: [1-800-318-2596](tel:1-800-318-2596).

As per federal law, through the Affordable Care Act, all employees, including Substitute Teachers and their eligible dependents, are required to either **WAIVE** or **ENROLL** in medical insurance offered by CFB annually. The ACA requires everyone (and their household) to obtain medical insurance or face fines from the IRS.

- Action **MUST** be taken by every employee. Substitute Teachers **MUST TAKE ACTION**. If no action is taken, termination will be the result. (However, we would still love for you to be a CFB Substitute Teacher. You would, however, need to re-apply with the district.)
- You **MUST** take action during CFB's Annual Open Enrollment to either **WAIVE** or **ENROLL**.

If you already have medical coverage through another source (such as through a spouse or a parent, the Marketplace or any individual insurance, any employer plan including COBRA and retiree plans, Medicare, Medicaid, CHIP, Tricare, Veterans Administration, Peace Corps Volunteer Plans, etc.), **and are not interested in enrolling in the district's health insurance, please Decline.**

To Enroll/Decline:

- During Annual Open Enrollment, please visit the CFB Benefits Hub at: <http://www.mybenefitshub.com/cfbisd>. Login using your district provided username and password. If you need assistance with your username and/or password, please contact the CFB Help Desk at: 972-968-HELP (4357).

General Policies

Understanding Duty Hours

Understanding Releasing Children

Maintaining School Property

Maintaining Professional Confidence

Maintaining Discipline

Understanding Board Policies

Understanding Policies for Wireless Communication Devices

Understanding Policies for Solicitations

Understanding Criminal History Procedure

Understanding the Use of Classroom and Campus Technology

Understanding Duty Hours

Substitutes work for four hours (half day) or eight hours (full day) as requested and perform the classroom duties of the regular teacher.

Report to the main office at the beginning of the day for specific instructions or requests, and report to the office again at the end of the day to sign the payroll sheet. **Note:** Campuses may ask you to cover additional classes during your planning period when you substitute teach.

Understanding Releasing Children

Direct **any** outsider to the principal's office.

Important!!! Never release children from the classroom without official notice and approval from the building principal or the school office.

Maintaining School Property

Substitute teachers, like regular classroom teachers, are legally and morally charged with maintaining school property, as well as the welfare of the children.

Maintaining Professional Confidence

Keep confidential any information about the school (pupils, teachers, parents, principals, and other employees) which might be conveyed while substituting.

Maintaining Discipline

Maintain effective order and control at all times. Refer any unusual disciplinary problems to the building principal or other designated administrators.

Important!!! Never administer corporal punishment.

Understanding Board Policies

The Carrollton-Farmers Branch Independent School District prohibits sexual harassment by employees. For complete information, see Board Policy DHC (local) which is available in the Personnel Office, the Substitute Office, and/or from any building principal or supervisor.

The Carrollton-Farmers Branch Independent School District provides that employees may initiate complaints through a formal grievance procedure. See Board Policies DGBA (local) which are available in the Personnel Office and/or from any building principal or supervisor.

Understanding Policies for Wireless Communications Devices and Electronic Media

Limit your use of wireless communication devices (including pagers and cellular phones) to non-teaching time. The district highly discourages substitutes bringing personal laptops with them on the day of assignment. The district is not responsible for loss or damage of personal equipment.

- If use of electronic media interferes with your duties as an employee, you are subject to dismissal.
- File the report with the campus administrator when you return to your classroom. This report helps evaluate the substitute teacher.
- Electronic media includes all forms of social media, such as Text Messaging, IM, e-mail, blogs, chat rooms

Understanding Policies for Solicitations

It is not appropriate for substitutes to sell products to students or teachers.

Understanding Policies for Criminal History Procedure

All Substitutes will be required to obtain a Fingerprint Background Check prior to beginning their substitute employment.

Once your fingerprints have been submitted, the District will subscribe to your fingerprint record and will receive updates as your criminal history changes.

Understanding the Use of Classroom and Campus Technology

Substitutes do not have CFB Technology access capabilities unless approved by the campus administration.

For Substitute Teachers

Understanding the Responsibilities of Substitute Teachers

Understanding the Responsibilities of the Regular Classroom Teacher

Understanding the Responsibilities of the School Administration

Understanding Professional Suggestions for Substitute Teachers

Understanding Hints for Substitute Teachers

Maintaining Discipline

Understanding Points of Information

Appreciation of Substitute Service

Understanding the Responsibilities of Substitute Teachers

Be aware of your responsibilities when you arrive for your assignment, when you are in your classroom, and when you leave for the day.

When you arrive for your assignment...

1. Report to the substitute designee or campus administrator promptly to sign in. *Substitutes are expected to report and leave at the same time as the regular classroom teachers as shown in the following table:*

School Schedules

School Level	Teachers'/Substitutes' Hours	School Hours
High School	8:00 a.m. – 4:00 p.m.	8:20 a.m. – 3:35 p.m.
Middle School	8:30 a.m. – 4:30 p.m.	9:00 a.m. – 4:15 p.m.
Elementary School	7:15 a.m. – 3:15 p.m.	7:40 a.m. – 2:55 p.m.

2. Inquire about special directions and activities planned for the day, as well as about the regular classroom teacher's special duties for the day upon checking in.
3. Introduce yourself to the classroom teachers whose classrooms are next door and/or across the hall.
4. Acquaint yourself with fire and safety drill regulations and assigned exits. Each school has a specific campus crisis plan. Ask an administrator to see a copy.

If you lost or misplaced your sub badge please contact the security department 972-968-6428

When You Are In Your Classroom...

1. Review the classroom teacher's daily schedule, plan book, seating charts, record books, textbooks, and other needed materials.
2. Check attendance in elementary schools every morning, and check the attendance in the middle and high schools according to each school's policy.
3. Follow the program of the regular classroom teacher as much as possible.
4. Avoid changing the seating plan or any furniture arrangement except for temporary groupings of pupils for instruction or committee work.
5. Maintain high standards of ethics by avoiding comparisons of teacher-pupil learning situations.
6. Maintain classroom order; refer any unusual incidents to the building principal or other designated administrators. **Important!!!** Never administer corporal punishment.
7. Supervise halls and corridors at bell time; report all accidents immediately to the principal and nurse.
8. Grade written work, if requested, that you have assigned before leaving the building.

When You Leave For The Day...

1. Be sure to leave your teacher an outline of what material was covered and any necessary behavior issues. (See Appendix C for recommended form).
2. Replace all materials and equipment you used.
3. Report to the substitute designee to determine if you are needed the next day to substitute.
4. Sign the substitute sheet and any additional paperwork requested by the campus.
5. Report any problems you may have encountered.

Note: *Substitute teachers remain at school for the entire day and follow the same schedule as the regular teacher. Schools provide all of the forms you need to complete each day when you substitute teach.*

Understanding the Responsibilities of the Regular Classroom Teacher

When you substitute teach, the regular classroom teacher will...

1. Leave the following materials:
 - Syllabus with daily plans made out in sufficient detail
 - Weekly time schedule of classes

List of pupils' names and seating charts

List of pupils in various reading groups

List of supervisory responsibilities such as days on duty at recess and bus duty

Fire drill and other emergency procedures

Important or helpful information about any child (Physical disabilities, special needs, etc.)

2. Leave copies of textbooks, manuals, and workbooks currently being used.
3. Leave a copy of the Classroom Evaluation form to be completed by the substitute.
4. File the report with the campus administrator when you return to your classroom. This report helps evaluate the substitute teacher.
5. Review the substitute teacher's Classroom Evaluation. The campus administrator may review the report if he/she desires.

Understanding the Responsibilities of the Administration

When you substitute teach, the school administration will:

1. Provide the schedule of the school day and any special activities that may be planned
2. Provide an escort to your classroom on the first day of an assignment
3. Provide building information regarding lunchroom, restroom, emergency exits, and other building information
4. Locate keys, textbooks, grade books, and folders containing the information you need
5. Introduce you to a classroom teacher who can help when necessary
6. Explain how to ask for help with discipline when necessary, and with ordering supplies and obtaining assistance for special needs
7. Create cooperation for you among students
8. Visit your classroom at regular intervals to show support
9. Evaluate your performance

Understanding Professional Suggestions for Substitute Teachers

At school...

Support school policies.

Avoid making comparisons of various schools or school personnel.

Keep confidential all information contained in school records and the confidence of fellow teachers.

Report any serious situations or problems to the campus administrator.

Do your best at all times on all assignments.

Outside school...

Take pride in the Carrollton-Farmers Branch Independent School District.

Respond to calls for substitute teaching.

Keep up with the progress and changes in teaching methods and curriculum.

Maintain personal and professional standards.

Understanding Helpful Classroom Hints for Substitute Teachers

Be...

Prompt
Professional
Pleasant
Patient
Firm
Fair
Enthusiastic

Do...

Respect each child
Talk with students – not at them
Have a sense of humor
Show self-confidence
Maintain dignity
Make directions clear and concise
Adjust to different classroom procedures
Follow normal classroom procedures
Ask for help when you need it

Avoid...

Making threats
Leaving students unsupervised

Maintaining Discipline

Substitute teachers must...

Maintain effective order and control

Correct students for misconduct in building or on the school grounds

Maintain proper building procedures and rules of conduct

Substitute teachers should...

Show their pupils dignity, courtesy, and congeniality

Try to solve discipline problems before they refer them to the principal

Refer behavior that warrants excluding a pupil from the classroom to the principal or his designee

Control student's physical behavior in the classroom and limit your physical force to prevent injury to yourself, another person, or property

Important!!! Never administer corporal punishment.

If you need help with classroom discipline, contact the campus administration.

Understanding Points of Information

Recording your Assignments

Keep an accurate record of the days you work so that this information will be available to correct any errors that may occur concerning your paycheck.

Applying for Contract Teaching

If you want to apply for a teaching position,

1. Complete an online application at www.cfbisd.edu
2. Keep your application updated by accessing it through the district website.
3. Contact the Applications Office at (972) 968-6161 if you have any questions

Understanding Teacher Retirement

Membership eligibility employment for one-half or more of the standard workload and at a comparable rate of compensation is eligible for membership.

Persons who substitute with a valid certificate at least 90 days in a school year may purchase one year of creditable service with TRS at the end of the school year.

Contact the Payroll department at (972) 968-6122 if you worked at least 90 days and are interested in obtaining TRS credit.

Leaving the Substitute Teaching Program

If at any time during the school year, you are no longer able to continue substitute teaching for the Carrollton-Farmers Branch ISD,

1. Notify the substitute office by sending an email or written letter to include current address.
2. Return you District picture ID to the substitute office when you resign.
3. Any original documents in your file will be mailed back to you.

Appreciation of Substitute Service

Your Challenge

A substitute teacher has one of the most challenging assignments in the school system. It is the responsibility of all school personnel to establish and maintain a favorable and respectful attitude concerning the substitute and his/her work. Pupils must appreciate the need and the importance of the work of the substitute teacher and be urged to treat him/her in a courteous, kind, and friendly manner. The Carrollton Farmers Branch ISD must maintain the high status that rightly belongs to the substitute teacher.

Your Commitment

By your request for an assignment as a substitute teacher, you accept a commitment to teach when you are called.

Our Thanks

We hope that the suggestions and ideas presented in this handbook will make you a more efficient substitute teacher. We also hope that you will realize that you are an integral part of our educational program. We appreciate your participation in the substitute teaching program.

Appendix A

Sexual Harassment Information

An Overview for All School District Employees

Refer to Board Policies DIA and FFH located at www.cfbisd.edu and click on Policy Online.

Sexual harassment is a form of discrimination and is strictly prohibited by the Carrollton-Farmers Branch Independent School District Board Policies. The EEOC, charged by law to investigate sexual harassment claims brought to its attention, defines sexual harassment as verbal or physical conduct that denigrates or shows hostility or aversion toward an employee 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 includes (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, bulletin boards, or elsewhere on District premises, or is circulated in the workplace.

Employees shall not engage in conduct constituting sexual harassment. District officials or designated agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees found to engage in conduct constituting sexual harassment.

An employee/student who believes 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, immediate supervisor, or Assistant Superintendent for Administration and Personnel, in accordance with the procedures in the District's employee complaints policy DHC and FNCJ. However, no procedure or step in that policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint. Refer to Board Policy DHC (Legal) and FNCJ (Local) located at www.cfbisd.edu and click on Policy Online.

All District personnel shall recognize and respect the rights of students, as established by local, state, and federal law. District employees shall not engage in sexual harassment of students. Sexual harassment includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature and threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of students by employees is always a violation of law and the fact that a student sought the conduct is of no merit. In considering allegations that an employee has sexually harassed a student, there is a presumption that the conduct is unwelcome.

The Personnel Department should be notified immediately whenever employee-to-student relationships are involved in the allegations.

The Personnel Department should also be notified immediately whenever employee-to-employee harassment occurs. The report will be investigated and processed pursuant to the appropriate District policy.

Appendix B

Form 1: Classroom Evaluation

Form 2: Substitute Teacher Evaluation Form

CLASSROOM EVALUATION TO BE COMPLETED BY SUBSTITUTE

Campus _____

Teacher's Name _____

Please complete this form and return to the secretary at the end of the day. It will be given to the classroom teacher for him/her to complete a substitute evaluation.

1. Were the lesson plans used? If lesson plans were not provided, how did you make the class period productive?

2. Were the teacher's lesson plans clear?

3. Were the designated lesson plans and assignments completed? If not, why not? Was the completed work graded on your planning period, if applicable?

4. Did specific problems arise with any particular students? Specify the students with a brief description of the problem.

5. List the students that were helpful to you during a given class period or through the course of the day.

6. Did you check in and out with the substitute designee or administrator in the office?

7. Additional information for the classroom teacher.

Signature of Substitute _____

SUBSTITUTE TEACHER EVALUATION REPORT

To be completed by the campus administrator

Carrollton Farmers Branch Independent School District

Dates of Service: _____

Substitute for: _____

Instructions: This evaluation form is to be used by the campus administrators for the following purposes: (1) commending a substitute teacher for his/her performance, or (2) bringing to the attention of the substitute teacher and the Personnel Department unsatisfactory performance or behavior.

Comments:

_____ We are requesting that this substitute be removed from our campus regarding the above situation.

_____ We will continue to use this substitute on our campus; however, the substitute is aware that he/she will be on a probationary status.

_____ We have met with the substitute regarding the above situation. We want to continue to use this substitute.

The substitute teacher's signature does not necessarily imply agreement with the appraisal, but simply indicates that the substitute teacher has read the report and has been given the opportunity to review it.

Date: _____ Principal: _____

Date: _____ Substitute: _____

Appendix C

Using the Substitute Management System

Carrollton Farmers Branch ISD Substitute Management Systems

The Carrollton Farmers Branch Independent School District uses the Substitute Management System (SMS) which utilizes the internet to assign substitutes to teacher absences. The SMS is accessed by the internet.

The address is <https://cfb.tx01.teams360.net/employee/substitute/selfserve.do>

SMS offers broader opportunities for substitutes while still allowing each school to make its own choices regarding the selection of substitutes. This new system allows you to:

- Specify only the schools in which you wish to work or specify schools in which you prefer not to work;
- Request jobs for only particular days of the week;
- List the subjects you are qualified to teach and other subjects you would like to teach;
- Log on anytime to check on available jobs so you can plan ahead; and/or

This is how the SMS works:

1. A principal or principal's designee logs onto the SMS to enter the job over the internet..
2. An absence is reported and receives a job number.
3. The substitute then can select a job and the campus of their choice.
4. The substitute accepts the job online. (If the job is accepted, the substitute gets the job number to use when reporting to the school.)

The Carrollton-Farmers Branch Independent School District is able to provide consistent quality education to our students because of dedicated professionals such as you. Please carefully follow the instructions on the use of the SMS as you access the system.

Instructions for Substitutes

This computerized System will assist you in receiving assignments for absences (jobs) in locations where you wish to work.

- Search for jobs you may want
- Review or cancel previously accepted absence jobs
- Register to use the System

You can do all of this by logging into the substitute management system

Appendix D

Directory of Schools

SCHOOL DIRECTORY

HIGH SCHOOLS

Creekview

Joe LaPuma, Principal
13201 Old Denton Road
Carrollton, Texas 75007
972-968-44800

Newman Smith

Dr. Stephanie Jimenez, Principal
2335 North Josey Lane
Carrollton, Texas 75006
972-968-5800

R.L. Turner

Dr. Adam Grinage, Principal
1600 Josey Lane
Carrollton, Texas 75006
972-968-5400

Ranchview

Sherie Skruch, Principal
8401 Valley Ranch Parkway East
Irving, Texas 75063
972-968-5000

Mary Grimes Education Center

Melissa Wesley, Principal
1745 Hutton
Carrollton, Texas 75006
972-968-5600

Early College High School

Timothy Isaly, Principal
3939 Valley View Lane
Farmers Branch, Texas 75234
972-968-6200

MIDDLE SCHOOLS

Charles M. Blalack

Dr. Keith Davis, Principal
1706 Peters Colony
Carrollton, Texas 75007
972-968-3500

Barbara Bush

Matt Warnock, Principal
515 Cowboys Parkway
Irving, Texas 75063
972-968-3700

Vivian Field

Chad Hunter, Principal
13551 Dennis Road
Farmers Branch, Texas 75234
972-968-3900

Dan F. Long

Leon Sulak, Principal
2525 Frankford at Appleridge
Dallas, Texas 75287
972-968-4100

DeWitt Perry

Adam Toy, Principal
1709 Beltline Road
Carrollton, Texas 75006
972-968-4400

Ted Polk

Kelly O'Sullivan, Principal
2001 Kelly Boulevard
Carrollton, Texas 75006
972-968-4600

ELEMENTARY SCHOOLS

Dave Blair

Dr. Jose Ramos, Principal
14055 Heartside
Farmers Branch, Texas 75234
972-968-1000

L.F. Blanton

Dr. Tricia Badillo, Principal
2525 Scott Mill Road
Carrollton, Texas 75006
972-968-1100

Carrollton

Monica Koen, Principal
1805 Pearl Street
Carrollton, Texas
972-968-1200

Central

Luz Soto-Dimas, Principal
1600 South Perry
Carrollton, Texas 75006
972-968-1300

Country Place

Amy Miller, Principal
2115 Raintree
Carrollton, Texas 75006
972-968-1400

Dale B. Davis

Lisa Williams, Principal
3205 Dorchester
Carrollton, Texas 75007
972-968-1500

Farmers Branch

Shanah Brown, Principal
13521 Tom Field Road
Farmers Branch, Texas 75234
972-968-1600

Good

Agueda Paredes, Principal
1012 Study Lane
Carrollton, Texas 75006
972-968-1900

Las Colinas

Shahnaj Ahmad, Principal
2200 Kinwest Parkway
Irving, Texas 75063
972-968-2200

Charlie McKamy

Matthew Pruitt, Principal
3443 Briar Grove
Dallas, Texas 75287
972-968-2400

Annie Rainwater

Dr. Charlotte Thomas, Principal
1408 East Frankford
Carrollton, Texas 75007
972-968-2800

Donald H. Sheffield Primary

Ahveance Jones, Principal
18111 Kelly Boulevard
Dallas, Texas 75287
972-968-3100

Nancy H. Strickland Int.

Vickie Cisneros, Principal
3030 Fyke
Farmers Branch, TX 75234
972-968-5700

Freeman

Robin Campbell, Principal
8757 Valley Ranch Parkway
Irving, Texas 75063
972-968-1700

E.L. Kent

Debbie Williams, Principal
1800 West Rosemeade Parkway
Carrollton, Texas 75007
972-968-2000

LaVillita

Dreama Mayfield, Principal
1601 Camino Lago Way
Irving, Texas 75039
972-968-6900

Riverchase

Pam Henderson, Principal
272 South MacArthur
Coppell, Texas 75019
972-968-2900

Donald H. Sheffield Int.

Ahveance Jones, Principal
18110 Kelly Boulevard
Dallas, Texas 75287
972-968-3200

June R. Thompson

Robert Athison, Principal
2915 Scott Mill Road
Carrollton, Texas 75007
972-968-3400

Furneaux

Lori Paker, Principal
3210 Furneaux Road
Carrollton, Texas 75006
972-968-1800

Tom Landry

Dr. Eric Cockerham, Principal
265 Red River Trail
Irving, Texas 75063
972-968-2100

McCoy

Dawn Rink, Principal
2425 McCoy Road
Carrollton, Texas 75006
972-968-2300

Kathy McWhorter

Eddie Reed, Principal
3678 Timberglen
Dallas, Texas 75287
972-968-2600

Rosemeade

Laura Gutierrez, Principal
3550 Kimberly
Carrollton, Texas 75007
972-968-3000

Janie Stark

Jennifer Putman, Principal
12400 Josey Lane
Farmers Branch, Texas 75234
972-968-3300

Appendix E

Absence from Duty Form

Change in Personal Information

Payroll Reporting Information

Reporting Period Calendar

**EMPLOYEE ABSENCE INFORMATION AND
SUBSTITUTE PAY INFORMATION**

This form must be completed for the **current day only** by the substitute working for an absent teacher, nurse or librarian in order to be paid. **Do not enter a date range for multiple days.** This form is necessary for use by the campus secretary to enter the absence and substitute information into the Kronos system on a daily basis.

Substitute must complete:

Campus _____ Job # _____

Date of Absence _____ Half Day _____ Full Day _____

Substitute _____ Last 4 digits of SSN _____

Substitute Signature _____

Campus secretary must complete:

Absent Employee _____ SSN _____

Reason for Absence & Code _____

Entered on Kronos (Date) _____ (Initials) _____

**CARROLLTON FARMERS BRANCH
INDEPENDENT SCHOOL DISTRICT**

_____ Check here if this form is being used to report a change in your name.

Former name as it appeared on district records

New name as it is to appear on district records

Note: Name changes can not be made until the change has been reported to the Teacher Retirement System of Texas. Contact the Payroll Office for TRS form TRSII to effect this change.*

_____ Check here if this form is being used to report a change of address or change of telephone number.

Street Address

City, State, Zip Code

New Telephone Number (area code number)

_____ Check here if this form is being used to report a change in marital status.

New Marital Status: _____ Single _____ Married

Note: Changes in marital status generally necessitate a change in federal withholding. Contact the Payroll Office for IRS form W4 to effect this change.*

_____ Check here if this form is being used to request a change in insurance coverage.

_____ Medical Insurance _____ Dental Insurance _____ HMO Coverage

Note: Changes in insurance coverage are subject to the limitations set out in the carriers contract. Contact the Insurance Clerk in the Payroll Office for additional information.*

Submitted by _____ SS# _____

School _____ Date _____

**Monthly Payroll
Reporting Period Calendar
2020/2021**

Reporting Period	Date Due In Payroll	Weeks in Pay Period	Monthly Pay Date
May 31 – June 27	July 1	4	July 20, 2020
June 28 – Aug 1	Aug 5	5	Aug 20, 2020
Aug 2 – Aug 29	Sept 2	4	Sept 21, 2020
Aug 30 – Sept 26	Sept 30	4	Oct 20, 2020
Sept 27 – Oct 31	Nov 4	5	Nov 20, 2020
Nov 1 – Nov 28	Dec 2	4	Dec 18, 2020
Nov 29 – Jan 2	Jan 5*	5	Jan 20, 2021
Jan 3 – Jan 30	Feb 3	4	Feb 19, 2021
Jan 31 – Feb 27	Mar 3	4	March 19, 2021
Feb 28 – Mar 27	Mar 31	4	April 20, 2021
Mar 28 – May 1	May 5	5	May 20, 2021
May 2 – May 29	June 2	4	June 21, 2021
May 30– June 26	July 30	4	July 20, 2021
June 27 – July 31	Aug 4	5	Aug 20, 2021
Aug 1 – Aug 28	Sept 1	4	Sept 20, 2021
Aug 29 – Sept 25	Sept 29	4	Oct 20, 2021

***subject to change/short deadline**

The above Reporting Period will include the processing of:

- *Timecards for absences*
- *Function Pay*
- *VSR's*
- *Extra Hours and Overtime*
- *Substitute Pay*
- *Professional Development Sheets*