



2021-22 Substitute Handbook

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VISION: EXCELLENCE ALWAYS

THE MISSION OF MESQUITE ISD
IS TO DEVELOP AN INSPIRING AND INNOVATIVE
LEARNING COMMUNITY THAT **EDUCATES**
AND **EMPOWERS** STUDENTS TO
PURSUE **EXCELLENCE**.

EDUCATE EMPOWER EXCELLENCE

BELIEFS

- Each student holds unique value and infinite promise.
- Experiences that foster collaboration, communication, curiosity, and contextual learning prepare students for a competitive workforce.
- Our democracy depends on educational experiences that develop responsible citizens.
- MISD employees form a passionate learning family committed to professional growth.
- A diverse and involved community positively impacts our students.

STRATEGIC OBJECTIVES

1. **Teaching and Learning:** Every learning environment will be conducive to innovative instruction and meet the social, emotional and academic needs of our students and teachers.
2. **Early Literacy:** Every student will read on grade level by 3rd grade.
3. **Human Resources:** Create a culture of excellence by maximizing human capital.
4. **Funding and Finance:** Maximize financial resources to further the mission of MISD.
5. **Facilities:** Design, create and sustain innovative and adaptable space solutions that meet changing enrollment and learning needs.
6. **Community Engagement:** Promote community participation in every MISD campus.
7. **Communications:** Communication will be effectively fostered between the District and the community.



District Procedures for Substitutes

Thank you for serving the children of MISD as a substitute.

This handbook is for both substitute teachers, substitute instructional assistants (also referred to as paraprofessionals or paras). Substitute paraprofessionals also include our secretarial/clerical positions.

All substitutes are a vital part of ensuring that MISD students are successful.

It is your responsibility to be very familiar with all the contents of the handbook. You are expected to read and follow the information contained in the handbook. If there is something you do not understand, you should contact the MISD Personnel Substitute Office and ask for assistance.

Assignments

All assignments will be scheduled through the district's automated substitute management system, Absence Management by Frontline. Any extenuating circumstances will be managed through the Substitute Manager's Office.

Substitute assignments may change once you have arrived at the school.

There are many reasons for a change in assignment and we are anticipating that you will be positive and flexible.

High School and Middle School- You are expected to help cover other classrooms during the teacher's conference period. Additionally, you are asked to report and stay the standard office hours even if your teacher has a planning period at the beginning or end of the day.

Cancellations

All substitutes are currently allowed to see jobs 30 days in advance. This allows you as a professional to set your own work schedule. Once you have accepted jobs, please, do your best to not schedule other appointments on those days and cancel your substitute jobs. Please take advantage of creating NON-WORK Days when you are not available to work.

The district asks that you keep cancellations to no more than 3 in a 90-day period. Excessive cancellations may result in you being restricted to only seeing jobs 1 or 2 days in advance versus 30 days in advance. The purpose of this change is to help you manage your schedule and reduce the need for cancellations. Please note, if excessive cancellations continue you may be removed from the substitute list.

Please do not cancel a substitute job for one school to take another job for a favorite teacher or school less than 7 days in advance of the original job's date.

Arrival at the Assigned Campus

Your ID badge must be worn at all times

Promptly sign-in on the provided computer, laptop, or I-pad/notepad. Please be sure to sign-out as well at the end of the day. **Failure to clock in/out or could result in your pay being delayed until the error can be corrected.**

You should be at your campus by the times listed below and you should stay at your campus the entire time as well. **Do not leave a campus during the school day.** If you have completed all of your duties and it is not yet time to leave, you MUST clear leaving with the campus office.

School Hours –Substitute Work Hours

Elementary – 7:30 am until 3:30 pm

Middle School - 8:00 am until 4:00 pm

High School – 8:10 am until 4:10 pm

Academy and Learning Center – 8:10 am until 5:10pm

Times may vary on the Learning Center – please double check the times on your assignment. If the extended hour is requested on the assignment. Then there is additional pay for that assignment.

Substitutes are expected to report by and stay through the hours listed above. If a teacher notes in Absence Management that there is an off period in their schedule - **that notation does not change your hours. You are still expected to report on time and check with the office about their revised schedule for you.**

Beginning Your Day

Locate the teacher's schedule, planning book, seating chart, teacher's textbook(s), and other needed materials and instructions. If you cannot locate these items, you need to check with the grade level coordinator, another teacher for that grade and/or the office.

Follow the program of the regular classroom teacher as closely as possible. It is imperative to follow the schedule to assure continuity during the school day.

Acquaint yourself with fire and emergency drill procedures posted in the room.

Leave a brief summary of the work completed, or not completed, and any other information that would be helpful to the returning classroom teacher (general information about the day and any problems). Make sure you leave a list of students that are absent or tardy and send a list of absences to the office.

The only constant thing is CHANGE...

Whenever we experience a change, especially in our routine we experience some form of stress. **As a substitute you are change!** Children, especially younger ones, can manifest their stress in a number of responses to you. They may experience anxiety or fear. This can translate into misbehavior.

Helping Students Deal with Change

Introduce yourself

Be enthusiastic

Smile

Follow the schedule as closely as possible

Call students by name whenever possible

Use positive remarks like: "We are going to have a great day." Or, "I bet we can make that happen."

Class Instruction

Lesson plans provide a framework for instruction. They also are an excellent map for maintaining the daily routine. Students expect instruction in each subject at specified times. A concerted effort should be made to interact with students during teaching.

Please be sure that if you are handing out worksheets, you go over all of the directions and complete at least one example of what they should be doing. You may need to come up with a similar question by changing the variables so you leave the worksheet questions in-tact for grading.

Check for Understanding

Not understanding the teacher's directions is a **major** cause of classroom management issues and student behavior problems. Therefore, no matter what set of directions a teacher gives, the substitute should always check for understanding.

When checking to see if a student understands the instructions, ask the student to explain in their own words what the instructions meant.

Injuries/School Nurse

Please immediately report any serious accident or injury, whether it is a student or yourself to the nurse and principal or assistant principal. Leave information in your note to the teacher about any students that go to the clinic and the reasons they are sent.

End of Day Checklist

Check room for cleanliness/order. Be sure the room is at least as clean and in the same order as you found it. Students should help by cleaning up around their desks at the end of their day/class.

You should grade written work that was assigned, unless otherwise indicated.

Be sure that your note to the teacher is on their desk preferably in the same place you found the instructions to you.

You **MUST** check with the office and clock out **BEFORE** leaving for the day. You are expected to stay for the set hours.

School Property

The regular classroom teacher is legally and morally responsible for the welfare of all children and is charged with the maintenance of school property. No less is expected of the substitute teacher.

Most of the supplemental materials in the classroom are the personal property of the teacher and should be treated with equal care of the district's property. Treat each classroom as carefully as you treat someone's home when you visit.

Long Term Assignments

Some of you may want to accept positions that are for multiple days, or even for several weeks. You are expected to check with the principal about attendance at scheduled staff meetings, conferences, etc.

Additionally, you are expected to hold in professional confidence any information regarding pupils, parents, staff, etc. This is true for all substitutes, even if assignment is one day. FERPA laws are in place to protect our students and staff (Family Educational Rights and Privacy Act). Please note these laws apply to all substitutes and pertain to all information you hear or see during the course of your day.

Early Release Information

Early release is for students – **not staff**. You may be required to stay and complete duties assigned by the Principal. You **MUST** check out with the office before you leave campus for the day.

Electronic and Computer Equipment

Please be sure that you know how to use any of the electronic equipment before you use it (e.g. document projectors or promethean boards). If you have any doubts about how to operate the electronic devices, please ask another ADULT EMPLOYEE to assist you.

Please be sure that you know the difference between a Promethean Board and a standard dry erase (white) board. Promethean Boards should NEVER be written on with any type marker, even dry erase markers. A Promethean Board is a touch sensitive projection screen that is used to interact with a computer and overhead projector and “document” projector.

Dress Code

Jeans, tennis shoes, shorts, or casual dress is inappropriate for regular classroom assignments.

No flip-flops are allowed.

Men's shirts should be tucked and pants belted at the waist.

Facial hair for men is allowed, but is expected to be neatly trimmed and should be "established". A clean shaven appearance is expected otherwise.

Ladies should be moderately dressed. Leggings should be worn with a top that reaches fingertips when arms are down to your side. No spaghetti strap tops.

For additional information, please refer to the pamphlet in the back of the handbook. Additional detailed information is available on the district webpage - www.mesquiteisd.org. It is located on the EMPLOYEE page of the district website.

The first and the last encounter you have with a school and students may hinge upon your dress and grooming.

Dress the part of a professional!

Alternative Social Security Account

Your online paperwork explained that when working for a school district that you do not pay into the standard social security fund with the federal government. Your money is paid into an alternative social security account that is currently managed by TCG (Total Compensation Group).

You will receive your annual financial statement from TCG once a year, usually in the Fall. Please be sure to watch your mail for this statement.

Please note if you decide to no longer work for an independent school district in the state of Texas you can cash this account in. The disbursement will be taxed and the taxes sent to the federal government directly.

Additionally, you must NOT be employed by an independent school district in order to cash in this account. IF you choose to resign and cash this account in you must wait 90 days to return to work for Mesquite ISD (the months of June and July DO NOT count towards this 90day period).

An information PDF is at the end of this Handbook to assist you in learning more about your Alternative Social Security Account and how and when you can access it.

Substitute Pay Rates

Substitute Teacher Pay Schedule

Regular Substitute Teacher (60+ college hours, Associates Degrees)
\$85.00 Daily Rate – 42-50 for Half Day – paid semi-monthly (twice a month)

Degreed Substitute Teacher (Bachelor's and/or Master's Degrees)
\$90.00 Daily Rate - \$45.00 for Half Day - paid semi-monthly (twice a month)

Certified Substitute Teacher (Current, Active Certification – it can be out of state)
\$100.00 Daily Rate - \$50.00 for Half Day - paid semi-monthly (twice a month)

Mesquite ISD Retired Certified Substitute Teacher (Current, Active Certification)
\$115.00 Daily Rate - \$57.50 for Half Day - paid semi-monthly (twice a month)

Extended Assignment (Certified) Rate must be approved on a case by case basis by Assistant Superintendent of Personnel. **\$125.00 Daily Rate – Long term pay is AFTER 20 consecutive days in the same assignment and is retro-active back to day 1 of that assignment.**

Extended Assignment (Non-Certified) Rate must be approved on a case by case basis by Assistant Superintendent of Personnel. **\$100.00 Daily Rate - Long term pay is AFTER 20 consecutive days in the same assignment and is retro-active back to day 1 of that assignment.**

Certificates MUST be kept current or your pay will be reduced to the degreed rate. When you renew your certification, you need to send a copy (email or regular mail to the Substitute Office (3819 Towne Crossing, Mesquite, 75150 or emailed to tcraig@mesquiteisd.org)

Substitute Paraprofessional Pay - paid semi-monthly (twice a month)

Substitute Instructional Aide/Clerical/Secretary – **\$75.00 per full day OR \$37.50 for half day**

Long term paraprofessional pay will be \$80. - Long term pay is AFTER 20 consecutive days in the same assignment and is retro-active back to day 1 of that assignment.

*Substitute Teachers can fill both types of jobs if desired. **Please note that if you select a paraprofessional job, your rate of pay is \$75.00 per day.** Be very careful when selecting jobs on the Absence Management system. Be sure you are aware of the job type and the pay for that job.*

Classroom Substitutes that work 50 days in the Fall Semester will received a \$500 bonus in late January. Additionally, any Classroom Substitutes that work 50 days in the Spring Semester will receive a \$500 bonus in late June.

Substitute Nurse Pay - \$180.00 per day - paid semi-monthly (twice a month)

Paycheck Information

ALL EMPLOYEES ARE REQUIRED TO SE UP DIRECT DEPOSIT. It is your responsibility to keep your bank information current in order to keep your paycheck going to correct location.

Please be sure to keep your phone and mailing address current in Employee Self-Service and your email current in the Absence Management System.

Success Strategies

To be early is to be on time. To be on time is to be late.

Locate the office, cafeteria and adult restrooms in relation to your classroom. Be sure to use the restroom before your day begins. It may be hard once the school day starts to get time to visit the restroom because you cannot leave your students unattended.

Once in your classroom, locate the phone, list of pertinent numbers and the IN AN EMERGENCY information. The IN AN EMERGENCY information is usually located on the wall at the door in a red folder.

Review the teacher's notes/lesson plans. If you cannot locate the lesson plans, ask another teacher in your grade level or subject for help. Notify the office.

Be pleasant and confident.

Introduce yourself to the other classroom teachers in your assigned area.

You should record attendance, and note absences for the teacher. Elementary attendance needs to be reported to office by 10:00 am.

Begin lessons promptly. Stay with the lesson plan. Please refrain from wasting instructional time with personal stories.

Throughout the day, write brief notes on lessons covered and student behavior.

Let your class know early your expectations on behavior. If classroom rules are not posted, take a couple of minutes and write on a board or chart your expectations. Please keep the expectations positive in wording.

Be flexible, enthusiastic, and have a sense of humor.

Be sure to check out with the office, ask if you will be needed the following day.

Please do not eat or drink at the teacher's desk.

If you need to cancel an assignment, please do so as early as possible. The Substitute office is available at 6:30 a.m. during the school year.

Please log into Absence Management system at least once a week to check for Web Alerts that have information about the District, assignments or new policies.

It is suggested that you log into Absence Management system every morning to verify that there are no changes in your schedule for the day.

Above all be prompt, patient, and professional.

ACTIONS WHICH MAY LEAD TO REMOVAL AS A SUBSTITUTE

1. Habitually reporting late for assignments (more than 3 times)
2. Substitutes are expected to report on time AND stay until the end of the work day.
3. Students should never be left unattended in the classroom, or ***anywhere***, when they are under your responsibility.
4. Under no circumstances should a substitute engage in an argument or physical confrontation with a student.
5. **Never** touch or physically handle a child.
6. Never photograph a child with a camera or phone.
7. Do not post any information about your class or experiences in class on a social network. Refrain from “friending” students or responding to “friend requests” from students. (e.g. FACEBOOK, Instagram)
8. Personal lap-tops or any non-telephone, electronic-devices are not permitted, on campus.
9. Cell phones are to be turned off during the school day.
10. Substitutes must be up walking around the room and monitoring students during the **ENTIRE** class period. Maintaining discipline revolves around the use of proximity.
11. When you access the teacher’s computer for lesson plans through your district email please do not use the internet to surf the web, handle any personal business or to download anything.
12. You **MUST** call the Substitute Office **and** the school to cancel a job (**AFTER** canceling in the Absence Management System).

Please note that excessive cancellations (more than three in any 90 day period) may result in a call or email from the Substitute Manager's office. Please be very careful about accepting multiple jobs through the Jobulator App and then cancelling them later. Excessive cancellations may cause you to lose the privilege to cancel jobs on your own. You may also be limited to seeing jobs only one day in advance or you could possibly be removed from the substitute list.

13. Substitutes must not leave campus during the school day.
14. Substitutes are expected to hold in professional confidence any information regarding pupils, parents, staff, etc.
15. Foods of Minimum Nutritional Value(FMNV) may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, guest speakers, or any other person, company or organization. FMNVs are defined in federal regulations as having less than 5 percent of the RDA per serving for eight key nutrients (calories, total fat, saturated fat, protein, calcium, iron, vitamin A, vitamin C) and include soft drinks, water ices, chewing gum and candies.
16. Substitutes are expected to conduct themselves in a professional manner at all times. You should use a pleasant tone of voice, and polite mannerisms when dealing with students, parents and staff. Treat everyone with dignity.
17. Substitutes are expected to be dressed and ready to go when taking last minute assignments. Please refrain from repeatedly taking assignments after the start time.
18. Please do not cancel a job to take another job for a friend or favorite school **less than 7 days in advance of the original job.**

Any other action or cause, which may place into question the education, health and/or safety of the students and/or staff of the Mesquite ISD.

Substitute Evaluation

At the discretion of the principal, an evaluation of a substitute may be submitted to the Personnel Department. These evaluations may reflect satisfactory or unsatisfactory performance.

Receipt of unsatisfactory evaluations may result in a request for additional training. This will be at the discretion of the Personnel Director. You may be asked to schedule attendance at our next district orientation, in an effort to provide you with a refresher on expectations and classroom management. Additionally, you could be asked to complete outside training at your own expense. This training is through an outside substitute training agency (you will be provided with the company name and person to contact). Once you have successfully completed the course and provided a copy of your certificate, you will be allowed to return to substitute duties for a 90-day probationary period or until the end of the school year, whichever comes first. At that time, the Personnel Director will decide if your probationary period is removed or extended.

Unsatisfactory evaluations may also initiate the substitute's name being removed from the active substitute list in the best interest of the district.

A sample Substitute Evaluation and Record of Disciplinary Action are located in the FORMS section of this handbook.

Fingerprint Subscriptions/Arrests

Senate Bill 9 was passed by the 80th Legislature in 2007 and mandates that TEA acquire criminal history reports on charter school employees, certified and currently employed educators, substitutes, and non-certified employees hired after January 1, 2008

All employees of the school district must notify his or her immediate supervisor (for all substitutes this is Chassordee Willis (Director of Recruiting and Retention) within three calendar days of any arrest, indictment, conviction, no contest or guilty plea or other adjudication of any felony and any of the other offenses listed below: (An employee may be discharged if the District obtains information of the employee's conviction of a felony or crime involving moral turpitude that the employee did not disclose to SBEC/TEAL or the District).

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator.
- Crimes that occur wholly or in part on school property or at a school sponsored activity.
- Crimes involving moral turpitude.

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate Violence
- Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or conspiracy to transfer, sell or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting abuse or neglect under the SBEC rules
- Violating assessment instrument security procedures.

If a holder of a certificate is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Blood-Borne Pathogens

In order to protect yourself and children from the risk of INDIRECT exposure to blood-borne pathogens, you should be aware of the ways you may become infected.

The most likely exposure in the school classroom environment comes mainly from a student or co-worker who gets injured and is bleeding.

- ❖ Infected blood getting into an open cut or wound on YOUR skin.
- ❖ Infected blood getting into your eyes, inside your mouth or inside your nose.
- ❖ Any object puncturing YOUR skin which has infected blood on it, such as a needle.
- ❖ There is a very small risk from a bite that punctures your skin.

Precautions You Should Take When Assisting Someone Who Is Injured

1. To stop or slow the bleeding, you should instruct the injured person to apply direct pressure to the wound themselves, if possible.
2. If the student needs assistance to apply pressure or clean the wound, you MUST put on latex or vinyl gloves FIRST.
3. Send the student to see the nurse once the bleeding has stopped. If necessary, call the nurse to come and assist the student to help stop excessive bleeding.

**FOR CLEAN UP OF BIOLOGICAL FLUIDS LIKE BLOOD OR THROW UP
PLEASE CALL FOR A CUSTODIAN TO ASSIST. THEY HAVE THE
APPROPRIATE DISINFECTANT CLEANSERS.**

**YOU MUST REPORT TO THE CAMPUS NURSE ANY
POSSIBLE EXPOSURE TO BLOOD AND/OR NEEDLE
STICKS/SHARPS EXPOSURE IMMEDIATELY.**

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



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KRONOS INSTRUCTIONS

SUBSTITUTES WILL STILL CLOCK IN & OUT IN THE FRONT OFFICE USING THE PROVIDED COMPUTERS, LAPTOP, OR IPADS.

COMPUTERS SHOULD ALREADY BE ON AND ALL YOU HAVE TO DO IS LOOK FOR THE PORTAL LOG IN

The login for district computers and your Portal login are the same:

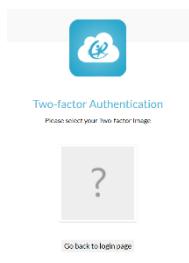
Example: John Doe

Username: jdoe **Password:** whatever you changed it to after THE FIRST TIME YOU LOGGED IN



Look for this ICON on Mesquite ISD computers. Click and Login to Portal

The FIRST time you will be asked to

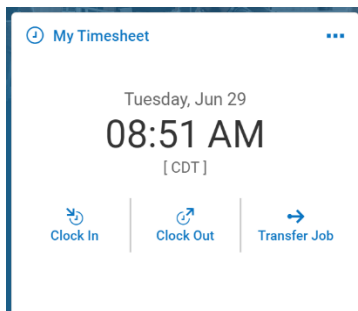


choose a picture to create a two factor login to access the portal.

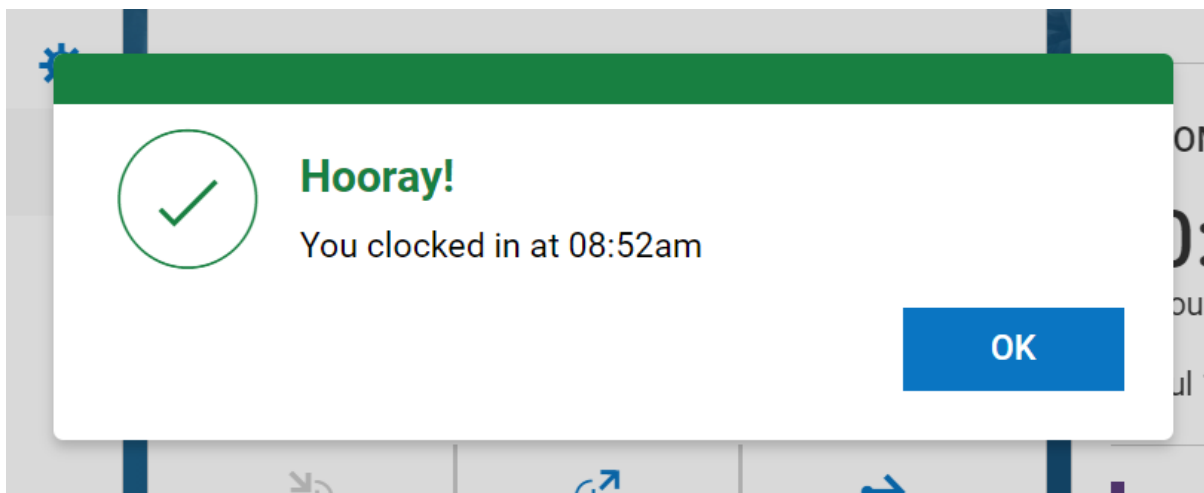
helpful hint: Remember the picture and color of the background of the picture you choose



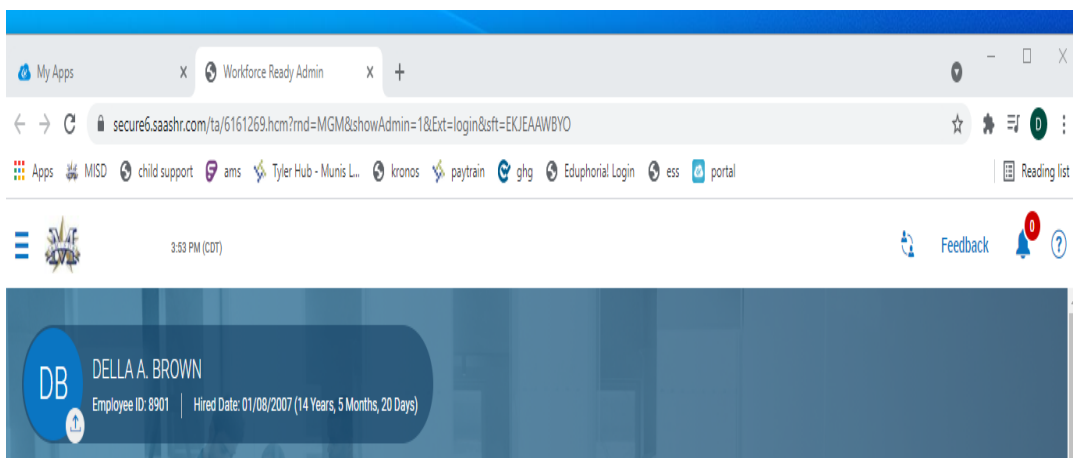
Scroll down to the Kronos icon and click to open



Select CLOCK IN or CLOCK OUT



Click OK



FINALLY, JUST CLOSE THE BROWSER USING THE X IN THE UPPER RIGHT CORNER

BASICS OF BEHAVIOR MANAGEMENT

Prepared by: Kelly Smith

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kesmith@mesquiteisd.org

EXPLAIN - In Specific Terms.

MODEL - Your Expectations.

PRACTICE - What You Want to See.

REMIND - Frequently.

REINFORCE - Behaviors that you like!

The Basics of Behavior Management

EXPLAIN IN SPECIFIC TERMS WHAT BEHAVIOR YOU EXPECT.

MODEL WHAT YOU EXPECT.

PRACTICE THE BEHAVIOR

REMIND FREQUENTLY.

REINFORCE THE EXPECTED BEHAVIOR.

POSITIVE THINKING IS IMPORTANT. Believe the behavior will get better and believe that the students will learn to make good choices.

TEAMWORK IS ESSENTIAL. Utilize the campus administration, teachers and other faculty.

CONSISTENCY IS THE KEY TO SUCCESS. Once you begin your “plan” be consistent in implementing it!

THREE KEYS TO SUCCESS

- 1. STAY CALM NO MATTER WHAT!**
- 2. GIVE THE CHILD CHOICES!**
- 3. SET LIMITS AND FOLLOW THROUGH WITH THE CONSEQUENCES CONSISTENTLY!**

REMEMBER:

TONE

VOLUME

CADENCE

TALK

LOW.....

TALK

SLOW.....

& DON'T SAY MUCH AT ALL!

THE “LIMIT” TEST

(prepared by: Kelly Smith, MISD Behavior Specialist)

Before a limit leaves your lips, it has to pass the “limit” test!

THE TEST:

Is the limit clear?

Is the limit concise?

Is the limit reasonable?

Is the limit enforceable?

Jim Fay's Four Steps To Deal with Arguing

STEP ONE: GO BRAIN DEAD!

Remember: There is nothing wrong with a kid that a little reasoning won't make worse.

Never: Attempt to reason with a child. Don't attempt to explain your position. Logic does not work in these situations because the child is playing by a different set of rules than you are. He/she is not interested in facts and logic. He/she is interested in seeing you give up!

STEP TWO: CHOOSE A LOVE AND LOGIC "ONE LINER"

Choose from:

"I care about you too much to argue."

"I respect you too much to argue."

"I bet it feels that way."

"That's an opinion."

"I understand."

"Probably so."

"How sad."

"Nice try."

"Thanks for noticing."

"Thanks for sharing."

"Ummmm."

STEP THREE: DO NOT ATTEMPT TO THINK!

Become a broken record, saying the same one liner for each new argument the child comes up with. Keep your voice soft. Allow any frustration to be that of the child and not you.

STEP FOUR: IF THE CHILD CONTINUES TO ARGUE...

For some very strong willed or manipulative children, it is effective to say, "I argue at 12:15 or 3:15 daily. What would work best for you?"

Then play broken record with this question.

Don't give into the temptation to match wits with the child.

AVOID POWER STRUGGLES.....

You are in a power struggle if you find yourself....

- Defending your position
- Allowing name calling or “button-pushing” to upset you
- Bringing up past history
- Delivering threats or excessive consequences

SOME THINGS TO REMEMBER...

You can only change yourself. You are in control of how you react not how the student acts!

Get the student involved in the problem-solving process.

Avoid reinforcing the inappropriate behavior.

Continue to set limits that are clear, concise, reasonable and enforceable and follow through with the consequences consistently.

Remember to teach what behaviors you expect and have the student replace that behavior with the inappropriate one.

Allow enough time for the student to respond before repeating the request.

And finally,

REMEMBER THAT IF YOU WANT A BEHAVIOR TO HAPPEN AGAIN, MAKE A BIG DEAL OUT OF IT. THE MORE ATTENTION YOU GIVE AN INAPPROPRIATE OR AN APPROPRIATE BEHAVIOR, THE MORE LIKELY THE STUDENT WILL DO IT AGAIN. THEREFORE, GIVE MINIMAL ATTENTION TO MISBEHAVIORS AND MAJOR ATTENTION TO THE BEHAVIOR YOU EXPECT AND WANT THE STUDENT TO DISPLAY AGAIN!

Love and Logic “Tips”

(Taken from Jim Fay’s “Discipline with Love and Logic”)

Tip #1: Begin with Empathy (Avoid sarcasm!)

EMPATHETIC RESPONSES are:

How sad! Bummer. Ohhh....this is hard. Oh, no....Um.....

Tip #2: Stop ARGUMENTS with ONE-LINERS....

Probably so.	I bet it feels that way.
I know.	Thanks for sharing.
Nice try.	What do you think you’re going to do?
How sad.	Could be.
Bummer.	I don’t know. What do you think?
That’s an opinion.	Thanks for noticing.
I bet that’s true.	Try not to worry about it.
<i>I respect you too much to argue with you.</i>	

Tip # 3: Better ways to say NO!

Say “yes” more than “no” to your students.

Examples:

“May I sharpen my pencil?”
“Yes, when I’m not teaching.”
“May I draw?”
“Yes, at lunch or in art.”
“May I talk?”
“Yes, at lunch, after school, on your time...”
“May I go to....”
“Yes, when you finish that assignment.”

Tip #4: Use Delayed Consequences as often as possible

Stay Calm
Be empathetic
Say to the child,

“Oh, that kind of behavior is a problem. I’m busy teaching right now, so I’ll get back to you later. Try not to worry!”

EMPLOYEE SELF SERVICE MUNIS

This is an on-line service available to all employees so that you can view your personnel profile and payroll information. ***This is where you can update your address, emergency contact and telephone information. Please note you can NOT enter or change an email address on this system nor can you change your NAME.*** You do need to be sure that you have an emergency contact listed in your personal information.

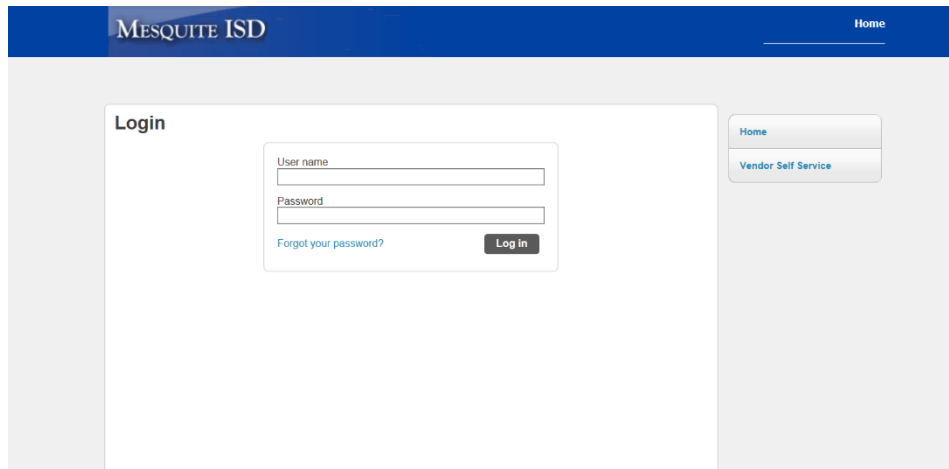
You can access this site by logging on to www.mesquiteisd.org And then click on Staff Resources. You will then be rerouted to the Employee selection page. Click on the ICON for **Employee Self Service**. This will take you to the Munis Self Service Help Screen. The link to the log in page is located at the bottom – **under the instructions**.



Click on **Login** to the right on the gray bar.

User Name: Is your Employee ID number

Password: First time users it is the last 4 digits of your SSN then click login. You will be forced to change it upon logging in (the new password must be 6 characters in length). ***Please change it to something you will remember.*** Upon a successful login you need to click on *My Account* on the top blue header, near your name.



Next, click on *Employee Profile* – This will take you to the Personal Information screen. This is the screen where you can update your address and phone information. Among the items you may view are your pay/tax information, employee profile and Substitute teaching history. *Please note we do not record certification information on substitutes.*

Only Payroll can reset your password for you. If you need assistance concerning Employee Self-Service access OR your paycheck you may call Payroll at 972-882-7322.

FORMS SECTION

SUBSTITUTE EVALUATION FORM

DATE: _____

CAMPUS: _____

CLASSROOM TEACHER: _____

GRADE LEVEL/SUBJECT: _____

NAME OF SUBSTITUTE: _____

	YES	NO
Was the substitute prompt in reporting for duty?	_____	_____
Were students properly monitored?	_____	_____
Was the substitute dressed professionally and in a manner appropriate to assignment?	_____	_____
Did the substitute follow the teacher's instructions?	_____	_____
Did the substitute maintain order in the classroom?	_____	_____
Did the substitute exhibit professional conduct?		
If no, please explain below.	_____	_____
Were the classroom, materials and equipment left in proper order?		
If no, please explain below.	_____	_____
As Principal, do you want this sub to return to your campus?		
Principal's Initials _____	_____	_____

Please give a **DETAILED** account of the situation (Please attach additional pages if necessary):

Record of Disciplinary Action

Substitute Name _____ Contact # _____

Date Substitute Inactivated: _____ Future Jobs Cancelled: Yes or No

Date Substitute Called to Check on Inactivation: _____

Phone Call or Personal Appointment Date: _____

Number of Previous Disciplinary Actions: _____

Substitute's Comments:

Instructions/Re-direction discussed with Substitute:

Was the substitute told that receipt of any further similar policy violations or misconduct could result in removal from the MISD substitute list? YES or NO

Was the substitute instructed to schedule attendance to a district orientation for additional training?

YES or NO

Was the substitute notified of and removed from the MISD substitute list? YES or NO

Was the substitute offered to attend an outside substitute teacher training course as an opportunity to be re-instated as an MISD substitute in a probationary capacity? YES or NO.

Name of Person Completing Form: _____ Date: _____

Substitute Teacher Evaluation Acknowledgement

A substitute teacher has one of the most difficult assignments in the school system. Substitutes are an integral part of the instructional process. Due to the difficult nature of this assignment, substitutes must possess the patience and understanding needed to work with children on a daily basis in an appropriate and professional manner.

At the discretion of the principal, an evaluation of a substitute can be submitted to the personnel Department. These evaluations may reflect satisfactory or unsatisfactory performance.

If a principal submits an unsatisfactory report concerning a specific substitute then that substitute, may be called to come into the Personnel Department for a conference. This will allow the substitute to discuss the situation and circumstances leading to the evaluation.

Substitute teachers, are employed on an at-will basis. “At-will” means that there is no expectation of continued employment. Employment is on a day-to-day basis. Either party may dissolve the employment relationship at anytime.

Unsatisfactory evaluations concerning a specific substitute can initiate the substitutes’ name being removed from the active substitute list, in the best interest of the district.

My signature verifies that I understand the evaluation process and the at-will employment arrangements.

Substitute Signature

Substitute Name (please print)

Date

Mesquite ISD Substitute Handbook Receipt Acknowledgement

I hereby acknowledge receipt of the digital version of the Mesquite ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

I understand that no modifications to the contractual relationships or alterations of at-will relationships are intended by this handbook. I understand that substitute employment is on a day to day basis with no expectation of continued employment.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as name, phone number, address, etc. I also accept responsibility for contacting the substitute manager or the Personnel Department if I have any questions, concerns, or need further explanation.

Employee's Signature

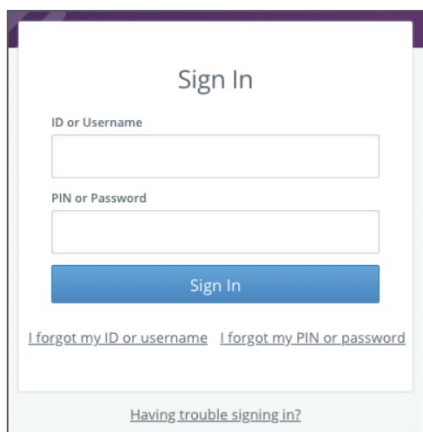
Date

Employee's Name (Printed or Typed)

Social Security Number



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

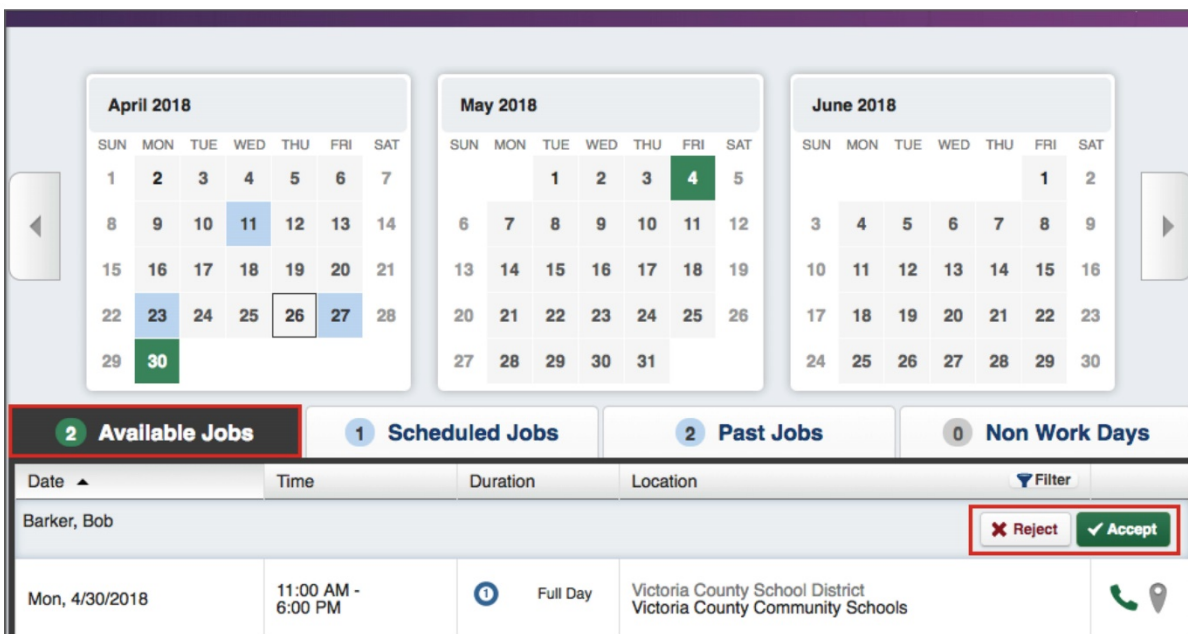
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

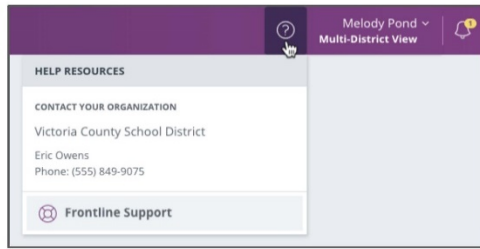
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The interface displays three monthly calendars for April, May, and June 2018. In the April calendar, the 30th is highlighted in green. Below the calendars, there are four tabs: **2 Available Jobs** (selected), **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. The **Available Jobs** tab shows a table with columns: Date, Time, Duration, Location, and a Filter icon. The table lists one job for Bob Barker on Monday, 4/30/2018, from 11:00 AM to 6:00 PM, for a full day at Victoria County School District and Victoria County Community Schools. To the right of the job entry are **Reject** and **Accept** buttons.

Date	Time	Duration	Location	Filter
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	Reject Accept



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



ELEMENTARY SCHOOLS

1. Don Azchiger
3300 Ridge Ranch Road
Mesquite, TX 75181
2. J.C. Austin
3020 Poteet Drive
Mesquite, TX 75150
3. C.W. Beasley
919 Green Canyon
Mesquite, TX 75150
4. Florence Black
325 E. Newsom
Mesquite, TX 75149
5. Dr. J.C. Cannaday
2701 Chisolm Trail
Mesquite, TX 75150
6. J.H. Florence
4600 Ashwood Drive
Mesquite, TX 75150
7. Walter E Floyd
3025 Hickory Tree
Balch Springs, TX 75180
8. Bedford Galloway
200 Clary Drive
Mesquite, TX 75149
9. Bonnie L. Gentry
1901 Twin Oaks Dr.
Mesquite, TX 75181
10. W.O. Gray
3500 Pioneer Rd.
Balch Springs, TX 75180

11. John L. Hanby
480 Gross Road
Mesquite, TX 75149
12. Dr. Linda Henrie
253 West Lawson Road
Dallas, TX 75253
13. Ed Hodges
14401 Spring Oaks Dr.
Balch Springs, TX 75180

14. Georgia W. Kimball
4010 Coryell Way
Mesquite, TX 75150
15. Joe Lawrence
3811 Richman
Mesquite, TX 75150
16. Sue Ann Mackey
14900 N. Spring Ridge Circle
Balch Springs, TX 75180
17. E.S. McKenzie
3535 Stephens Green
Mesquite, TX 75150
18. Ferd McWhorter
1700 Hickory Tree Rd.
Mesquite, TX 75149
19. Mary L. Moss
1208 New Market
Mesquite, TX 75149
20. Zack Motley
3719 Moon Drive
Mesquite, TX 75150
21. Dr. Joey Pimung
1500 Creek Valley
Mesquite, TX 75181
22. G.R. Porter
517 Via Avenida
Mesquite, TX 75150
23. Vernon Price
530 Stroud Lane
Garland, TX 75043
24. I.N. Range
4060 Emerald Drive
Mesquite, TX 75150
25. J.C. Rugel
2701 Sybil Drive
Mesquite, TX 75149
26. Sam Rutherford
1100 Rutherford Dr.
Mesquite, TX 75149
27. S.M. Seabourn
2249 Picadilly Blvd.
Mesquite, TX 75149
28. Elsie Shands
4836 Shands Drive
Mesquite, TX 75150
29. Ruby Shaw
707 Purple Sage
Mesquite, TX 75149
30. B.J. Smith
2300 Mesquite Valley Rd.
Mesquite, TX 75149

MIDDLE SCHOOLS

1. Jay R. Thompson
2525 Helen Lane
Mesquite, TX 75181
2. Ben F. Tisinger
1701 Hillcrest
Mesquite, TX 75149
3. Charles A. Tosch
2424 Larchmont
Mesquite, TX 75150
34. Elementary Site
Tract 1 Shannon Loop
Mesquite, TX 75181
35. Elementary Site
Helen Lane at Pinenut Drive
Mesquite, TX 75181
36. Elementary Site
McKenzie Road at Lakeside

HIGH SCHOOLS

1. Dr. John D. Horn
3300 E. Cartwright Rd.
Mesquite, TX 75181
2. Mesquite
300 East Davis
Mesquite, TX 75149
3. North Mesquite
18201 LBJ Freeway
Mesquite, TX 75150
4. Dr. Ralph H. Poteet
3300 Poteet Drive
Mesquite, TX 75150
5. West Mesquite
2500 Memorial Pkwy.
Mesquite, TX 75149
6. Vanguard
4201 Faithon P. Lucas Sr. Blvd.
Mesquite, TX 75181

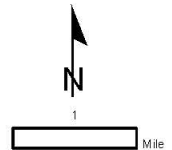
ALTERNATIVE EDUCATION CAMPUS OF CHOICE

1. Mesquite Academy
2704 Motley Drive
Mesquite, TX 75150



EXISTING SCHOOLS/SITES 2021 / 2022

Schools and Sites are listed alphabetically by last name. They are numbered consecutively. The numbers of the sites are not necessarily the order in which schools will be built. That is determined as needs arise.



NAD_1983_StatePlane_Texas_North_Central_FIPS_4202_Feet
GCS_North_American_1983
June 8, 2021
Illustrated by SchoolDistrict Strategies



2021-22 Classroom Substitutes Pay Calendar

Classroom substitutes who work 50 full days in the fall semester will receive a \$500 bonus in late January. Additionally, any classroom substitutes who work 50 full days in the spring semester will receive a \$500 bonus in late June.

WORK FROM	WORK TO	PAY DATE
8-16-21	9-5/21	9-14-21
9-6-21	9-19-21	9-27-21
9-20-21	10-3-21	10-14-21
10-4-21	10-17-21	10-27-21
10-18-21	11-7-21	11-12-21
11-8-21	11-14-21	11-19-21
11-15-21	12-5-21	12-10-21
12-6-21	12-12-21	12-17-21
12-13-21	1-9-22	1-14-22
1-10-22	1-23-22	1-27-22
1-24-22	2-6-22	2-14-22
2-7-22	2-20-22	2-25-22
2-21-22	3-6-22	3-11-22
3-7-22	3-20-22	3-25-22
3-21-22	4-10-22	4-14-22
4-11-22	4-17-22	4-27-22
4-18-22	5-8-22	5-13-22
5-9-22	5-22-22	5-27-22
5-23-22	6-5-22	6-14-22
6-6-22	6-19-22	6-27-22
6-20-22	7-10-22	7-14-22



457(b) FICA Alternative Plan and Trust

What is a 457(b) FICA Alternative?

The Omnibus Budget Reconciliation Act of 1990 (OBRA 90) mandates that employees of public agencies, including school districts who are not members of the employer's existing retirement system as of January 1, 1992, be covered under Social Security or a qualifying alternate plan. The 457(b) FICA Alternative Plan satisfies federal requirements and provides substantial cost savings compared to Social Security.

Benefits of Contributing to a 457(b) FICA Alternative Plan

- Bridge your retirement income gap
- Lower your taxes
- Automatic savings via payroll deductions

Important Points About Your 457(b) FICA Alternative

Eligibility: An employee is required to participate in the FICA Alternative Plan if they meet one of the eligibility requirements listed below.

- Part-time (20 hours or less per week)
- Seasonal (five months or less per year)
- Temporary (contract of two years or less in duration)
- Not covered by TRS in a position otherwise covered by TRS


Contributions: Social Security requires that the equivalent of 12.4% of an employee's salary be contributed each month (6.2% employee, 6.2% employer). However, the FICA Alternative Plan requires only a 7.5% contribution to a retirement account. The deferrals are made on a "pretax" basis, unlike Social Security, which are made on an "after-tax" basis.

Investments: The FICA Alternative investment portfolio is selected by the employer and directly overseen by an Investment Advisory Committee. The portfolio is comprised of a broad range of stock and bond mutual funds, as well as individual bonds typically held to maturity. The portfolio is periodically adjusted to adapt to changing market conditions. You can view the investments as of the end of each calendar quarter and the asset performance data for the quarter, year to date and other time periods on the www.tcgservices.com website.

Distributions: The employee or their beneficiary will receive the FICA Alternative Plan account balance when an employee becomes eligible for a distribution for any of the following reasons:


- Termination of Employment
- Permanent and Total Disability
- Death
- Retirement
- Changed employment status to a position covered by another retirement system (e.g., TRS)

If there have been no contributions to the account for two (2) years and the account balance is less than \$5,000, the employee may be able to request a distribution.

 Toll Free: 800.943.9179 Fax: 888.989.9247

 Email: 457@tcgservices.com

 www.tcgservices.com

 900 S Capital of Texas Hwy, Suite 350
Austin, TX 78746

(cont. on back)

FICAAIt 10/2020

Additional Important Points About Your 457(b) FICA Alternative

Taxation: When the employee begins to receive benefits, the funds received become taxable income. If the taxable portion of the account balance exceeds \$200, the employee can avoid immediate taxation by directing the account balance to:

- A traditional IRA
- An eligible employer plan that accepts the rollover (i.e., TRS, 403(b), 457, etc.)

Designating a Beneficiary: If the employee dies while a participant in the Plan, the account balance will be distributed to the employee's beneficiary. If the employee is married at the time of death, the spouse is automatically the beneficiary. If the employee wishes to designate someone other than the spouse as beneficiary, the employee must do so in writing and the spouse must sign a spousal consent form. If the employee is unmarried at the time of death, the account balance will be paid to the employee's estate unless another beneficiary has been designated. To designate a beneficiary, please login to your account at www.tcgservices.com using the instructions under "Account Access" below.

Company Offering Services: The Company chosen to provide the 457(b) FICA Alternative Plan is TCG Administrators, a company with many years of proven expertise in administering retirement plans to public sector employees.

Protection from Liability: The District as a 457(b) plan sponsor is responsible for the types of investments offered to participants. Most 457(b) plans do not protect the District from fiduciary liability. The 457(b) FICA Alternative Retirement Plan offers fiduciary protection for the District through an Investment Advisory Agreement with TCG Advisory Services, LLC.

Plan Information: For a detailed explanation of the plan rules and fees, you may access the Summary Plan Description at www.tcgservices.com by searching your employer's plan name. TCG Administrators will send a statement to you at the end of the plan year. However, you may view your account value updated daily on the TCG website by accessing your account as described below.

Account Access: To review your account balance or request a distribution, you can access your account on the TCG website at www.tcgservices.com. Please follow the steps below to access your account online.

1. Click the **Login** button in the upper right-hand corner
2. Click the **Group Retirement Plans** box
3. User Name will be your Social Security Number (no spaces or dashes): #####
4. Password will be your date of birth (MMDDYYYY): #####

 Toll Free: 800.943.9179 Fax: 888.989.9247
 Email: 457@tcgservices.com
 www.tcgservices.com
 900 S Capital of Texas Hwy, Suite 350
Austin, TX 78746



Remember all investing involves risk.

MESQUITE INDEPENDENT SCHOOL DISTRICT 2021-2022 SCHOOL CALENDAR



PROFESSIONAL LEARNING
HOLIDAY
NEW HIRE PROF. LEARNING

SUMMER HOURS/CLOSED FRIDAYS
EARLY RELEASE HIGH SCHOOLS
EARLY RELEASE ALL SCHOOLS

END OF GRADING PERIOD
BOLD DATES = A DAYS

JULY	AUGUST	SEPTEMBER	OCTOBER																																																																																																																								
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IMPORTANT DATES

INDEPENDENCE DAY HOLIDAY JULY 5
 NEW HIRE PROFESSIONAL LEARNING JULY 26-29
 PROFESSIONAL LEARNING AUGUST 3-10
 FIRST DAY OF SCHOOL AUGUST 11
 LABOR DAY HOLIDAY SEPTEMBER 6
 PROFESSIONAL LEARNING SEPTEMBER 27-28
 FALL BREAK OCTOBER 11-12
 PROFESSIONAL LEARNING NOVEMBER 1-2
 THANKSGIVING BREAK NOVEMBER 22-26
 EARLY RELEASE HIGH SCHOOL DECEMBER 16
 EARLY RELEASE ALL CAMPUSES DECEMBER 17
 WINTER BREAK DECEMBER 20-31

PROFESSIONAL LEARNING JANUARY 3
 MLK JR. HOLIDAY JANUARY 17
 PROFESSIONAL LEARNING FEBRUARY 21
 SPRING BREAK MARCH 14-18
 DISTRICT HOLIDAY APRIL 15
 1ST BAD WEATHER MAKE-UP DAY MAY 26
 2ND BAD WEATHER MAKE-UP DAY APRIL 18
 EARLY RELEASE HIGH SCHOOL MAY 24
 EARLY RELEASE ALL CAMPUSES MAY 25
 PROFESSIONAL LEARNING MAY 26
 MEMORIAL DAY HOLIDAY MAY 30
 GRADUATION FOR MHS, WMHS, JHHS JUNE 4
 GRADUATION FOR NMHS, PHS JUNE 5

SCHOOL HOURS

PRE-K (3-YEAR-OLDS) 7:45 AM-10:55 AM or 11:55 AM-3:05 PM
 ELEM./ 4-YEAR-OLD PRE-K 7:55 AM-3:05 PM
 MIDDLE SCHOOL 8:25 AM-3:35 PM
 HIGH SCHOOL 8:45 AM-3:55 PM

EARLY RELEASE TIMES

ELEMENTARY 12:25 PM
 MIDDLE SCHOOL 12:55 PM
 HIGH SCHOOL 1:15 PM

*NOV 22 & 23 ARE WORKDAYS FOR 226-CONTRACT EMPLOYEES.

REVISED 3.22.21