

# 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. Randy Davis, Chief Human Resource Officer

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# **About Carrollton-Farmers Branch I.S.D.**

Preface

Administration

Human Resources Department

# 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

### Associate Superintendent of Operations and Staff

Mr. Brian Moersch

### Associate Superintendent of Business Services

Mr. Steven Bassett

## Human Resources Department

### Chief Human Resources Officer

Dr. Randy Davis

### Director of Human Resources

Mr. Jason Liewehr

### Director of Human Resources

Mr. Gerardo Martinez

### Director of Human Resources

vacant

**Coordinator of Recruiting and Retention**

Mrs. Paige Acevedo

**Secretary to Dr. Randy Davis**

Mrs. Susan Stevens

**Secretary of Jason Liewehr**

Ms. Kay Merriwether

**Secretary of Gerardo Martinez**

Mrs. Kena Barthalt

**Secretary of Human Resources**

Ms. Jennifer Medina

**Substitute Office Coordinator**

Ms. Jennifer Vargas

**Applications Secretary**

Currently Vacant

**Personnel Records Secretary**

Ms. Cathy Egan

**Personnel Records Secretary**

Ms. Courtney Georgieff

**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](http://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.***

*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, 2021 and the last day of instruction for the 2021-2022 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,

Dr. Randy Davis  
Chief Human Resource Officer

I have received my letter of assurance and will be returning for the 2021-2022 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: [vargasjc@cfbisd.edu](mailto:vargasjc@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 \$130 for a full day or \$65 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 \$130 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 \$130 per day and will change to \$160/day on the 16<sup>th</sup> 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 16<sup>th</sup> 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 20<sup>th</sup> 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.

## Voluntary Retirement Plans

Additional information on 457(b) and 403(b) voluntary retirement savings plans can be found on the District website at <https://www.cfbisd.edu/departments/business-support-services/benefits-department/employee-benefits/retirement-plans>

## 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](http://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](http://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.

- Action **MUST** be taken by every employee. Substitute Teachers **MUST TAKE ACTION**.

**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

Employee Dress and Grooming

## 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 Human Resources 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 Human Resources 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 the use of electronic media interferes with your duties as an employee, you are subject to dismissal
- Electronic media includes all forms of social media, such as Text Messaging, IM, e-mail, blogs, chat rooms

Only an employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol;
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from District regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

## **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.

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any offense except Class "C" misdemeanors.

## **Understanding the Use of Classroom and Campus Technology**

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



# Employee Dress and Grooming

The personal appearance of employees contributes significantly toward a favorable public impression of the District. All employees are expected to dress in a manner appropriate to their position and work responsibilities. Employees should serve as role models, exemplifying high standards of professional appearance to instill community values and proper grooming and hygiene. Employee dress should be clean, neat, and appropriate to the particular day's expected job or work activity.

Clothing that is sloppy, too tight, ill fitting, provocative or revealing, or likely to be distracting is not professional or appropriate. Jewelry or accessories that create a hazard or are distracting are not appropriate. Tattoos, body art, or piercings that are distracting, lewd, provocative, or depict unlawful actions or products, incite violence or lawlessness are inappropriate and must be covered or removed at work. Rubber flip-flops or house slippers are not appropriate footwear.

Principals or other immediate supervisors will provide staff with any guidelines for proper dress at individual campuses or other work locations. When jeans days are approved by the building principal, all employees are still expected to maintain professional appearance. Each supervisor has the responsibility to counsel his or her employees and suggest a change in dress or personal hygiene habits, if appropriate.

Employees who report for work in inappropriate attire, or with inappropriate tattoos or piercings visible, will be asked to leave the work setting and return when appropriately attired. Repeated failure to demonstrate appropriate personal appearance will result in disciplinary action, up to and including termination of employment.

# 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	8:10 a.m. – 4:10 p.m.	8:30 a.m. – 4:00 p.m.
Middle School	8:10 a.m. – 4:10 p.m.	8:30 a.m. – 4:00 p.m.
Elementary School	7:15 a.m. – 3:15 p.m.	7:40 a.m. – 3:10 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 campus administration or the front office.
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](http://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](http://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](http://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 Human Resources Department should be notified immediately whenever employee-to-student relationships are involved in the allegations.

The Human Resources 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 Human Resources Department unsatisfactory performance or behavior.

Comments:

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\_\_\_\_\_ 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

**For Help call Jennifer Vargas (972) 968-6155**

# 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*

Vicky Cisneros, 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***

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

***Las Colinas***

Farah Rehman, 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**

Nicole Greenleaf, 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.**

Josue Romero, 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***

Dr. Charlotte Thomas, 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 Sherer, 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**

## **Reporting Period Calendar**



## Reporting Period Calendar 2021/2022

Reporting Period	Date Due In Payroll	Weeks in Pay Period	Monthly Pay Date
May 30 – June 26	June 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 – Oct 2	Oct 6	5	Oct 20, 2021
Oct 3 – Oct 30	Nov 3	4	Nov 19, 2021
Oct 31 – Nov 27	Dec 1	4	Dec 20, 2021
Nov 28 – Jan 1	Jan 5	5	Jan 20, 2022
Jan 2 – Jan 29	Feb 2	4	Feb 18, 2022
Jan 30 – Feb 26	March 2	4	March 21, 2022
Feb 27 – April 2	April 6	5	April 20, 2022
April 3 – April 30	May 4	4	May 20, 2022
May 1 – May 28	June 1	4	June 20, 2022
May 29 – July 2	July 6	5	July 20, 2022
July 3 – July 30	Aug 3	4	Aug 19, 2022
July 31 – Aug 27	Aug 31	4	Sept 20, 2022
Aug 28 – Oct 1	Oct 5	5	Oct 20, 2022

**\*subject to change/short deadline**

*The above Reporting Period will include the processing of:*

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

