

DONNA
INDEPENDENT SCHOOL DISTRICT



Substitute Teacher Training

2023-2024

Mission & Vision



Mission Statement

- The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

Vision Statement

- The vision of Donna ISD is to be a bold district at the forefront of educating all students to be passionate, motivated leaders who will be a powerful force for positive change in our community, state and nation.

Number one Outcome



- To graduate all students per their expected graduation date, ready for college, career or military.



LSG Goals

- Percentage of 3rd grade students that meet or exceed grade level proficiency on STAAR Math will increase from 5% to 55% by 2026. (Baseline measure STAAR 2021)
- Percentage of 3rd grade students that meet or exceed grade level proficiency on STAAR Reading will increase from 9% to 47% by 2026. (Baseline measure STAAR 2021)
- Percentage of graduates demonstrating college/career/military preparedness (CCMP) will increase from 61% to 79% by 2026.



District Goals

- every child has the right to learn and deserves a passionate teacher in an engaging environment.
- our schools are the responsibility of our community.
- everyone thrives in a positive school culture that values respect, trust, diversity, and dignity.
- establishing positive student, faculty, and parent relationships is key to student academic success.
- all students deserve a quality and well-rounded education.





DONNA ISD'S STRATEGIC PLAN

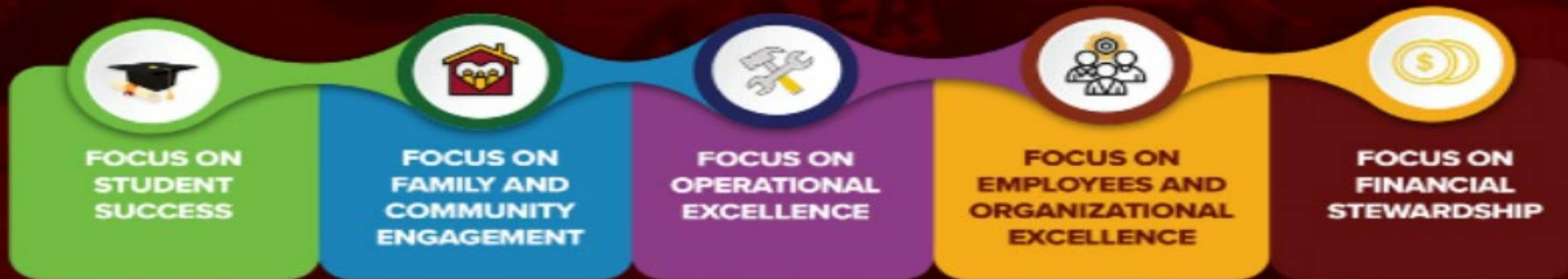
DISD GRADUATES ALL STUDENTS READY FOR COLLEGE, CAREER, OR THE MILITARY

MISSION

The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

VISION

The vision of Donna ISD is to be a bold district at the forefront of educating all students to be passionate, motivated leaders who will be a powerful force for positive change in our community, state and nation.



ALL DONNA ISD GRADUATES...



The Donna Independent School District (DISD) will not discriminate against any employee or applicant for employment because of sex, age, religion, race, color, marital status, veteran or military status, the presence of a medical condition, disability or any other legally protected status or any other basis prohibited by law.

Employment decisions will be made on the basis of each applicant's qualification, experiences, and abilities. Employee with questions or concerns relating to discrimination on a basis listed above may notify:

**Lydia Lugo, Director for Human Resources
904 Hester Avenue, Donna, Tx. 78537
Phone number: (956) 464-1600**



DONNA INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES



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District Administration

- **Superintendent of Schools: Dr. Angela Dominguez**
- **Deputy Superintendent: Rebecca Castaneda**
- **Assist. Superintendent for Human Resources: Adela Troncoso**
- **Assist. Superintendent for Support Services: Rashad J. Rana**
- **Assist. Superintendent for Business and Finance: Alfonso Perez**

Human Resources Department

Deputy Superintendent-Becky Castaneda

Director for H.R-Lydia Lugo

HR Supervisor-Laura Hernandez

Secretary for Human Resources-Maricela Cavazos: 464-1607

HR Specialist-Victoria Zavala: Ext. 1438

HR Specialist-Elizabeth Casares: Ext. 1049

HR Specialist-Erika Hernandez: 464-1605

HR Specialist-Christy Cardenas: 464-1605

HR Clerk-Ruby Alfaro: 464-1606

District Receptionist-Diana Maldonado: 464-1600





DISD SUBSTITUTE TRAINING MANUAL

- The purpose of this substitute training manual is to provide information and guidance that will guide you to be a successful substitute teacher. We are depending on our substitute teachers to support our academic vision of success for our DISD students.
- If you have questions or need additional guidance, contact the Human Resources Department @ 956-464-1606.




Donna Independent School District

2023-2024

District Calendar

Staff Development
DISD Convocation
Work Day
Planning/No School
Teacher Driven / No Meetings Team Planning / No PD

Holiday
STAAR Testing
Bad Weather Day
New Teacher Orientation
[] End of Six Weeks

8:00 AM - 3:40 PM
Elementary School
7:45 AM - 3:15 PM
Middle School
8:00 AM - 4:10 PM
High School
 TBD
DHS Graduation
TBD
DNHS Graduation

August 2023							September 2023							October 2023							November 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

December 2023							January 2024							February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6					1	2	3						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						

April 2024							May 2024							June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
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21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

Six Weeks Periods			August 2023			December 2023			April 2024		
SW1	Aug 14 - Sept 21	29	3	New Teacher Orientation		21	Work Day/Early Release		1	Bad Weather Day	
SW2	Sept 25 - Nov 2	28	7 - 8	Staff Development		22 - 29	Holiday				
SW3	Nov 6 - Dec 20	28	9	Convocation							
SW4	Jan 8 - Feb 16	29	10-11	Work Day							
SW5	Feb 19 - Apr 12	33									
SW6	Apr 15 - May 23	29									

Days of Instruction			September 2023			January 2024			May 2024		
80,960	ES Instructional Minutes		22	Planning/No School		1 - 3	Holiday		24	Work Day	
79,200	MS Instructional Minutes					4	Staff Development		27	Holiday	
86,240	HS Instructional Minutes					5	Work Day				

Semester 1			October 2023			February 2024			June 2024		
85 days			9	Bad Weather Day		12	Bad Weather Day				

Semester 2			November 2023			March 2024			July 2024		
91 days			3	Planning/No School		11 - 15	Spring Break				
176 days	Total Days		20 - 24	Holiday		29	Holiday				

Board Approved: March 7, 2023

Donna Independent School District

Payroll Department

Payroll Schedule 2023-2024 School Year

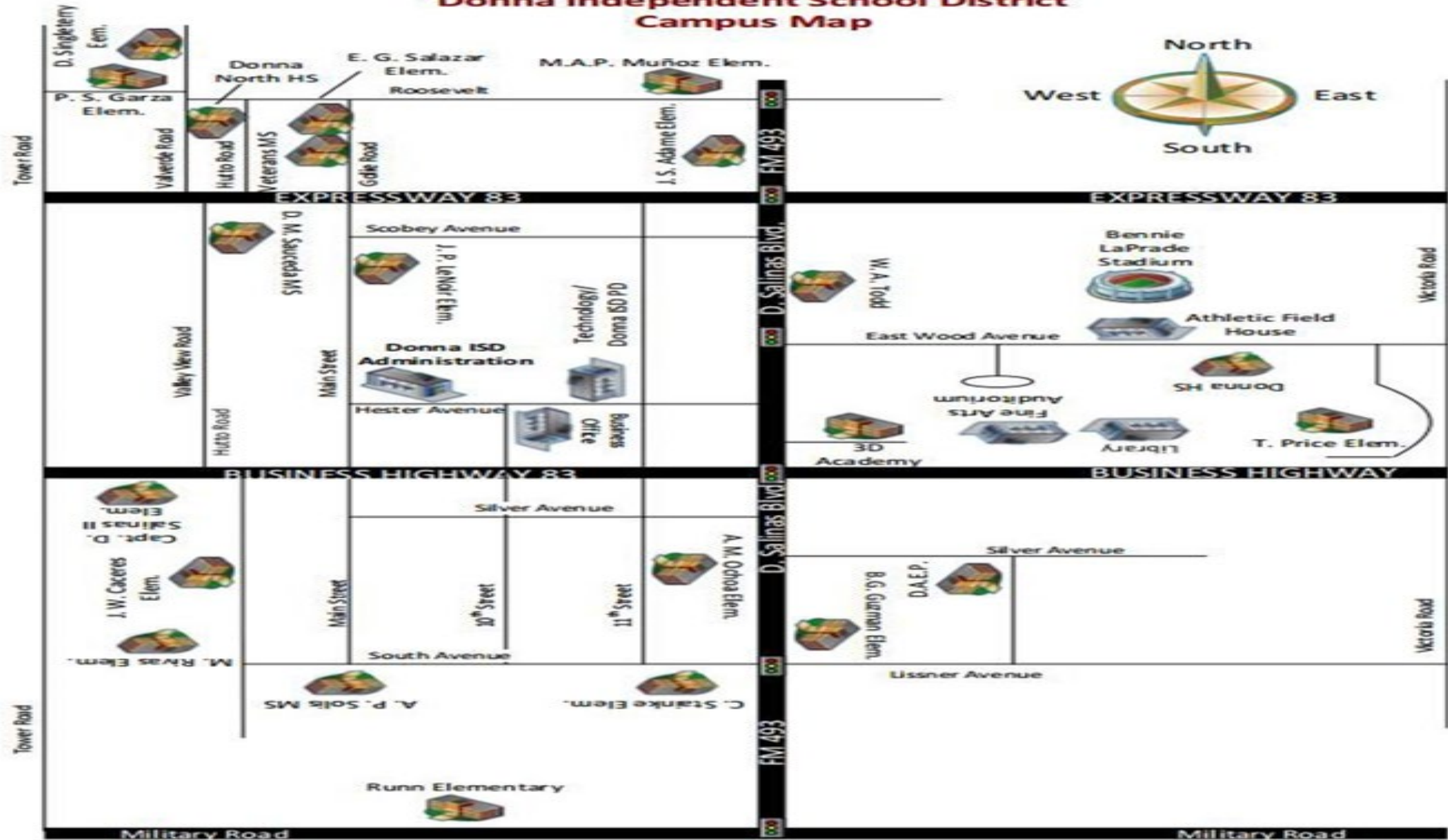
Professional and Substitute Employees

Monthly Pay Period

Monthly Payroll Number	Dates Worked		Last Day To Approve Time Cards	Payroll Check Date	HOLIDAYS
	From Sunday	To Saturday			
1	August 6, 2023	September 2, 2023	September 4, 2023	September 20, 2023	
2	September 3, 2023	October 7, 2023	October 9, 2023	October 20, 2023	
3	October 8, 2023	November 4, 2023	January 6, 2023	November 16, 2023	Bad Weather Day - October 9, 2023
4	November 5, 2023	December 9, 2023	December 11, 2023	December 20, 2023	Thanksgiving Break - November 20-24, 2023
5	December 10, 2023	January 6, 2024	January 8, 2024	January 19, 2024	Winter Break - December 22, 2023 thru January 3, 2024
6	January 7, 2024	February 10, 2024	February 12, 2024	February 20, 2024	
7	February 11, 2024	March 9, 2024	March 11, 2024	March 13, 2024	Bad Weather Day - February 12, 2024
8	March 10, 2024	April 13, 2024	April 15, 2024	April 19, 2024	Spring Break - March 11-15, 2024 Easter Holiday- March 29, 2024 / Bad Weather Day- April 1, 2024
9	April 14, 2024	May 11, 2024	May 13, 2024	May 20, 2024	
10	May 12, 2024	June 15, 2024	June 17, 2024	June 20, 2024	Memorial Day Holiday - May 27, 2024
11	June 16, 2024	July 13, 2024	July 15, 2024	July 19, 2024	
12	July 14, 2024	August 10, 2024	August 12, 2024	August 20, 2024	
1	August 11, 2024	September 14, 2024	September 16, 2024	September 20, 2024	

*First Check for the 2023-2024 School Year will be payable on September 20, 2024.

Donna Independent School District Campus Map



Substitute Teacher Expectations

Do's

- Actively monitor the students at all times
- Be Direct with students and maintain control of the class at all times.
- Only allow one student at a time to leave the classroom.
- Enforce the classroom rules and instructions left by the teacher.
- Monitor the hallway during passing periods to ensure that students arrive promptly to their next class.
- Do praise the students for a positive effort and behavior.
- Treat all students with Dignity and Respect.
- Follow the student code of conduct
- Follow Lesson Plan and teacher instructions.

Don'ts

- Don't get distracted
- Don't ask the students to direct the class
- Do not allow several students to leave the classroom at the same time.
- Do not allow students to deviate you from the lesson.
- Do not allow students to congregate around the teacher desk.
- Do not allow students to convince you to leave early.
- Do not sit behind the teacher's desk.
- You will not impose any type of punishment that is not approved by the student code of conduct.

Campus Procedures

- Cafeteria Procedures: You will follow the same lunch period as your students. At the Elementary level please ensure that you walk students to the cafeteria and escort them back to class. Students should walk in the hallways in an orderly fashion. Make sure you know the bell schedule and you keep a copy of it handy.
- Food and Beverages: Food and Drinks should only be consumed in the Teacher's lounge, not in the hallways or the classroom.
- Morning Procedures: Students will not be allowed to enter the classroom early or unaccompanied. Ensure that breakfast is distributed to each student and accounted for the breakfast count. Remember to take attendance.
- Proactive: You must actively monitor students and take an active role in their learning, sitting behind the desk is not acceptable.
- Student Passes: Please do not send a student ANYWHERE without a pass.
- Electronic Devices: do not allow students to use electronic devices during instructional time unless directed by teacher.
- Valuables: Do not leave your valuables in the classroom at any time.
- Movies/videos: Are not allowed unless it is part of the lesson plan and embedded in the students instruction.
- Visitors: All visitors need to obtain a pass from the front office, please notify a guard if you notice suspicious activity.
- School Nurse: When a student is feeling ill or is injured please provide a pass to the student and allow them to see the nurse. Never give medication to any student.

Drug Free Workplace District Policy, DH(Local)

- The District prohibits the unlawful manufacture, distribution, possession, or use of controlled substances, illegal drugs, inhalants and alcohol in the workplace.
- Employees who violate this prohibition shall be subject to disciplinary sanctions.



Sexual Harassment

What is Sexual Harassment?

- Behavior characterized by the making of unwelcome and inappropriate sexual remarks or comments in the workplace.

What is Quid Pro Quo?

- This occurs when an individual in a position of authority and offers a subordinate a benefit in exchange for a sexual favor.

What is a Hostile Environment?

- A hostile environment is created when unwelcome advances, requests, or conduct have the effect of interfering with the performance of duties



Sexual Harassment Video

<https://harassment.prohrtraining.com/training>



David's Law



- During the 85th Texas Legislature, SB 179 - "David's Law" was passed and signed into law effective September 1, 2017.
- Law named after 16 year old David Molak, high school student from San Antonio who took his life after being harassed online.
- This law requires school districts to include cyberbullying policies and notify a child's parents if he or she is a victim of bullying.

<https://www.youtube.com/watch?v=Xj6KODDKOz8>



Mental Awareness

What Is Mental Health?

- Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices.
- Mental health is important at every stage of life, from childhood and adolescence through adulthood.

Dress Code

- Professionals and paraprofessional staff are expected to exhibit good taste and professional judgement in the selection of school apparel.
- Staff shall dress neatly and more formally than students.



COMPLAINTS



- If you have a concern or complaint, you are directed to address the issue with a campus administrator (lowest level). If your complaint cannot be resolved, you may follow the formal complaint process known as a Grievance.

Employee Conduct and Welfare

- All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:
- Recognize and Respect the community
- Maintain confidentiality
- Report to work to assigned schedule.
- Notify your campus if you are unable to attend or are running late.
- Express any concerns through appropriate channels.
- Report injuries or unsafe conditions to a supervisor.



REPORT CHILD ABUSE

- Child abuse includes physical, sexual, emotional and medical abuse, as well as neglect,
- Report-It's an Obligation-48 hours to report Texas Abuse Hotline at **1-800-252-5400**.
- Child Abuse warrants a Class A misdemeanor, punishable by a fine not to exceed \$4,000, confinement in jail for a term not to exceed 1 year, or both.

VIOLATIONS/OFFENSES

- At-will employees may be dismissed at any time for any reason.
- At-will employees who are dismissed shall receive pay through the end of the last day worked.
- If an offense is serious in nature-employee will be investigated by law enforcement and possible criminal charges may be encumbered.
- Will not be allowed to apply with Donna ISD.



Safety Protocols



- Be familiar with each campus procedure guidelines
- Meet with an administrator to discuss the campus plan of each campus that you will be substitute.
- Be familiar with Safety codes.

Daily Substitute Procedures



- Substitute will pick up vacancy. (via web browser or App.)
- Report to the campus on time/to receive daily instructions.
- Collect at end of the day-receipt for your record
- Substitute [Self-Serve](#) Steps-step on what substitutes will do to pick up a teacher vacancy.

Campus Reporting Times

- Elementary 7:30-4:15 or 7:45-4:30
- Middle School 7:30-4:10
- High School 7:15-4:20/30
- Request the bell schedule from the front office to ensure time adjustments due bell schedule. Times will vary from campus to campus.

ID Badge-Employment



- All employees are required to wear ID Badge.
- If you lose your badge you will need to report to HR and Pay \$5.00 fee to receive a new one. If you do not have a badge you will not be allowed to work.
- If you decide not to substitute you will be required to turn in your ID Badge to Human resources.
- ID Picture window at HR: Tuesday-Thursday

Thank You

Any

Questions