

Substitute Handbook



**LAKE DALLAS INDEPENDENT
SCHOOL DISTRICT**

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LAKE DALLAS INDEPENDENT SCHOOL DISTRICT

DISTRICT ADMINISTRATION

LDISD Central Services

104 Swisher Road, Lake Dallas, TX 75065 (940) 497-4037

Dr. Kristin N. Brown

Superintendent
of Schools

Wes Eversole

Deputy
Superintendent/CFO

Kelly O'Sullivan

Associate
Superintendent of C&I

Karla Landrum

Executive Director of Human
Resources

CAMPUS ADMINISTRATION

Mollie Avelino, Principal Rendee Garrison, Associate Principal Jesus Gomez, Dean of Instruction Russell Lopez, Assistant Principal Arely Potts, Assistant Principal Christopher Linton, Assistant Principal Susan Duncan, Secretary	Lake Dallas High School 3016 Parkridge Drive Corinth, TX 76210 940-497-4031	(9-12)
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Dr. Kendrick Johnson, Principal Jonathan Mosby, Assistant Principal Sharee Glendenning, Assistant Principal Charlayne Hesselton Pruitt, Assistant Principal Carrie Staller, Secretary	Lake Dallas Middle School 325 E. Hundley Drive Lake Dallas, TX 75065 940-497-4037	(6-8)
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Kerri Blevins Principal Cala High, Assistant Principal Becky Martinez, Secretary	Lake Dallas Elementary School 401 Main Street Lake Dallas, TX 75065 940-497-2222	(PK-5)
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Jennifer Bryant, Principal Alyssa Stevenson, Assistant Principal Alice Dubroca, Secretary	Shady Shores Elementary School 300 Dobbs Road Shady Shores, TX 76208 940-497-4035	(PK-5)
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Jessica Bovan, Principal Ashley Fay, Assistant Principal Jourdan Jourdan, Secretary	Corinth Elementary School 3501 N. Cliff Oak Drive Corinth, TX 76210 940-497-4010	(PK-5)
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ACCEPTABLE USE POLICY

Introduction

Lake Dallas ISD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide training and access to technologies for student and staff use. Students and staff are trained annually on appropriate Internet and District network use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Lake Dallas ISD network is intended for educational purposes.
- There is no expectation of privacy. All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Lake Dallas ISD makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert Technology staff immediately of any concerns for safety or security.

Technologies Covered

Lake Dallas ISD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Lake Dallas ISD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

Lake Dallas ISD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a Technology staff member or submit the site for review. Unblock requests can be submitted directly from the blocked page, or through an Eduphoria Help Desk request.

Email

Lake Dallas ISD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Email Recovery Procedures

Lake Dallas ISD currently provides email accounts to district employees, which are hosted and archived by Google. The archiving of Lake Dallas ISD email is performed to comply with federal and state requirements pertaining to the retention of official school correspondence. Consequently, any recovery of email from the Lake Dallas ISD email archive requires 1) a written request that includes the reason for the request, the staff member accounts and/or subject matter involved, the date range of the request, and 2) approval from a campus principal, department director, or superintendent-level personnel. The Superintendent, Executive Director of HR, and the Technology Director can facilitate email recovery, but the initial request must be submitted in writing, and approved by a principal, department director, or superintendent-level personnel before email recovery will be performed.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Lake Dallas ISD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Lake Dallas ISD may provide users with mobile computers or other devices to promote learning inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to either the campus staff, or the Technology staff immediately. ***Users may be financially accountable for any damage resulting from negligence or misuse.***

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

In general, staff should keep personally-owned devices (computers, laptops, printers, mobile devices, etc.) at home. The Lake Dallas ISD Technology department will not provide support for personally owned devices. Lake Dallas ISD will not purchase toner cartridges or supplies for personally owned equipment.

In general, students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Lake Dallas ISD recognizes that the use of mobile devices in conjunction with social, Web 2.0, and other collaborative tools in support of classroom curriculum is increasing. Because of security concerns, and in an effort to efficiently manage the district network bandwidth, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from, and coordination with, LDISD Technology staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert Technology. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from Technology staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Use of @ldisd.net domain

The @ldisd.net domain is registered for sole use by Lake Dallas ISD. You are not authorized to create any personal hardware system or software application, or user account which utilizes this domain name.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Lake Dallas ISD will not be responsible for damage or harm to persons, files, data, or hardware.

While Lake Dallas ISD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Lake Dallas ISD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents (if a student)
- Detention or suspension from school and school-related activities
- Suspension of duties (if an employee of the district)
- Termination of employment, in accordance with LDISD policies and applicable laws
- Legal action and/or prosecution

GENERAL INFORMATION

LAKE DALLAS I.S.D. MISSION STATEMENT

In Lake Dallas ISD, we inspire, educate and empower our students

VISION

Small School Atmosphere, Big School Opportunities

BRIEF FACTS ABOUT LDISD

Lake Dallas Independent School District is comprised of 18.6 miles of which 9.6 square miles is inhabitable territory and 9.0 square miles which became part of Lewisville Lake upon its creation. Enrollment has increased from 1,441 in 1984-85 to just under 3,900 in 2023-2024. Lake Dallas I.S.D. is fully accredited by the Texas Education Agency.

The graphic is a strategic plan balanced scorecard for Lake Dallas ISD. At the top left is a logo of Texas with a falcon head inside a green circle. To its right is the word 'Strategic' in a script font, followed by 'PLAN BALANCED SCORECARD' in bold green capital letters. Below this is a green box titled 'WE BELIEVE' containing five bullet points about students, families, faculty, campus leaders, and the school board. Underneath are four columns, each with an icon, a priority name, and a list of objectives. The priorities are Student Success, Faculty & Staff Engagement, Parent & Family/Community Support, and Efficient Operations. At the bottom left is the hashtag '#Falcons First' in a script font. At the bottom right is a box containing the vision and mission statements. The bottom left corner of the graphic says 'Board Approved: June 2022'.

WE BELIEVE

- **Students** are growth-minded leaders who are active and respected members of the Falcon Family.
- **Parents and families** are involved and engaged members of the Falcon Family through collaborative two-way communication.
- **Faculty and staff** value collaboration and communication to develop lifelong Falcon Learners.
- **Campus leaders and principals** develop campus and faculty staff through professional development and consistent two-way communication to prepare our Falcons for the future.
- **The Superintendent and central office** motivate and develop faculty and staff to meet the academic needs of all Falcons.
- **The School Board** is a unified team of 8 that functions as a fiscally responsible team that is involved and transparent in their support of the Falcon Family.

PRIORITIES	STUDENT SUCCESS	FACULTY & STAFF ENGAGEMENT	PARENT & FAMILY/COMMUNITY SUPPORT	EFFICIENT OPERATIONS
OBJECTIVES	<ul style="list-style-type: none"> 1.1 Yearly Student Academic Growth 1.2 Student Engagement & Culture 1.3 Students are Responsible, Contributing Community Members 	<ul style="list-style-type: none"> 2.1 Faculty/Staff Recruitment & Retention 2.2 Faculty/Staff Professional Development 2.3 Faculty/Staff Engagement & Culture 	<ul style="list-style-type: none"> 3.1 Parent & Family/Community Communication 3.2 Parent & Family/Community Engagement 	<ul style="list-style-type: none"> 4.1 Ensure Strong Financial Stewardship 4.2 Well-Maintained Facilities 4.3 Safe School Environment

VISION: *Small School Atmosphere, Big School Opportunities*
MISSION: *In Lake Dallas ISD, we inspire, educate, & empower our students.*

Board Approved: June 2022

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Lake Dallas ISD adheres to a policy of equal employment opportunities for all employees. The District shall not discriminate because of an individual's race, color, handicap, religion, sex, national origin, or age.

DRUG FREE WORKPLACE

The Lake Dallas Independent School District has established a code of employee conduct that prohibits the use, possession, and distribution of alcohol and illicit drugs by employees on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory.

EMERGENCY PROCEDURES

Each school has emergency procedures that can be implemented on short notice and ensure optimum safety for students and school personnel. Principals conduct fire, tornado, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. Emergency procedures for each campus are posted. Be familiar with these procedures.

PROFESSIONAL CONDUCT

Substitutes should endeavor to maintain the dignity of the teaching profession by demonstrating personal integrity and exemplifying honesty. Each student should be dealt with in a considerate and just manner. The substitute teacher must never reveal confidential information concerning students unless law requires disclosure. Doing so could result in removal from the substitute list.

Substitutes must turn all paging devices, cellular telephones or telecommunication devices on silent or vibrate during the school day while working with students.

Physical contact with a student should occur only when an emergency situation occurs or their IEP or Behavior Plan dictates. If a problem arises, get a staff member to help you with the student. The campus principal will be called to assist if a student needs other physical contact.

TEACHER'S ATTIRE

Substitute teachers must follow the dress code for LDISD employees (see below). Jeans should not be worn in the classroom except as noted below. Exceptions will be made for inclement weather and certain CTE assignments.

SUBSTITUTE I.D.'s

Substitute I.D.'s must be worn above the beltline and visible from the front.

DRESS AND GROOMING

Substitutes must comply with the LDISD Faculty Dress Code.

Employee Dress Code - Policy DH (Local)

Lake Dallas ISD Board Policy DH (LOCAL) states “the dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.”

Appropriate professional attire, both at school and for conferences, trainings, meetings, site-visits, and other out of district functions is expected, as employees represent Lake Dallas ISD.

A District employee should serve as a role model, exemplifying high standards of professional appearance, to instill community values and proper grooming and hygiene. An employee shall be expected to maintain dress and grooming habits that project a professional image for the employee, school, and District.

Professional employees and support staff are expected to observe practical, prudent, and professional dress habits in accordance with the following:

Men – slacks with button-up dress shirt or polo shirt (tie, suit/dress coat are optional); well-groomed, neatly trimmed facial hair.

Women - dress or skirt, pant suits, slacks, or capri pants worn with appropriate blouse/shirt

Prohibited are:

- extreme personal grooming (e.g. excessive make-up, extreme hair colors, etc.)
- skirt/dress shorter than 1.5 inches above the knee, or those with slits on the side, rear, or front that extend more than 1.5 inches above the knee
- sleeveless shirts, dresses, blouses which expose undergarments or do not cover the shoulder, unless worn with covering
- tank tops, halter tops, mesh apparel, or any shirts/blouses that expose cleavage or bare midriff,
- denim jeans (of any color), except if worn with a Falcon spirit shirt on Fridays and on Wednesdays as designated by a campus principal
- jeans with holes, tears or slits
- shorts/sweatpants (exception: coaches and P.E. teachers may wear loose fitting shorts at least to mid-thigh during P.E./athletics classes)
- leggings worn without appropriate skirt or dress that extends at-least to the mid-thigh

- inappropriately-sized attire (e.g. tight fitting or baggy clothing such as shirts, blouses, dresses, pants, etc.)
- shower shoes (rubber flip flops)
- caps, hats, and other headgear worn indoors
- unkempt beards or facial hair
- exposed tattoos that contain images/wording that is deemed inappropriate
- exposed body piercings, septum piercings, or facial jewelry that are distracting to the educational environment (may not exceed a single stud or small hoop on nose.)
- jewelry or similar artifact that is obscene, distracting, or that may cause disruptions to the educational environment.

The campus/department administrator is the final authority on determining appropriate and inappropriate apparel or grooming. Please see your supervisor for questions regarding the established administrator dress code.

The campus principal/supervisor shall have the discretion to determine appropriate attire and grooming and should notify employees when their dress or grooming fails to comply with these standards.

SCHOOL PROCEDURES

RELEASE OF CHILDREN

Any outsider who comes to the classroom for information about a child, or who comes to the classroom asking that a child be released from school, must be directed to the front office.

In any event, children are not to be released from the classroom without official notice from the Principal or designee.

DISCIPLINE

The substitute is expected to maintain a certain level of discipline within the classroom. Steps must be taken to protect the students and the educational climate of the school. If you are quiet in manner, firm and fair, friendly and professional, you will find that your classes will readily adapt to your own mannerism.

Begin your class on time.

Don't try to be "one of the guys." Be friendly, but there is a vital difference between friendliness and familiarity.

When you feel there may be a need for support from the principal, don't hesitate to notify his/her office. Students who refuse to cooperate within the classroom will lose the privilege of remaining in the class.

Supervision of halls and corridors is a responsibility of all the teachers, especially between classes when pupils are coming and going at one time.

Become acquainted with the handbook and with all school policies as soon as possible. Familiarize yourself with all school procedures and regulations. Policies set forth by the school board, teacher handbooks, and student handbooks are available in the principal's office.

LESSON PLANS AND CLASSROOM PROCEDURES

It is the responsibility of the regular classroom teacher to leave detailed lesson plans for the substitute.

It is the responsibility of the substitute teacher to follow those plans as closely as possible.

Grade any written work that you have assigned before leaving the building, including any tests administered unless otherwise instructed by the teacher.

Leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the regular teacher such as bulletins, parental notes, assignments, and problems.

Avoid changing the seating arrangements or any other parts of the room organization except for temporary grouping of pupils for instruction or committee work.

CLASSROOM CARE

Each teacher should take the responsibility of seeing that the room used during the day is neat, clean, and attractive. Maintenance employees will do the major portion of the housekeeping. However, it requires very little time at the end of each class period to have students pick up trash and place it in the wastebaskets and see that the marker boards have been erased.

If you find that you need additional classroom supplies, please make the school secretary aware of your needs.

STUDENT ATTENDANCE

Secondary students:

All students are required to have a written admittance pass from the Front Office/Attendance Office for any absence, excused or unexcused.

Any student that does not have a written admittance pass must be sent to the Front Office/Attendance Office.

At the secondary level, when a student presents a tardy slip or admittance pass upon arriving to class, tardiness should be annotated on the Teacher's Student Roster (paper) before sending it to the front office.

Elementary Students:

When a student presents a tardy slip upon arriving to class, tardiness should be reflected when taking attendance for the day.

All students:

Students are to remain in the classroom except in cases of emergencies. Bathroom visits and drinks should be taken care of between classes.

Students approved to participate in school related activities will not be counted absent from school.

SUBSTITUTE PAY RATES

Effective December 2020

Certified Substitute working for a teacher:

\$110.00 per day

\$125.00 per day after the 10th day in a long term assignment for the same teacher.

Degreed Substitute working for a teacher: (Must be Bachelor's Degree or above)

\$100.00 per day

\$115.00 per day after the 10th day in a long term assignment for the same teacher.

Non-degreed Substitute working for a teacher:

\$90.00 per day

\$105.00 per day after the 10th day in a long term assignment for the same teacher.

Substitute working for an aide:

\$90.00 per day

No additional increases

Registered Nurse:

\$150.00 per day

No additional increases

PERSONNEL FILES

To be on the approved substitute list, all applicants must have the following information in their file:

1. Completed Substitute Teacher application.
2. Copy of high school diploma/transcript or original college transcript
3. Copy of Teaching Certificate (if applicable).
4. Copy of acceptable documents listed on the back of the I-9 form.
5. FERPA training (Certificate provided upon completion).
6. You must have declined or accepted insurance benefits.

It is the responsibility of the Substitute to keep the Human Resources Department informed of any changes of address, telephone numbers, credentials, and availability.

No substitute teacher will be considered active without a completed and approved file.

NOTICE OF RESIGNATION

All resignations should be submitted in writing to:

Lake Dallas ISD Attention: Robin Carroll
P.O. Box 548
Lake Dallas, Texas 75065

Or a signed correspondence via email to:

rcarroll@ldisd.net

****Please note that LDISD substitute teachers are required to accept, at minimum, 12 jobs per semester. At the District's discretion, a substitute who does not accept the minimum required amount of jobs may be removed from active status and terminated. Exceptions to this rule, such as extenuating circumstances, may be considered but must be pre-approved.**