



**GUEST TEACHER  
HANDBOOK  
CEDAR HILL ISD  
2024-25**

# **Cedar Hill ISD**

## **GUEST TEACHER HANDBOOK 2024-2025**

If you have difficulty reviewing the information in this document because  
of  
a disability, contact the human resources department.

NOTE: In the event of a discrepancy between any information contained in  
the substitute handbook and board policy, and board policy will govern.

## **Non-Discrimination Statement**

It is the policy of the Cedar Hill Independent School District not to discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its employment, admission, or in providing education or access to benefits of educational services, activities, and programs.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment 9. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Hallema Jackson  
Assistant Superintendent of Human Resources  
285 Uptown Blvd.  
Cedar Hill, TX 75104  
972-291-1581 (x4038)  
[hallema.jackson@chisd.net](mailto:hallema.jackson@chisd.net)

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the Age Discrimination Act coordinator for concerns regarding discrimination on the basis of age:

Hallema Jackson  
Assistant Superintendent of Human Resources  
285 Uptown Blvd. Suite 300  
Cedar Hill, Texas. 75104  
972-291-1581 x 4035  
[hallema.jackson@chisd.net](mailto:hallema.jackson@chisd.net)

The district designates and authorizes the following employee as the Americans with Disabilities Act/Section 504 coordinator for concerns regarding discrimination on the basis of a disability and all other concerns regarding discrimination:

Dr. Norbert Whitaker  
Executive Director of Student Services  
285 Uptown Blvd Suite 300  
Cedar Hill, TX 75104  
972- 291-1581 X 4232  
[norbert.whitaker@chisd.net](mailto:norbert.whitaker@chisd.net)

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# Notice to Employees Regarding Reports of Child Harassment or Abuse

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Sexual abuse and harassment of students by district employees are forms of discrimination and are prohibited by law. Sexual abuse of a student is a crime punishable by imprisonment. These behaviors will not be tolerated by the Cedar Hill Independent School District's Administration or Board of Trustees. Employees engaging in inappropriate conduct with students will face possible termination.

All students, ***regardless of their age***, are protected and shall not be sexually abused or harassed by an employee. Romantic or inappropriate social relationships between students and district employees are prohibited.

The law requires that any suspicion of child abuse be reported to the appropriate agency. Any person having cause to believe that a student's physical or mental health or welfare has been or may be adversely affected **shall** make a report to Child Protective and Services or a law enforcement agency, and inform his or her immediate supervisor or a central office administrator.

**Failure to make a report is a crime punishable by a fine, imprisonment, or both. Suspected abuse must be reported to the appropriate agency within 48 hours.**

A person who makes a report in good faith is protected by law from civil or criminal liability and will be protected from retaliation for reporting.

# Introduction

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Welcome to Cedar Hill Independent School District. We are situated in one of the fastest growing communities in the area. Families from around the state are drawn to our historic area for its scenic beauty and the educational value. They are inspired by our district's reputation of providing students with a quality education.

Cedar Hill ISD focuses on making a positive and significant difference in students' academic performance while stressing achievements and excellence at all levels. The district's curriculum is balanced with extracurricular activities that offer students the opportunity to explore their various interests as well as develop and sharpen their skills and talents. The effectiveness of these programs relies on people like you who give students the desire to learn and excel. The purpose of this handbook is to inform you of important information about your employment in the district and working with students of the CHISD. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the human resources office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Nothing in this handbook supersedes or contradicts district policy or changes any aspect of the employment relationship.

All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the Cedar Hill ISD Board of Trustees. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. CHISD policy is available online through a direct link at [www.chisd.net](http://www.chisd.net).

# Superintendent's Message

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Dear Cedar Hill ISD Guest Teachers,

You play an incredibly vital role in the education of our scholars. With a large staff, our classroom educators will inevitably have times when they won't be able to be in the classroom – from illnesses to family emergencies to field trips and conferences.

That is where you come in. You're expected to continue educating our scholars at the highest level, so they won't miss a beat when their classroom teacher returns to campus.

We fully expect that you will familiarize yourselves with the policies and procedures outlined in the CHISD Employee Handbook so that you will have a firm understanding of the district.

Whether you're only guest teaching for a few days or serving as a long-term guest teacher, we're grateful for your future contributions to Cedar Hill ISD.

At the end of each year, we honor our Guest Teachers during the annual Leadership & Service Awards, under the category of Guest Educator of the Year. Last year, Dr. Samuel Ogbonna of Plummer Elementary was named Guest Educator of the Year while serving as a guest Assistant Principal on the campus.

Sincerely,

Dr. Gerald B. Hudson  
Superintendent  
Cedar Hill Independent School District  
Sincerely,

# Statement Of Values

---

- As employees of this district we understand that everyone with whom we come in contact is our customer and we will care for them and treat them with common decency, courtesy, and respect.
- We will take actions to exceed the expectations of our internal and external customers.
- We will strive to make a personal connection and form a partnership with each customer.
- We will eliminate the causes of customer dissatisfaction and transform the disgruntled person into a satisfied customer.

## Who Are Our Customers?

---

Who are our customers, really? Too often we limit our definition of customers as someone who is outside of our organization. If we look up the word **customer** in the dictionary, we will find two definitions: 1) someone who buys, and 2) a person with whom one has dealings. It is this second definition that we will focus on in this manual.

Customers fall into external and internal categories and the success of our organization in part depends on how we treat all of our customers.

### External Customers

These are people who we deal with either face-to-face or over the phone, and do not necessarily work for the organization but have other business with us such as our students, parents, volunteers, delivery persons, and vendors.

### Internal Customers

These people work inside the organization and rely on you for the services, products, and information that they need to get their jobs done. They are not traditional customers, yet they need the same care you give to our external customers.

By expanding our definition of customer to include your co-workers, we are taking a vital step toward excellent service.

The internal customer chain works both ways. Sometimes you are the customer and other times you are the service provider. For example, a co-worker may come to you and ask for a printout of a report. In this case, you are the service provider because you are giving what is needed. However, 10 minutes later you may turn around and go to that same co-worker and ask for help on a project; now you are the customer.

Your definition of service shapes every interaction you have with your customers. If you hold the common idea that service is only giving the customer what he wants, you may well paint yourself into a corner every time a customer asks for something that is impossible for you to provide. If, on the other hand, you expand your definition of service to include *fulfilling the multitude of less obvious customer needs*, you will never encounter a time when you can't



provide the customer with some level of service. By addressing the less obvious customer needs such as listening with empathy to customers when they have a problem or providing options and alternatives when you can't give them exactly what they want, you are ensuring that the customer leaves with some level of satisfaction.

One employee from our district is recognized at each regularly scheduled board meeting for providing stellar customer service. Our goal is to have our customers satisfied and saying good things about us; we can only reach that goal with each of us doing our part.

## Guest Teacher Job Description

**Job Title:** Guest Teacher

**Wage/Hour Status:** Exempt

**Reports to:** Campus Principal

**Pay Grade:**

**Dept./School:** Assigned Campus

**Date Revised:** August 15, 2022

### Primary Purpose:

- Enables students to continue their education with minimal interruption in the absence of the classroom teacher.

### Qualifications:

- Proof of completion of 60 accredited hours at an institution of higher education.
- Completion of Cedar Hill ISD's Substitute Orientation Process.
- Have interpersonal skills to work well with children, parents, and school staff.

### Major Responsibilities and Duties:

- Reports to the building principal and or school substitute coordinator upon arrival at the school building.
- Reviews with the principal, department head, or team leader all plans and schedules to be followed during the school day.
- Maintains effective classroom management and supports building-wide standards and policies for safety and health.
- Teaches lessons outlined and described in lesson plans as prepared by the teacher.
- Assumes responsibility for overseeing pupil behavior in the classroom and other teacher assigned locations.
- Writes a summary of work completed by students for the classroom teacher to read upon return.
- Follows all policies, rules, and procedures to which teachers of record are subject and which good teaching practice dictates.
- Maintains required inventory, equipment, and records.
- Other duties as assigned.

### Terms of Employment:

- On a daily basis as called. Salary is to be established by the CHISD School Board.

### Supervisory Responsibilities:

- This job requires supervision of the classroom and students.

### Physical Demands:

- Moderate physical activity, which includes standing, stooping, bending, lifting, walking, moving small stacks of books and other classroom equipment.
- Ability to see within normal parameters.
- May have biological exposure to bacteria and communicable disease.

**Mental Demands:**

- Ability to communicate (verbal and written).
- Ability to instruct.
- Ability to maintain emotional control under stress.
- Ability to make rational and quick decisions.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing essential job functions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level in the work environment is usually moderate.

**Evaluation:**

- The Superintendent or designee shall have the authority to remove a guest teacher's name from the available guest teacher list.

**NOTE:** *The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*

**RETIRED TEACHERS:**

**CHISD teachers who retire in the spring of the current school year may not begin to Guest Teach in CHISD until September 1, of the same school year.**

**TRS Retirees:** An employee retired from a Texas school district, currently drawing annuity and benefits from TRS, may Guest teach as many days as desired following one complete calendar month of non-work. Guest Teacher compensation for retired Texas school district employees will be the usual and customary pay established for substitute teachers in the District.

# Cedar Hill ISD Campus Information

| Campus                     | Coordinator           | Address                   | Phone Number/Ext          |
|----------------------------|-----------------------|---------------------------|---------------------------|
| Collegiate Prep Elementary | Brenda Mason-Dyess    | 975 Pichard Dr.           | 972-293-4502 ext: 6306    |
| High Pointe Elementary     | VACANT                | 1351 High Pointe Ln.      | 972-291-7874 ext: 6703    |
| Highlands Elementary       | Sandra Medina         | 131 Sims Dr.              | 972-291-0496 ext: 5804    |
| Lake Ridge Elementary      | Susan Granville Amadi | 1020 Lake Ridge Pkwy.     | 972-291-4058 ext:<br>5307 |
| Plummer Elementary         | Lakiesha Wallace      | 1203 South Clark Rd.      | 972-291-4058 ext: 5903    |
| Waterford Oaks Elementary  | Stormy South          | 401 N. Waterford Oaks Dr. | 972-291-5290 ext: 5403    |
| Bessie Coleman Middle      | Brittney Anderson     | 1208 E. Pleasant Run      | 972-293-4505 ext: 8303    |
| W.S. Permenter Middle      | Donna Padron-Haddock  | 431 West Parkerville Rd   | 972-291-5270 ext:8003     |
| Collegiate Academy & HS    | Delecia Key           | 1515 W. Beltline Rd.      | 469-272-2050 ext: 7809    |
| Cedar Hill High School     | Shirley McShan        | 1 Longhorn Blvd.          | 469-272-2000 ext:7018     |
| STRIVE Academy             | Pamela Munson         | 1515 W. Beltline Rd.      | 972-293-4504 ext: 4205    |

## Assignment Work Hours:

| Campus Level  | Full Day  | Half Day AM | Half Day PM |
|---------------|-----------|-------------|-------------|
| Elementary    | 7:35-3:35 | 7:35-11:35  | 11:35-3:35  |
| Middle School | 8:15-4:15 | 8:15-12:15  | 12:15-4:15  |
| High School   | 6:55-2:55 | 6:55-10:55  | 10:55-2:55  |

**Guest teachers may be asked to report 30 minutes before and after the start of school. That time is accounted for in the assignment work hours.**

**Below is the guest teacher pay rate. Please click on the link to view the document.**

**[Guest Teacher Pay Rates 2024-2025](#)**



**CEDAR HILL ISD  
2024 - 2025 PAYROLL SCHEDULE**



| HOURLY/PART-TIME/SUBSTITUTIVE<br>Semi-Monthly<br><i>*Indicates 3 week period</i> |            |               |                |               |
|--|------------|---------------|----------------|---------------|
| Month  | Pay Period |               | Due to Payroll | Pay Date      |
|  | Begin      | End           |                |               |
| July   | 06/02/24   | 06/15/24      | 06/20/24       | 06/28/24      |
|  | 06/16/24   | 06/29/24      | 07/08/24       | 07/15/24      |
| August   | 06/30/24   | 07/13/24      | 07/18/24       | 08/01/23      |
|  | 07/14/24   | 07/27/24      | 08/01/24       | 08/15/24      |
| September  | 07/28/24   | 08/17/24      | 08/22/24       | 09/02/24      |
|  | 08/18/24   | 08/31/24      | 09/05/24       | 09/13/24      |
| October  | 09/01/24   | 09/14/24      | 09/19/24       | 10/01/24      |
|  | 09/15/24   | 09/28/24      | 10/03/24       | 10/15/24      |
| November   | 09/29/24   | 10/12/24      | 10/17/24       | 11/01/24      |
|  | 10/13/24   | 10/26/24      | 11/07/24       | 11/15/24      |
| December   | 10/27/24   | 11/09/24      | 11/14/24       | 12/02/24      |
|  | 11/10/24   | 11/30/24      | 12/05/24       | 12/13/24*     |
| January  | 12/01/24   | 12/14/24      | 12/19/24       | 01/02/25      |
|  | 12/15/24   | 01/04/25      | 01/07/25       | 01/15/25*     |
| February   | 01/05/25   | 01/18/25      | 01/23/25       | 02/03/25      |
|  | 01/19/25   | 02/01/25      | 02/06/25       | 02/14/25      |
| March  | 02/02/25   | 02/15/25      | 02/20/25       | 03/03/25      |
|  | 02/16/25   | 03/01/25      | 03/06/25       | 03/14/25      |
| April  | 03/02/25   | 03/15/25      | 03/24/25       | 04/01/25      |
|  | 03/16/25   | 03/29/25      | 04/03/25       | 04/15/25      |
| May  | 03/30/25   | 04/19/25      | 04/24/25       | 05/01/25*     |
|  | 04/20/25   | 05/03/25      | 05/08/25       | 05/15/25      |
| June   | 05/04/25   | 05/17/25      | 05/22/25       | 06/02/25      |
|  | 05/18/25   | 05/31/25      | 06/05/25       | 06/13/25      |
| Summer Sch   | 6/2025 TBD | 6/27/2025 TBD | 6/20/2025 TBD  | 6/27/2025 TBD |

| MONTHLY** |          |
|-----------|----------|
| Month     | Pay Date |
| July      | 07/15/24 |
| August    | 08/15/24 |
| September | 09/13/24 |
| October   | 10/15/24 |
| November  | 11/15/24 |
| December  | 12/13/24 |
| January   | 01/15/25 |
| February  | 02/14/25 |
| March     | 03/14/25 |
| April     | 04/15/25 |
| May       | 05/15/25 |
| June      | 06/13/25 |

| EXTRA DUTY PAY<br>Monthly |            |          |                |          |
|---------------------------|------------|----------|----------------|----------|
| Month                     | Date Range |          | Due to Payroll | Pay Date |
|                           | Begin      | End      |                |          |
| July                      | 06/02/24   | 06/29/24 | 07/08/24       | 07/15/24 |
|                           | 06/30/24   | 07/27/24 | 08/01/24       | 08/15/24 |
| August                    | 07/28/24   | 08/31/24 | 09/05/24       | 09/13/24 |
|                           | 09/01/24   | 09/28/24 | 10/03/24       | 10/15/24 |
| September                 | 09/29/24   | 10/26/24 | 11/07/24       | 11/15/24 |
|                           | 10/27/24   | 11/30/24 | 12/05/24       | 12/13/24 |
| October                   | 12/01/24   | 01/04/25 | 01/08/25       | 01/15/25 |
|                           | 01/05/25   | 02/01/25 | 02/06/25       | 02/14/25 |
| November                  | 02/02/25   | 03/01/25 | 03/06/25       | 03/14/25 |
|                           | 03/02/25   | 03/29/25 | 04/03/25       | 04/15/25 |
| December                  | 03/30/25   | 05/03/25 | 05/08/25       | 05/15/25 |
|                           | 05/04/25   | 05/31/25 | 06/05/24       | 06/13/25 |

**\*\*Professionals & Para-Professional New Hires:**

**First paycheck information**

Start date of the First (1st) through the Fifth (5th) day of the month: Receive a Pro-rated check on pay day  
 Start date on or after the Sixth (6th) day of the month: Receive a Full check the following month on pay day

Payroll Schedule may be subject to change if circumstances beyond control are required

**[District Calendar 2024-2025](#)**

# Classroom Instruction

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The guest teacher should endeavor to preserve the regular routine of the classroom. They are to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with another teacher, team leader, department chair, and or campus administrator for assistance. At no time should a guest teacher develop lesson plans unless expressly asked to do so.

The guest teacher is to take an active role in classroom instruction. Reading personal materials, sleeping, working on personal projects, etc. is unacceptable and may result in deactivation from the guest teacher system.

The guest teacher should not assign written tasks and leave it to be graded except at the request of the teacher.

The guest teacher has the same responsibility (as the regular teacher) for the students, equipment, and materials assigned to his/her care. All materials and equipment used by the guest teacher are to be returned to the proper authority or original location before the guest teacher leaves the campus.

When individual students cause disruptions to the learning environment, the guest teacher should refer those students to the campus administration with a referral or a note explaining the circumstances. NEVER administer corporal punishment or physical contact of any kind.

The guest teacher should leave a brief summary of the day's activities by class period. The teacher needs to know what portion of the lesson each individual class was able to complete.

If classroom rosters are not available for attendance, contact the campus administrator or guest teacher coordinator.

# Classroom Management

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***Classroom management can be the most challenging aspect of a guest teacher's job. The following suggestions may be helpful to you.***

- Learn the names of students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Start the day promptly, firmly, and concisely.
- Be fair, friendly, and consistent.

- Be sure that students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful and so do you.
- Use praise generously and show respect for students.
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for deactivation from Absence Management (our guest teacher system).
- Vocabulary should be appropriate for the classroom.
- Remain calm and relaxed. Don't lose control or your cool.
- Monitor student movement and activity closely.
- NEVER leave students unsupervised.

**NOTE:** The office of Human Resources works collaboratively with campus administrators to resolve concerns regarding guest teacher performance. Consequences resulting from subsequent investigations are under the direction of the office of Human Resources.

## Professional Ethics

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- The guest teacher has a professional responsibility even though they are not a contracted teacher.
- Caution should be used in expressing personal opinions about what is seen or heard in the classroom or on the campus.
- Comments comparing one school to another or comparing the students in one neighborhood or campus to another are inappropriate.
- Under no circumstances should a guest teacher criticize curriculum, classroom procedures, campus teachers, or administrators in front of students.
- The guest teacher is responsible for carrying out the lesson plans left by the teacher.
- A guest teacher's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- The guest teacher is expected to perform all of the duties of the teacher of record unless the principal releases the guest teacher from a particular duty.
- The guest teacher is not expected to perform the extra-curricular or co-curricular duties of

the regular teacher (football practice, band practice, after school club, meetings, etc.).

However, all guest teachers are required to do dismissal duty.

- A guest teacher should **NEVER** leave a class/classroom unattended or leave the campus during regular school hours without checking with the school staff.
- A guest teacher is looked upon as a professional; therefore they should exercise discretion and good judgment in their choice of apparel and conversation.

## Administering Medication to Students

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Only designated employees can administer prescription medication, non prescription medication, and herbal or dietary supplements to students. A student who is required to take medication during the school day must report to the nurse's office. Only a properly licensed nurse, or a nurse substitute working in the nurse's office may dispense medication.

## Discrimination, Harassment, and Retaliation

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The official policy of this school district is that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner that encourages and promotes positive relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate conduct. Such conduct is inappropriate and will not be tolerated. Guest teachers receive training regarding, discrimination, harassment, and retaliation during guest teacher orientation.

## Employees Alcohol and Drug Policy

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CHISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the



Texas Controlled Substances Act during working hours may be dismissed.

# Common Causes for Removal from the CHISD Guest Teacher System

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Unprofessional conduct on the campus or in the classroom included, but are not limited to:

- Not following the teachers' lesson plans/instructions.
- Frequently canceling or being late to assignments.
- Inappropriate use of technology devices.
- Violating the substitute technology policy by using personal technology during instructional time.
- Poor classroom management skills.
- Not canceling an assignment properly.
- Making inappropriate verbal comments (to staff or students).
- Embarrassing Students: academically, physically, mentally or emotionally intimidating or frightening students.
- Yelling or screaming or telling students to "shut up."
- Making personal comments regarding sensitive subject matter (i.e. ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values, sexuality).
- Inappropriate physical contact such as horseplay, disciplinary measures, or sexual contact.
- Sporadic work history (**not working the mandatory three assignments per month**).
- Inappropriate dress (see substitute dress code).
- Falsification of information on documents used for consideration of employment.
- Failure to comply with board policy, campus policy or administrative directives.
- Committing acts which constitute lewdness, indecency or pornography.
- Committing acts which constitute a felony or a misdemeanor involving moral turpitude.
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime.

- Continued campus concerns and requests for campus blocks.

# Guest Teacher Discipline Management Plan

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Campus concerns regarding substitute conduct or job performance are forwarded for review along with the documentation of the concern. Documentation includes an overview of the concern along with the supporting statements from the substitute teacher, teacher (s), staff or students as appropriate.

- Initial concerns are sent by the campus administrator.
- Campus administration must investigate the incident and forward subsequent documentation in a timely manner. Once a concern has been raised;
- Temporarily deactivated from Absence Management and notified to contact Katie Williams at 972-291-1581 ext. 4039.
- Depending on the nature of concern, the statements provided, the substitute input and the conference with the Director HR, once of the following courses of action may take place:
  1. The concern can be dismissed, and the substitute reinstated.
  2. The concern can simply be noted in the substitute file and the substitute reinstated to full active status.
  3. The substitute can be blocked from the campus submitting the concern.
  4. The substitute can be blocked from an entire campus level (i.e. all high schools).

## Best Interest Letter

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Substitutes that are permanently deactivated from the substitute roster will receive a “Best Interest” letter via email. This letter contains the following non-negotiable statement. **“After review of your substitute discipline record and your input regarding the campus incident (s) of concern, it has been determined , in the best interest of the district, that your name be removed from the substitute list and you cannot continue to substitute for the Cedar Hill School District.”**

# Continuation of Employment

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Cedar Hill ISD will afford substitute employees the opportunity to return for continued employment by completing and returning the Letter of Reasonable Assurance (LORA). This opportunity is available to all substitutes who have performed their duties in an acceptable manner during the year and have ended the year with an active status.

## Dress Code

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All substitutes shall maintain a neat, clean, and professional appearance. Employees will follow the **Daily Professional Standard of Dress** rules below:

- No Shorts.
- Pants should be below the knee.
- **No jeans or coveralls of any color (see jean day exception below).**
- Skirt length for women should be no shorter than three inches above the knee.
- No sweats or wind suits.
- No legging as pants (allowed if worn under appropriate length dress or extra-long shirt/sweater).
- Stirrup pants may be worn if sized properly.
- Halter tops, sleeveless tops, large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Tops must cover the entire torso at all times.
- Sleeveless shirts/tops must cover undergarments.
- Men shall wear collared shirts or banded shirts.
- No T-Shirts (\*exception below).
- Shoes must be worn at all times.
- No house slippers.
- No rubber or plastic flip-flops.

**\*Dress Code Notes:**

Jean Day Exception-Guest Teachers may wear nice jeans (no cutoffs, ripped, or sagging jeans) on Fridays or at campus principal's discretion.

Approved long-term guest teachers may participate in any campus special dress code days. Guest Teachers in P.E. and self-contained Special Education classes may dress in attire that is appropriate for the unique classroom environment and activities for the learning process.

# Frequently Asked Questions

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## **What do I do if I accept an assignment but need to cancel?**

Absence Management does not give the option for substitutes to cancel an assignment after you have accepted it. Proper procedure to cancel an assignment is to call the Campus Absence Management contact and let them know the reason you must cancel. If you are unable to reach the Absence Management contact, then call the main school line to SPEAK To an office staff member. Next, follow up with an email to the campus contact. The phone number and email address for individuals is listed

## **How much notice should I give when I need to cancel an assignment?**

As soon as you know you cannot honor your commitment, you should contact the campus. The longer you wait to cancel, the harder it is for the campus to get someone to replace you. A delay in canceling can cause you to be blocked from that campus.

## **What do I do if I am going to be late?**

Call the campus Absence Management contact person (if unable to reach them, all school's main line and speak directly to an office staff member) as soon as you can let them know you are on the way and why you are late.

## **I created a Non-Work day in Absence Management but now would like to work on that day. How do I delete this from the system?**

When you log into Absence Management, you will see your current month calendar as well as the next months. Click on the day you have marked as a non-work day. You will see a small trash can next to the non-work day information. Simply click on the trash can, confirm your section and it will be deleted. See the Absence Management Quick Start Guide for more information.

## **Is it really necessary to wear my substitute ID badge?**

Yes. All district employees are required to wear badges at all times. This is a safety measure that we have in place to show who we are and that we are current employees of the district.

## **What do I do if I lose my badge?**

Replacement badges can be obtained on Tuesdays 9:00-11:00 a.m. or Thursdays 2:00-4:00 p.m.

## **When is the best time to look for assignments?**

Absence Management is in real time so assignments are posted and can be accepted 24 hours a day, seven days per week. Substitutes can see assignments up to seven days in advance.

## **Why can't I log into Absence Management?**

If you cannot log into Absence Management after you have been activated into the system, please call the substitute office. There may be a technical problem or you may have been deactivated.

**Is it okay for me to talk on my cell phone or quietly text message/use social media during class time?**

No. Please refer to the use of technology expectations in this handbook.

**Am I allowed to use computers at school or bring my own, anytime during the day to look for assignments, check email, or do my own school work?**

No. Please refer to the use of technology expectations in this handbook.

**What do I do if I need to use the technology in the classroom?**

Do not use other employees' passwords. If the teacher leaves instructions to use technology, use your District Login and Password to activate the system and follow the lesson plan as indicated.

**What if the teacher leaves her technology access codes for me to use?**

Teachers are not permitted to share their access codes. Substitutes are to utilize their own user ID and Password to access technology.

**Can I leave campus for lunch?**

Yes. Substitute teachers are entitled to a 30 minute lunch and must be in the classroom at the beginning of the period following lunch. If substitutes choose to leave the campus for lunch, they must let the office know.

**Will I be given a conference period?**

Substitutes are not guaranteed a conference period. The conference period is not an off period or block. This time period is set aside for teachers to plan and conference with parents. Substitutes would not have these duties unless they are long-term. During this time, substitutes may be asked to substitute in other classrooms.

**How and when do I get paid?**

Please see the payroll schedule.

**What do I do if I have a problem or concern about a campus assignment?**

Please let the campus Substitute Coordinator know. If you still have concerns, you can contact the Human Resources department (preferably the same day) at (972) 291-1581 ext 4039.

**How often do I have to work to avoid being deactivated for inactivity and how do I get back on the active list?**

You must work a minimum of **three (3)** assignments every month. A sporadic work history can result in deactivation.

**What do I do if I no longer wish to substitute?**

Please submit your request in writing via e-mail to [kate.williams@chisd.net](mailto:kate.williams@chisd.net) to be removed from the substitute list and turn in your badge to the Human Resources department.

# Checklist for Guest Teachers

## HAVE YOU?

- Reported to the office upon arrival?
- Asked about special activities going on that day?
- Reviewed all contents in the substitute folder?
- Looked for the emergency wall charts and evacuation maps?
- Prepared all materials needed for the day?
- Wrote your name on the board?
- Introduced yourself to the neighboring teachers or department heads?
- Started class on time?
- Followed the teacher's lesson plans?
- Involved all students in some way?
- Fulfilled the teacher's extra duties?
- Picked up the students' work?
- Left the room orderly, with items used returned to their proper place?
- Left a note for the teacher?
- Followed the end of day check out procedures in the front office?

# Guest Teacher Technology Resources

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Cedar Hill Independent School District  
Guest Teacher Information Sheet  
**Melissa Ashely**

**Skyward Guest Teacher Access is the system location for Personnel Information, Payroll, W-4 Information, etc.**

For access to “Employee Access”,

1. Go to [www.chisd.net](http://www.chisd.net)
2. Click on **Staff**
3. Click on **Skyward Finance/Employee Access**
4. Enter your login information below
5. Change the drop box to **Employee Access**, then click **Sign In**

**Listed below is your “Login” and “Password” for access into the district’s network.**

## **Employee Login and Password**

**Login:** [melissa.ashley](#) (lower case)

**Password:** [chisd](#) (lower case)

**On your first login attempt as a new hire, the system will prompt you to change your password information. Once the password is changed, the Human Resources Department will no longer have access to your password. If you forget your password, click on “Forgot your login or password” found on the login screen.**

**Should you have any questions regarding your Employee Information, contact [substitutedesk@chisd.net](mailto:substitutedesk@chisd.net) or call 972-291-1581 x 4039 in the Human Resources Department.**

**Please note:** If you have pop-up blocker set-up on your computer, you will need to change your pop-up blocker button.

## **Absence Management Absence Management System**

### **Assignment (Accepting)**

Substitutes can accept assignments via the phone, internet, or using the Frontline App. Once you have been processed into Absence Management you will receive a *Welcome Letter* with your ID number and PIN numbers. The letter will explain how to access Frontline/ Absence Management. An overview can also be found in this manual.

### **Assignments (Canceling)**

**Only the campus can cancel assignments.** There is no way for you to do this yourself in Absence Management. The substitute office cannot cancel jobs for you.

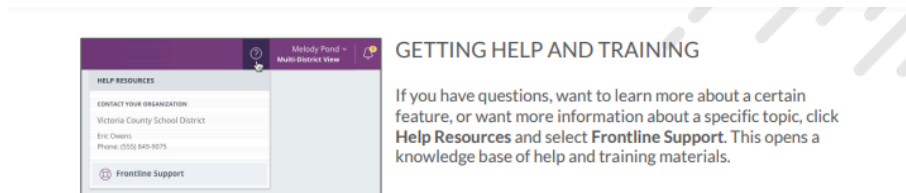
- Verbally cancel assignments in a timely manner.
- Call the Absence Management Campus Contact/Substitute Coordinator and follow up with a written email.
- If unable to reach the Campus Contact/Substitute Coordinator, call the main school line and speak to an office staff member, then follow up with an email to the Absence Management Campus Contact/Substitute Coordinator.
- Email the Campus Contact/Substitute Coordinator(Not the Substitute Office). **Note: The email should be sent in addition to calling. It does NOT replace the phone call.**
- Note in the email when you called (date and time) and who you spoke with.
- Reiterate your reason for canceling.

### **Absence Management/Frontline Automated Calls**

*If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes in an effort to fill the job.*



Keep in mind, Absence Management will call about one job at a time, even if you are eligible for other jobs. You can always call into Absence Management to hear a list of all available jobs. When the system calls, be sure to say a loud and clear "Hello" after you answer. This response confirms to the system that you picked up the call and prompts it to list the options.



### 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.

© 2018 Frontline Education



When you receive a call from Absence Management, you can:

**Listen to available jobs** **Press 1**

Enter your PIN number followed by the # sign

-

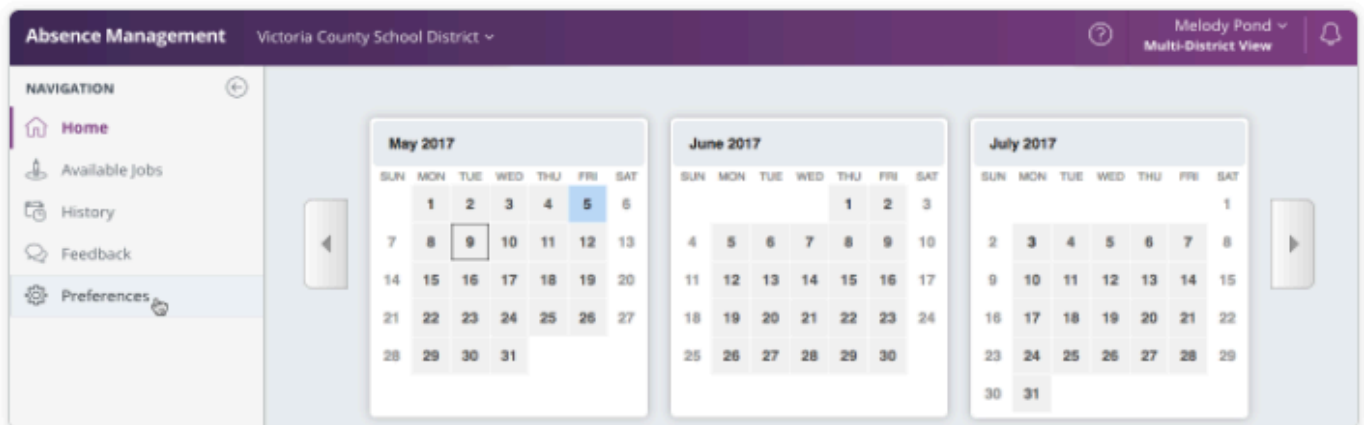
*If you opt to listen to jobs, the system will list the job details, and you will have the opportunity to accept or reject a job.*

| <b>Additional Call Options</b>   | <b>Press Options</b> |
|--|----------------------|
| Prevent Absence Management from calling again today                    | <b>Press 2</b>       |
| Tell Absence Management the Sub it is trying to reach is not available | <b>Press 3</b>       |
| Prevent Absence Management from ever calling again                     | <b>Press 9</b>       |

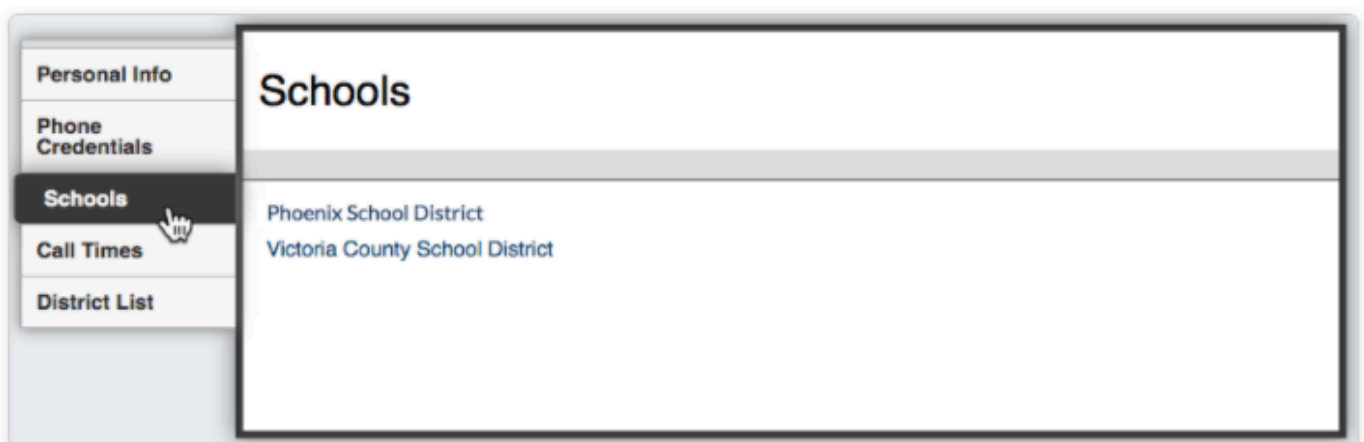
## Campus Preferences

A school preference list identifies the locations within a district where you do and do not want to work. You can manage your list by selecting the **Preferences** option in the side navigation.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.



Once you access the Preferences section, select **Schools** in the side bar and choose a district, if applicable.



The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

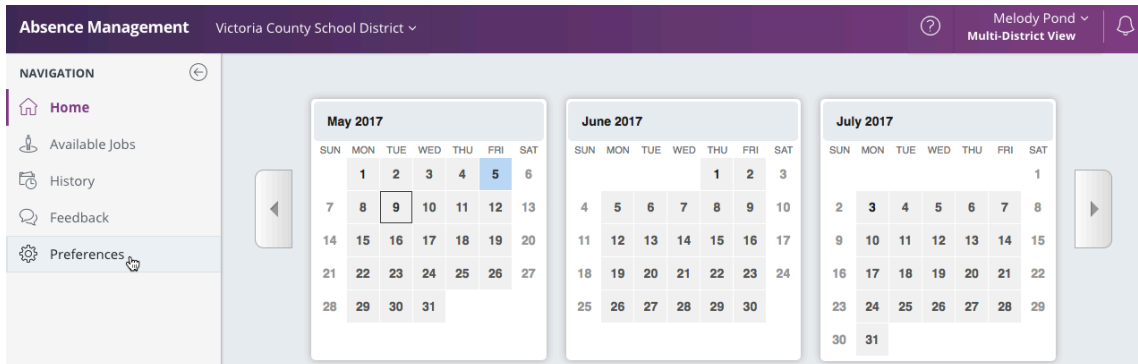
You can now add or remove the necessary locations. While you cannot manually remove a district at this time, the location selector allows you to limit locations for a given district. This means you could potentially remove all locations if one district no longer applies. However, please do so with caution as this determines what jobs you can and cannot view. Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute wants to view all district locations *except* those that occur at elementary schools in the Victoria County district.

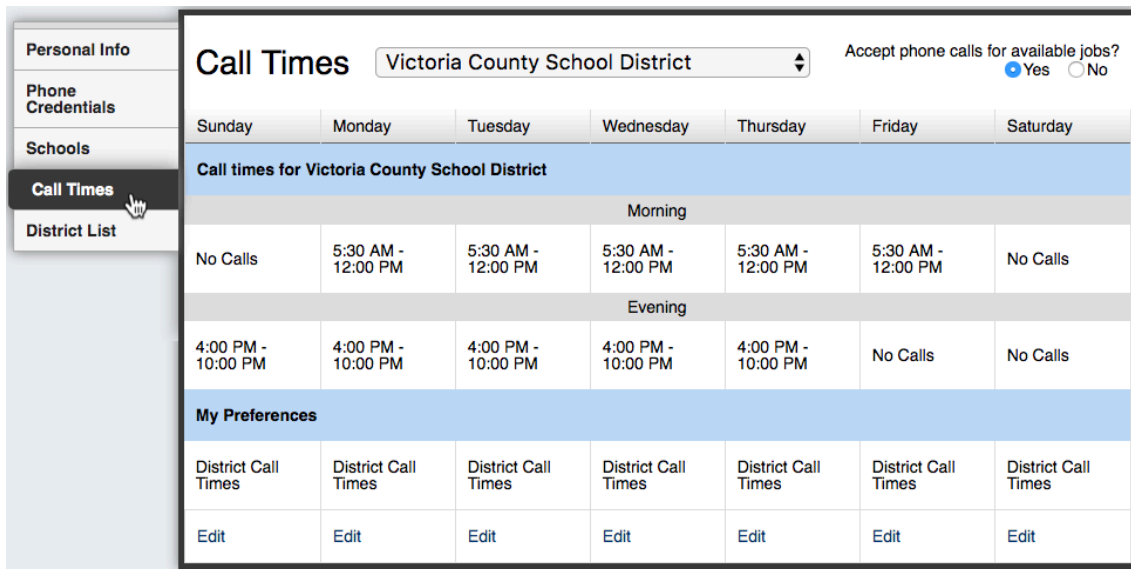
## Setting and Changing Call Times

By default, Absence Management calls you for jobs during the time period set up by your school district. You can customize these times or turn off calling altogether.

If you wish to edit your options, simply click the **Preferences** option on the home page.



Now, click **Call Times** inside the menu and select a district, if applicable.



Absence Management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day, as needed.

**Call Times** Victoria County School District Accept phone calls for available jobs?  
 Yes  No

| Sunday  | Monday             | Tuesday            | Wednesday          | Thursday           | Friday             | Saturday |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------|
| <b>Call times for Victoria County School District</b> |                    |                    |                    |                    |                    |          |
| Morning   |                    |                    |                    |                    |                    |          |
| No Calls  | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | No Calls |
| Evening   |                    |                    |                    |                    |                    |          |
| 4:00 PM - 10:00 PM                                    | 4:00 PM - 10:00 PM | 4:00 PM - 10:00 PM | 4:00 PM - 10:00 PM | 4:00 PM - 10:00 PM | No Calls           | No Calls |
| <b>My Preferences</b>                                 |                    |                    |                    |                    |                    |          |
| No Calls  | No Calls           | No Calls           | No Calls           | No Calls           | No Calls           | No Calls |
| Edit  | Edit               | Edit               | Edit               | Edit               | Edit               | Edit     |

**Call Times** Victoria County School District Accept phone calls for available jobs?  
 Yes  No

| Sunday  | Monday             | Tuesday            | Wednesday          | Thursday           | Friday             | Saturday |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------|
| <b>Call times for Victoria County School District</b> |                    |                    |                    |                    |                    |          |
| Morning   |                    |                    |                    |                    |                    |          |
| No Calls  | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | 5:30 AM - 12:00 PM | No Calls |
| Evening   |                    |                    |                    |                    |                    |          |
| 4:00 PM - 10:00 PM                                    | 4:00 PM - 10:00 PM | 4:00 PM - 10:00 PM | 4:00 PM - 10:00 PM | 4:00 PM - 10:00 PM | No Calls           | No Calls |
| <b>My Preferences</b>                                 |                    |                    |                    |                    |                    |          |
| No Calls  | No Calls           | No Calls           | No Calls           | No Calls           | No Calls           | No Calls |
| Edit  | Edit               | Edit               | Edit               | Edit               | Edit               | Edit     |

**Your Call Time Preferences for Sunday** ✕

**District Call Times**

Morning: 5:30 AM to 12:00 PM

Evening: 4:00 PM to 10:00 PM

**My Preferences**

Don't Call Me

Call me during the district call times

Call me between  and

Cancel
Apply To All
Apply only to Sunday

This action brings up a window where you determine daily call times.

- **Don't Call Me** - Choose this option for absence management to not call on the selected weekday.
- **Call me during the district call times** - Make this selection to return call times to the district's default setting.
- **Call me between** - Enter the earliest and latest times absence management can send a call notification.

Once you pick your settings, you have two options:

- Apply to All - This setting applies these particular settings to every day of the week.
- Apply only to - This option only applies your settings to the selected workday.

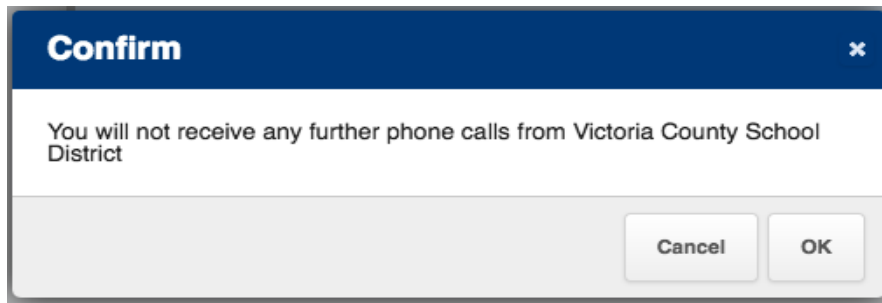
### Turning Off Calling

The system provides two additional call time options in the top right corner of the page. You can either continue to accept incoming calls or disable the feature.

Call Times Victoria County School District  Yes  No

| Sunday   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--------|---------|-----------|----------|--------|----------|
| Call times for Victoria County School District |        |         |           |          |        |          |

Determine your preferences and select the "No" option if you wish to completely turn off calls from absence management. A pop-up box will appear. click OK in the confirmation box to confirm this change. This action



causes absence management to no longer call with job offers but you can still search for jobs online

## Finding Available Jobs

You can find and accept jobs in a few quick steps!

- [Locating Your Jobs](#)
- [Viewing Job-Related Details](#)
- [Accepting or Rejecting Jobs](#)

### Locating Your Jobs

The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.

The screenshot shows the 'Absence Management' interface for Victoria County School District. At the top, there are navigation icons and a user profile for Melody Pond. Below this are three calendar views for November 2019, December 2019, and January 2020. A sidebar on the left contains navigation icons, with the 'Available Jobs' icon highlighted. Below the calendars are four tabs: '2 Available Jobs', '1 Scheduled Jobs', '2 Past Jobs', and '3 Non Work Days'. The 'Available Jobs' tab is active, displaying a table of job offers for Bob Barker.

| Date   | Time               | Duration   | Location   | Filter                                   |
|--|--------------------|------------|--|--|
| Barker, Bob <span>Reject</span> <span>Accept</span>      |                    |            |  |  |
| Thu, 11/21/2019  | 11:00 AM - 6:00 PM | 1 Full Day | Phoenix School District<br>Rohirrim High School            | <span>Phone</span> <span>Location</span> |
| Barker, Bob <span>Reject</span> <span>See Details</span> |                    |            |  |  |
| Thu, 12/5/2019 - Fri, 12/6/2019                          | 11:00 AM - 6:00 PM | 1 Full Day | Victoria County School District<br>Gallahorn Middle School | <span>Phone</span> <span>Location</span> |

### Viewing Job-Related Details

The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.






This is a close-up view of the 'Available Jobs' table from the previous screenshot. It shows the same data for Bob Barker's job offers.

| Date   | Time               | Duration   | Location   | Filter                                   |
|--|--------------------|------------|--|--|
| Barker, Bob <span>Reject</span> <span>Accept</span>      |                    |            |  |  |
| Thu, 11/21/2019  | 11:00 AM - 6:00 PM | 1 Full Day | Phoenix School District<br>Rohirrim High School            | <span>Phone</span> <span>Location</span> |
| Barker, Bob <span>Reject</span> <span>See Details</span> |                    |            |  |  |
| Thu, 12/5/2019 - Fri, 12/6/2019                          | 11:00 AM - 6:00 PM | 1 Full Day | Victoria County School District<br>Gallahorn Middle School | <span>Phone</span> <span>Location</span> |








**Job Notes:**

Employees can attach important, job-related notes during the creation of their absence. A paper icon indicates when these notes are provided, and you can select the icon, as needed, to view the job-related details.

|   |                    |  |   |
|---|--------------------|--|---|
| Barker, Bob    |                    |  |   |
| Thu, 11/21/2019   | 11:00 AM - 6:00 PM |  Full Day | Phoenix School District Rohirrim High School            |
| Barker, Bob   |                    |  |   |
| Thu, 12/5/2019 - Fri, 12/6/2019   | 11:00 AM - 6:00 PM |  Full Day | Victoria County School District Gallahorn Middle School |

**Multi-Day Jobs:**

Some jobs in your list may occur over a period of multiple days, and the system identifies these opportunities with a circle icon that contains a plus inside it.

|   |                    |  |   |
|---|--------------------|--|---|
| Barker, Bob   |                    |  |   |
| Thu, 11/21/2019   | 11:00 AM - 6:00 PM |  Full Day | Phoenix School District Rohirrim High School            |
| Barker, Bob   |                    |  |   |
| Thu, 12/5/2019 - Fri, 12/6/2019   | 11:00 AM - 6:00 PM |  Full Day | Victoria County School District Gallahorn Middle School |

Multi-day jobs do not have an "Accept" option that is immediately visible. You will first need to select the "See Details" button to view all the job's details, including the option to accept the position.

| 2 Available Jobs   |                    | 1 Scheduled Jobs |  | 2 Past Jobs |  | 3 Non Work Days |  |
|--|--------------------|------------------|--|-------------|--|-----------------|--|
| Date   | Time               | Duration         | Location   | Filter      |  |                 |  |
| Barker, Bob  |                    |                  |  |             |  |                 |  |
| <input type="button" value="Reject"/> <input type="button" value="Accept"/>      |                    |                  |  |             |  |                 |  |
| Thu, 11/21/2019  | 11:00 AM - 6:00 PM | Full Day         | Phoenix School District<br>Rohirrim High School            |             |  |                 |  |
| Barker, Bob  |                    |                  |  |             |  |                 |  |
| <input type="button" value="Reject"/> <input type="button" value="See Details"/> |                    |                  |  |             |  |                 |  |
| Thu, 12/5/2019 - Fri, 12/6/2019  | 11:00 AM - 6:00 PM | Full Day         | Victoria County School District<br>Gallahorn Middle School |             |  |                 |  |

| 2 Available Jobs   |                    | 1 Scheduled Jobs |  | 2 Past Jobs |  | 3 Non Work Days |  |
|--|--------------------|------------------|--|-------------|--|-----------------|--|
| Date   | Time               | Duration         | Location   | Filter      |  |                 |  |
| Barker, Bob  |                    |                  |  |             |  |                 |  |
| <input type="button" value="Reject"/> <input type="button" value="Accept"/>  |                    |                  |  |             |  |                 |  |
| Thu, 11/21/2019  | 11:00 AM - 6:00 PM | Full Day         | Phoenix School District<br>Rohirrim High School            |             |  |                 |  |
| Barker, Bob  |                    |                  |  |             |  |                 |  |
| <input type="button" value="Reject"/> <input checked="" type="button" value="Accept Multi-day"/> <input type="button" value="Hide Details"/> |                    |                  |  |             |  |                 |  |
| Thu, 12/5/2019   | 11:00 AM - 6:00 PM | Full Day         | Victoria County School District<br>Gallahorn Middle School |             |  |                 |  |
| Fri, 12/6/2019   | 11:00 AM - 6:00 PM | Full Day         | Victoria County School District<br>Gallahorn Middle School |             |  |                 |  |

This selection will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

### Phone Number and Map:

In each job listing, you can select a green phone icon to reference the school's phone number or click the orange map icon to open Google maps and review the directions. \*A gray icon indicates that the number or map is not available. These availability options are determined by your district.

| 2 Available Jobs   |                    | 1 Scheduled Jobs |  | 2 Past Jobs |  | 3 Non Work Days |  |
|--|--------------------|------------------|--|-------------|--|-----------------|--|
| Date   | Time               | Duration         | Location   | Filter      |  |                 |  |
| Barker, Bob  |                    |                  |  |             |  |                 |  |
| <input type="button" value="Reject"/> <input checked="" type="button" value="Accept"/>   |                    |                  |  |             |  |                 |  |
| Thu, 11/21/2019  | 11:00 AM - 6:00 PM | Full Day         | Phoenix School District<br>Rohirrim High School            |             |  |                 |  |
| Barker, Bob  |                    |                  |  |             |  |                 |  |
| <input type="button" value="Reject"/> <input checked="" type="button" value="Accept Multi-day"/> <input type="button" value="Hide Details"/> |                    |                  |  |             |  |                 |  |
| Thu, 12/5/2019   | 11:00 AM - 6:00 PM | Full Day         | Victoria County School District<br>Gallahorn Middle School |             |  |                 |  |
| Fri, 12/6/2019   | 11:00 AM - 6:00 PM | Full Day         | Victoria County School District<br>Gallahorn Middle School |             |  |                 |  |

### Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

**Accepting a Job:**

To accept a job, click the green Accept button on the right side of the job listing.

**Rejecting a Job:**

To reject a job, all you have to do is click the Reject button beside the listing. The rejection of a job causes it to disappear from your available jobs, and you will not see it again.



# HANDBOOK

# ACKNOWLEDGEMENT FORM

First and Last Name:

---

(Print)

I hereby acknowledge the location of the electronic CHISD Substitute Handbook. The location of the CHISD Substitute Handbook is as follows:

Open [www.chisd.net](http://www.chisd.net) > Under the title Departments, click to find the "H" > Click on Human Resources > On the left hand side, you will find Substitutes > Click on Substitute Handbook.

**Please read and initial by the statements below.**

\_\_\_\_I understand that no modification or alterations of at-will employment relationships are intended by this handbook.

\_\_\_\_I understand I have an obligation to inform the Human Resources Department of any changes in personal information.

\_\_\_\_I hereby state that I have been advised that sexual contact with any student, current or former of any age is expressly prohibited and subject to immediate termination.

\_\_\_\_I hereby state I am required to report any knowledge of such sexual contact between any employee and any student, current or former, in or out of the district.

\_\_\_\_I hereby state I have been advised to not use any part of my body in an effort to discipline students nor shall I block an entry or exit with my body in an effort to stop a student.

\_\_\_\_I hereby state I have been advised to report any unresolved discipline issues with the assistant principal first. If resolution is not administered, I have been advised to report the discipline issues with the school principal.

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Signature

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Date