

Magnolia ISD

2024-2025
Substitute
Policy & Procedures



Revised July 29, 2024



2024-2025 District Calendar

July 2024	August 2024	September 2024	October 2024
SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
28 29 30 31	25 26 27 28 29 30 31	29 30	27 28 29 30 31
November 2024	December 2024	January 2025	February 2025
SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
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10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31	23 24 25 26 27 28
March 2025	April 2025	May 2025	June 2025
SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
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2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30

August

Staff Development 1 - 7
First Day of School 8

September

Labor Day Holiday 2
PD/Student Holiday 16

October

Last Day of Grading Period 4
Fall Break 7 - 11

November

PD/Student Holiday 4 - 5
Thanksgiving Break 25 - 29

December

Last Day of Grading Period/ Early Release 20
Christmas Break Dec. 23 - Jan. 3

January

Christmas Break Dec. 23 - Jan. 3
PD/Student Holiday 6 - 7
Martin Luther King, Jr. Holiday 20

February

PD/Student Holiday 17 - 18

March

Last Day of Grading Period 7
Spring Break 10 - 14

April

Good Friday Holiday 18

May

Last Day of School/ Early Release 23
Memorial Day Holiday 26
Bad Weather/PD Day 27

 Holiday (District closed)
 Professional Development (PD)
 First Day of School
 Last Day of School
 Bad Weather/PD Day
 Last Day of Grading Period
 Teacher Trade-Out/ PD Day
Dec. 20 Early Release
May 23 Early Release

Instructional Days = 172
Professional Development Days = 13
Teacher Days = 187

School Directory Helpful Contacts from time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below:

Magnolia High School (9-12)

Principal: Greg Quinn
P.O. Box 428
14250 FM 1488
Magnolia, TX 77353
Phone: 281-356-3572

Magnolia West High School (9-12)

Principal: Jason Morley
P. O. Box 426
42202 FM 1774
Magnolia, TX 77353
Phone: 281-356-2550

Todd Stephen's Academy (9-12)

Principal: Patricia Horrigan
P.O. Box 329
919 Cloyd
Magnolia, TX 77353
Phone: 281-252-2265

Bear Branch Jr High School (7-8)

Principal: Julia Venghaus
P.O. Box 606
31310 FM 2978
Magnolia, TX 77353
Phone: 281-356-6088

Magnolia Junior High School (7-8)

Principal: David Slater
P.O. Box 476
31138 Nichols Sawmill Rd.
Magnolia, TX 77353
Phone: 281-356-1327

DAEP

Principal: Jim Gassaway
110 S. Magnolia Blvd
Magnolia, TX 77355
Phone: 281-252-2275

Bear Branch Intermediate School (5-6)

Principal: Coni Felinski
P.O. Box 1559
8040 Ken Lake Dr.
Magnolia, TX 77353
Phone: 281-252-2031

Magnolia Intermediate School (5-6)

Principal: Vaughn Hill
P.O. Box 1540
110 S. Magnolia Blvd.
Magnolia, TX 77353
Phone: 281-252-2033

Magnolia Event Center

Director: Mike Overman
11659 FM 1488
Magnolia, Texas 77354
Phone: 281-252-7300 ext. 2801

Audubon Elementary School (K-4)

Principal: Megan Baker
40205 Audubon Parkway
Magnolia, TX 77354
Phone: 281-252-7333

Bear Branch Elementary School (K-4)

Principal: John Allbritton
P.O. Box 999
8909 FM 1488
Magnolia, TX 77353
Phone: 281-356-4771

Cedric C. Smith Elementary School (PK-4)

Principal: Dion Rivera
P.O. Box 1166
28747 Hardin Store Rd.
Magnolia, TX 77353
Phone: 281-252-2300

J. L. Lyon Elementary School (PK-4)

Principal: Erin Spangenburg
P.O. Box 907
27035 Nichols Sawmill Rd.
Magnolia, TX 77353
Phone: 281-356-8115

Magnolia Elementary School (PK-4)

Principal: Brooke Owen
P.O. Box 638
31900 Nichols Sawmill Rd.
Magnolia, TX 77353
Phone: 281-356-6434

Magnolia Parkway Elementary School (PK-4)

Principal: Jennifer Harless
P. O. Box 460
11745 FM 1488
Magnolia, TX 77354
Phone: 281-252-7440

Nichols Sawmill Elementary School (PK-4)

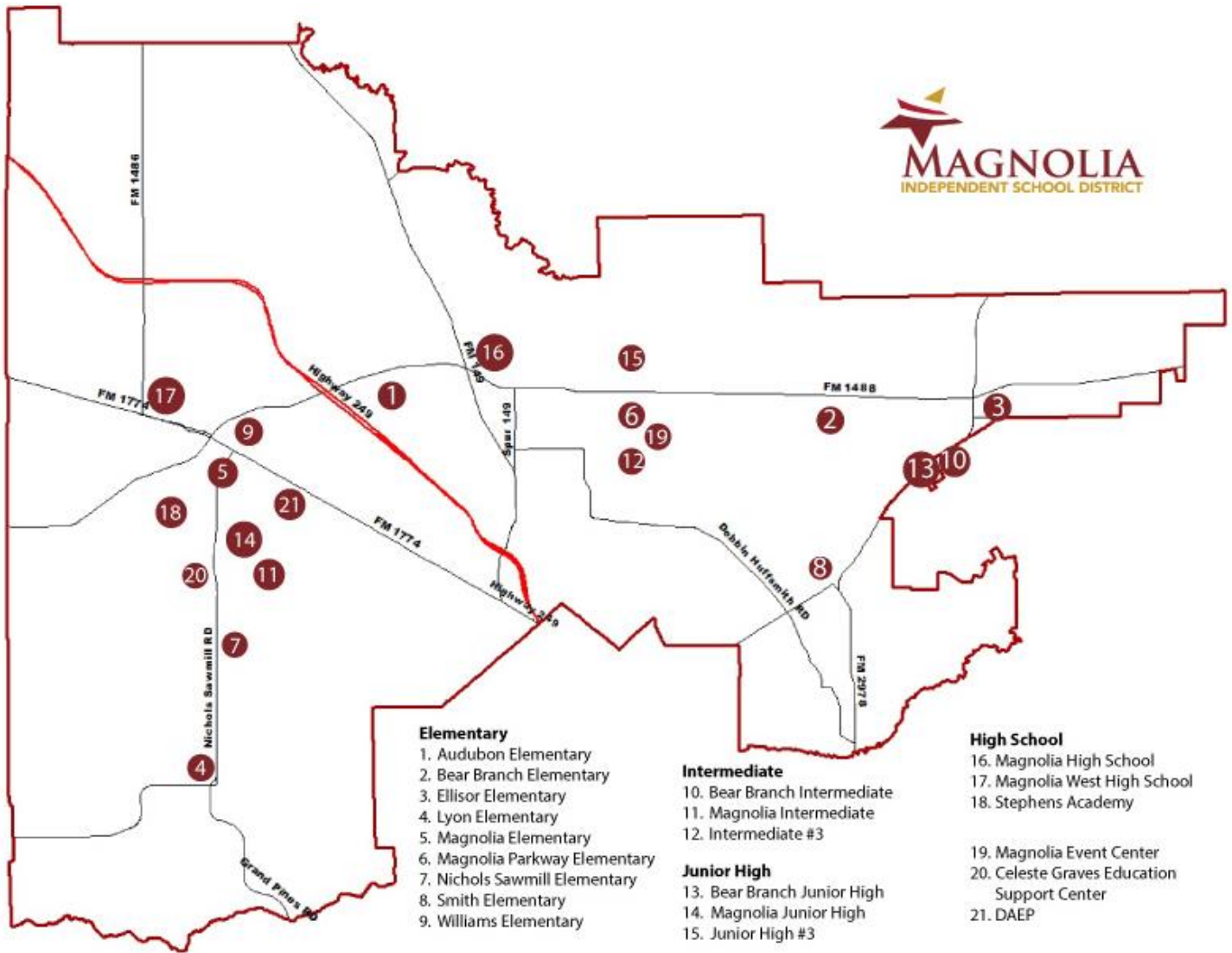
Principal: Calyn Perkins
P.O. Box 450
28750 Nichols Sawmill Rd.
Magnolia, TX 77353
Phone: 281-252-2133

Tom R. Ellisor Elementary School (PK-4)

Principal: Kristin Boyd
P.O. Box 909
33040 Egypt Lane
Magnolia, TX 77353
Phone: 281-252-7400

W.E. Williams Elementary School (PK-4)

Principal: Angela Martinez
P.O. Box 320
18101 FM 1488
Magnolia, TX 77353
Phone: 281-356-6866



CAMPUS ARRIVAL TIMES

Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. The schedule listed below should be followed for campus arrival and dismissal time.

Prekindergarten

7:45 AM Doors Open

8:30 AM School Begins

3:45 PM School Dismissal

Elementary

7:45 AM Doors Open

8:30 AM School Begins

3:45 PM School Dismissal

Intermediate

7:30 AM Doors Open

8:00 AM School Begins

3:15 PM School Dismisses

Junior High and High School

7:15 AM School Begins

2:30 PM School Dismissal

Be prompt in order to start your duties at the scheduled time. If you anticipate that you will be late, you must call the school office so they can plan accordingly. You are expected to remain at the school until the end of the school day, which may include the teacher's end-of-the-day duties. Be sure to check with the Substitute Coordinator for instructions regarding classroom access, etc.

How to find a job: www.magnoliaisd.org – click on Department > click Human Resources> click on Substitute Opportunities > click on Current Substitutes > Substitute Management Center. **BOOKMARK THIS PAGE!**
Here is the direct link. <https://magnolia.Frontline.hosting/employee/substitute/selfserve.do>

Dress and Grooming Code:

The dress and grooming of District employees shall be professional, clean, neat, in a manner appropriate for their assignment, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

Reporting for Work:

Substitutes reporting time is the same as the regular teacher or paraprofessional. **(Junior High and High School, Stephen's Academy or DAEP between 6:30-6:45 am; Intermediate Campuses 7:00-7:15 am; Elementary between 7:30-7:45 am)** Please check with the campus substitute coordinator regarding arrival time for each campus. Arrive at school and prepare for work at the appropriate time, unless you were called late, in which case you should arrive at the campus as soon as possible. You will be required to swipe your badge in and out each day that you work, and must check in with the secretary upon arrival.

Upon Arrival:

Parking lots are provided on each campus. Park your vehicle in the area designated for teachers. When you reach the campus, report first to the school office. Here you will receive your instructions, plans, teacher record books, class rosters, and schedule. Ask any questions that you may have at this time, so that your day can be more productive and pleasant.

Duty:

Being on “duty” means performing direct supervision of students out of the classroom. Duty is assigned on a rotating basis on each campus. Duty assignments are usually scheduled before school, at lunch, and after school. Areas to be supervised include the playgrounds, cafeteria, halls, restrooms, gymnasiums, and the bus areas. To serve your duty effectively, mingle among the students, be consistent in what you tell the students, and know the rules of each campus. Check with your principal or office staff about duty assignments.

Non-Instructional Areas:

As a substitute, you are committed to follow the teacher's schedule and to meet the regular teacher's responsibilities to the students, the campus, and the school district. Know the teacher's schedule and be at all assigned non-instructional duty posts. If you should have a question regarding these non-instructional duties, ask your principal or department chair/team leader.

Class:

Plan to give the students a full day of learning. Follow the lesson plans carefully. In most cases, sufficient work will have been provided to keep students involved for the entire period.

Most importantly, remember, students are people too. Treat them the same way as you would want a teacher to treat your own children.

The Classroom:

In order to start off in the right direction, you must establish who you are and what you expect. As soon as the students arrive in the classroom, establish order and get their attention. Have your name written on the board. Introduce yourself to the students; tell them why you are there. Let them know that you will be following their regular teacher's plans and will be expecting them to work for you and behave themselves.

Follow the teacher's plans. Be aware of the students who try to convince you that they covered the material before or that the teacher said to skip that lesson. Teach what the lesson plan indicates is to be taught. Be wary of students wanting to depart in groups to the library or restrooms. Let students use each facility one at a time.

Should the plans call for the use of audio visual equipment, make arrangements with the librarian to have the equipment in the classroom. Know how to operate the equipment correctly. If you need a crash course, ask the librarian to have someone help you.

Review the campus-accepted procedure for student attendance accounting. Always check the roster and record the student's names that are not present. Follow the daily class schedule; do not dismiss the students early or keep them later than expected. If, for some reason, you need to detain a student, send a note to the student's next teacher explaining the situation.

You are responsible for the students in your classroom. For your protection, as well as the student, do not leave the students unattended. If, for a valid reason, you must leave the classroom, send word to the office or to a neighboring teacher asking someone to watch your class for a few minutes. Also, for the same reason, students should not be permitted to leave the classroom during class periods unless it is absolutely necessary. Each campus has specific rules and procedures. Check with the Principal or office staff about these rules.

Daily Lesson Plans:

You should follow the plans left by the regular teacher as closely as possible. If you deviate from these plans, please leave a record for the regular teacher. If you have any questions concerning instructions left by the teacher, check with the Principal or department chair/leader. If possible, it is recommended that you talk with the regular teacher prior to going to the classroom. If communication cannot be established with the teacher, talk to the campus Principal. Also, check the teacher's mailbox before school begins and at least once during the day for pertinent information.

Attendance Check:

In grades Pre-k through 4, attendance is checked each day. You will log in to FRONTLINE/Frontline Production to take attendance. In Intermediate, Junior High and High School, attendance is taken in each class period. Attendance, for accounting purposes, is taken at approximately 10:00 a.m. at all levels.

Discipline:

The substitute is expected to maintain a level of discipline in the classroom which is conducive to good learning. A well organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of the students. The points below offer some sound advice.

- Start the day in the manner in which you wish to continue.
- Know what lessons you will present, at what time you will present them, and the method you will use.
- Observe carefully prescheduled routines (homeroom, breaks, and lunches, etc.).
- Avoid threats, yet be firm.
- Strive for consistency and fairness.
- Stand when presenting a lesson.
- Speak loudly enough to be heard, but softly enough to command attention.
- Correction should be constructive.
- Never, under any circumstances, should a substitute punish a whole class for the misbehavior of a few students.

- Never humiliate or embarrass a child in front of peers. Reprimands should be private whenever possible.
- When individual students cause behavior problems which are disruptive and cannot be handled by the substitute, these students should be sent to the office with a referral explaining the circumstances. If necessary, the substitute should request an administrator to come to the classroom. The substitute should not leave the classroom unattended.
- The use of corporal punishment is prohibited in any circumstance. That is, the substitute may not put their hands on a student at any time, for any reason.
- Remind the students to remain seated and that the regular classroom rules will be followed.
- State the procedure for bathroom breaks during instruction time.
- If a student indicates that they are going to hurt themselves or hurt someone else, notify an administrator as soon as possible, and prior to the student leaving campus.

Specialized Classes:

You may frequently be called to teach a subject that you feel you cannot handle because you are not prepared in this area. Don't let this concern you; the regular teacher should leave detailed lesson plans and instructions. In specialized areas you are not expected to teach as the regular teacher would; however, your presence and performance will keep the student from wasting a meaningful day of learning when you follow the instructions left by the teacher.

Lunch Period:

You should observe and follow the lunch period schedule set for the grade level you are teaching.

Lunch periods vary from grade to grade on the elementary campus and from campus to campus on the secondary level.

Conference / Planning Period:

Each teacher has an assigned conference/planning period during the workday. This time is to be utilized for planning, conferring with other teachers, parents, or the supervisory personnel. For the substitute, this time should be used to review the teacher's lesson plans, check papers, familiarize yourself with materials, or consult with other teachers or the principal.

Paper Grading:

You are not expected to grade papers. Simply check to see that every student turns in a paper. If you should substitute for more than ten days, you may be expected to develop lesson plans, check papers, assign grades, and record those grades in the grade book.

Test:

If the regular teacher has tests scheduled in the plans, you should give the test according to instructions left by the teacher.

Extended Substitute Work:

If you are called to replace a teacher for an extended length of time, call or visit this teacher and go over the work to be covered prior to taking over the class. If this is not possible, it is your responsibility to develop instructions plans, materials, and techniques based upon the plans of the regular teacher and curriculum guides.

Before Leaving:

At the end of the school day, leave necessary notes that you may have to help the regular teacher know what transpired during your substitute day. Check with the substitute coordinator in the event you may be needed to substitute the following day.

Emergencies:

All substitutes should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Substitutes should know the location of the extinguishers nearest their place of work and how to use them. Fire drill procedures are posted in each classroom. A red arrow will indicate the route for your class to use for exiting, if needed. You may need to survey the building to find the exit. Students should exit the building quickly and quietly, instruct the last person leaving the room to close the door.

Classroom Property:

Items located in the classroom are district, employee, and student property. Substitutes are not to search the contents of classroom desks, cabinets and other storage, take items for themselves, or distribute items to students, other than as directed by staff or as needed for instructional purposes. Substitutes are specifically directed not to distribute food, beverage or candy items to students without authorization, as this can pose a safety concern to students with dietary restrictions.

Computer Use:

Substitutes' use of district computers must be directly related to instructional assignments. District computers are not for personal use such as email, gaming, shopping, information searches, or social media. Spontaneous searches on district computers should not be conducted if the results will be visible to students on a computer screen or SMART board, as unanticipated inappropriate content may appear.

Communication with Students and Staff:

Substitutes are not to exchange personal contact information with students or have any contact with students by phone, text or social media. Substitutes should not take any photographs or video footage of students, staff or campus property. Substitutes should not discuss, or encourage students to access, their personal social media pages, especially if the content may be considered unprofessional or not age-appropriate. Substitutes are encouraged to adjust their social media privacy settings to prevent unwanted access by students. Substitutes should not engage in discussions with students on topics which are of an inappropriate or highly controversial nature or are irrelevant to the lesson. Questions from students on these topics should be directed to parents or school administrators. Substitutes should avoid yelling or directing profanity, unprofessional language, hurtful sarcasm or criticism, or a disrespectful tone toward students or staff.

Communication with Human Resources:

District email is the primary method for communication from the Human Resources department to active substitutes. Substitutes are expected to check their district email regularly on a year-round basis. Important information regarding policy changes, renewal dates, & training opportunities will be communicated via email.

Employment and Termination:

All substitutes are part-time, non-contract, and employed on an at-will basis. Substitutes are not guaranteed work at any specific campus, grade level, or other location. The District or principal has the right to deny access to specific grade levels, teachers, campuses, and/or locations. Substitutes may resign their position at any time, for any reason, or for no reason and may be dismissed at any time, for any reason, or for no reason. **Not accepting substitute assignments online or by phone is considered a resignation until you accept another substitute assignment.**

You may be removed from the District's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions;
- you do not accept and fulfill at least **five days of substitute assignments per semester** for a total of ten days of substitute assignments by May 1st of the current school year;
- you refuse to accept three consecutive offers of work which will be considered job abandonment;
- you do not complete the District-required EduHero mandatory training within 30 days of start date; or
- you do not timely return a letter of reasonable assurance. If you are removed from the District's substitute roster for any of these reasons, you will not be eligible for rehire as a substitute for the next school year.

Employment and Termination:

The Letter of Reasonable Assurance of Continued Employment

The Letter of Reasonable Assurance of Continued Employment is required to be submitted during the spring semester to continue working as a substitute for the following school year. Failure to submit the letter by the due date is viewed as a resignation. The letter will be available electronically.

Substitute Benefits:

Health Coverage

Magnolia ISD offers group health coverage to substitutes. If you are a new substitute, you must enroll or decline coverage within 31 calendar days of your date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual enrollment period. **Beginning September 1, 2022, substitutes must work a minimum of five full workdays per semester to maintain employment eligibility.** If you decline coverage, you cannot enroll again until open enrollment unless you experience a IRS qualifying event, such as marriage, divorce, birth, death, or loss of coverage. If you elect to enroll, you will be responsible for the full premium, and you must submit payment for one calendar month immediately upon completion of your enrollment. Premiums are due by the 1st of each month. All premiums must be paid online using the following link: <https://www.cognitoforms.com/MagnoliaSD/misdmedicalpremiumpayment>. If you fail to pay the monthly premiums, the District will proceed with the coverage cancellation process. A substitute who is enrolled in the District's health plan and who is then removed from the substitute roster becomes ineligible for health coverage. Notice will be provided regarding continuation of coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop; therefore, you would not be eligible for COBRA.



MAGNOLIA INDEPENDENT SCHOOL DISTRICT
P O BOX 88
Magnolia, TX 77355
Phone 281.356.3571
Fax 281.252.2235
www.magnoliaisd.org

Sam Bell, Chief Human Resources Officer

**MISD
Substitute Daily Rate Schedule
2024-2025**

Teacher Substitute:

- **Degreed and Teacher Certified**..... \$125.00/day
 - Long term sub (day 16) \$145.00/day
- **Degreed**..... \$110.00/day
 - Long term sub (day 16) \$130.00/day
- **Non-degreed**..... \$100.00/day
 - Long term sub (day 16) \$120.00/day
- “Long term” is beginning on the 16th consecutive day of the same teaching assignment.
- Monday/Friday substitute assignment: full day will be increased by \$10.00; half-day increased by \$5.00

Paraprofessional Substitute:

- **SPED Paraprofessional (PASS/ABLE/BESST/ECSE)**..... \$100.00/day
 - Long term sub (day 16) \$120.00/day
- **SPED Paraprofessional (In Class Support)**..... \$90.00/day
 - Long term sub (day 16) \$100.00/day
- **Paraprofessional/Clerical**..... \$75.00/day
- Monday/Friday substitute assignment: full day will be increased by \$10.00; half-day increased by \$5.00

Nurse Substitute:

- **LVN/RN/Paramedic/EMT (licensed & college degree)**..... \$110.00/day
 - Long term sub (day 16) \$130.00/day
- **LVN/RN/Paramedic/EMT (licensed & no college degree)**..... \$100.00/day
 - Long term sub (day 16) \$120.00/day
- “Long term” is beginning on the 16th consecutive day of the same teaching assignment
- Monday/Friday substitute assignment: full day will be increased by \$10.00; half-day increased by \$5.00

Cosmetology Teacher Substitute:

- **Cosmetology Instructor’s License and Degreed**..... \$110.00/day
 - Long term sub (day 16) \$130.00/day
- **Cosmetology Instructor’s License and Non-degreed**..... \$100.00/day
 - Long term sub (day 16) \$120.00/day
- **Cosmetology License**..... \$85.00/day
 - Long term sub (day 16) \$105.00/day
- “Long term” is beginning on the 16th consecutive day of the same teaching assignment
- Monday/Friday substitute assignment: full day will be increased by \$10.00; half-day increased by \$5.00

**Supplemental substitutes do not qualify for “Long term” pay.

Employee Service Center:

The Employee Service Center link can be found on the Magnolia ISD home page under Human Resources >Substitute Opportunities > Current Substitutes >Employee Service Center. Employees can log in to Frontline Service Center and change their demographic information, Payroll checks, salary and benefits, Print W2's, tax information, privacy settings, deductions and benefits.

Clocking IN and OUT:

- All Substitutes are required to have a badge and clock in and out every day.
- If a Substitute changes campuses during the day, they must clock in and out at each campus because each campus has a different budget code.
- Substitutes will need to see the campus secretary to locate the time clocks.
- To clock IN & OUT: swipe your badge at the time clock or enter your employee ID#.

Time Clock Guidelines:

- Identification cards are issued to every employee and substitute worker. If the card becomes worn and unable to be used due to normal wear and tear, a replacement card will be issued. If the card is ever misplaced or lost, it is mandatory to replace your card before your next assignment. All identification cards will be issued from the Graves Education Support Center (GESC).
- Each employee and substitute is responsible for clocking in and out with his/her own card. If a substitute teacher does not have their badge, they are responsible for contacting the campus secretary or designee to enter time/missed clock ins/outs for the employee.
- If a substitute teacher does not have a time clock records, he/she will not be paid. Any problems clocking in or out must be reported to the campus secretary immediately.
- We suggest that you keep a calendar of when and where you taught. This will help you keep track of the number of days you have worked.
Four & one half (4 1/2) hours or less will constitute a half day and more than four & one half (4 1/2) hours will constitute a full eight (8) hour day.

View Clock In/Outs:

- You can view previous time clock records at any time by visiting the Frontline Employee Service Center. Please note, you will be able to see jobs and time clock records the day after the job is complete.

Missed Punches:

- If you miss an in-punch please email the campus Sub Coordinator/Secretary or Elizabeth Bender at ebender@magnoliaisd.org.

If you experience problems with the time clock, please see the campus secretary or email Elizabeth Bender at ebender@magnoliaisd.org.



Compliance Videos:

All substitutes are required to watch assigned videos. You can do this by:

1. **Learn:** Login and take the courses in your plan. The Required courses for Substitute teachers are below and are to be completed within 30 days of your hire date.

1. Magnolia Ethics in Education, new subs only (click the Magnolia Star tab)
2. MISD Preventing Sexual Harassment (click the Magnolia Star tab to complete the correct course)
3. Child Maltreatment Responsibilities
4. Human Trafficking Awareness
5. Substitute Essentials
6. Suicide Awareness & Prevention
7. Preparing for An Active Shooter
8. Establishing Positive Relationships
9. Trauma-Informed Care in Education
10. Bloodborne Pathogens
11. Epilepsy Foundation Seizure Training for School Personnel: Go to this website to complete the training. You will need to print or take a picture of your certificate and send it to me. I cannot go there to see your certificate.

<https://www.epilepsy.com/living-epilepsy/our-training-and-education/seizure-training-school-personnel>

These required videos have to be completed by the end of September, 2024. If they are not completed, you may be put on hold from taking any sub assignments until they are completed.

These trainings may be taken while students are at their specials period.