COLEMAN ISD

HANDBOOK FOR

SUBSTITUTE TEACHERS

Coleman Independent School District
2302 South Commercial Avenue
Coleman, TX 76834
325-625-3575
www.colemanisd.net

August 2025

INTRODUCTION AND DISTRICT INFORMATION

Welcome to the Coleman Independent School District!

We have an outstanding school district where children truly come first. Our district has one elementary school, one junior high school, and one high school. Our teachers and administrators are dedicated professionals who are committed to providing students the best possible education.

The Handbook for Substitute Teachers was created to provide you with information about becoming a substitute teacher at Coleman ISD. In this handbook, you will find information regarding required qualifications, pay information and pay dates, and specific guidelines and policies that apply to substitutes at CISD. In addition to the handbook, you can find other information on Coleman ISD on the CISD website www.colemanisd.net.

COLEMAN INDEPENDENT SCHOOL DISTRICT

MISSION STATEMENT

The mission of Coleman ISD is to promote the greatest level of academic achievement within a learning environment that fosters positive growth in social and economic behaviors and to develop positive attitudes about self and school.

Vision Statement

We dedicate ourselves and our resources to ensuring that all students will be future-ready, having learned and attained their greatest possible educational potential.

"Committed To Excellence"

SUBSTITUTE INFORMATION

School Calendar

The approved school calendar is published annually and can be found on the District website: www.colemanisd.net.

Substitute Contact Information

Elementary	Ashley King, Campus Secretary	325-625-3546
Jr. High School	Bobby McGee, Office Secretary	325-625-3593
High School	Durinda Vanpelt, Campus Secretary	325-625-2156
Cafeteria	Carrie Holloway, Cafeteria Manager	325-625-4066
Custodial	Bobby Cox, Dir. of Maintenance	325-625-3575

Most often the campus secretary will call you. If you have been called to substitute and must cancel, IMMEDIATELY notify the substitute contact person. If you need to be removed from the master substitute list for any length of time, notify the Superintendent's office at 325-625-3575.

Substitute Qualifications

To qualify to serve as a substitute in Coleman ISD, a substitute applicant must be at least 18 years of age and have an education equivalent to completion of high school.

Substitute teachers must be at least 21 years of age to be eligible for high school assignments.

To qualify to serve as a cafeteria or custodial substitute in Coleman ISD, a substitute applicant is not required to have a minimum education.

Required Documents for Substitute Positions

Substitute applications are to be submitted to the Superintendent's office, 2302 S. Commercial Avenue, Coleman, Texas.

- Substitute application
- Criminal records check/fingerprinting verification (completed prior to processing)
- Form W-4
- I-9 Employment Eligibility Verification
- Social Security Card and Driver's License (establishing identity)
- Copy of high school transcript or diploma, GED certificate or college transcript
- TEA Ethnicity and Race Date Questionnaire

All forms and required documentation must be completed and provided to the Superintendent's office in order to be processed for consideration for substitute employment. **Substitutes will not be called until approved by the Superintendent.**

Equal Employment Opportunity

The Coleman ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Substitutes with questions or concerns relating to discrimination on any of the basis listed above should contact the Superintendent at 325-625-3575.

SUBSTITUTE PAY INFORMATION

- Substitutes are paid once a month. See "Pay Dates" on the current school calendar for specific dates.
- The W-4 must be completed, as this is used by Payroll for payment purposes. When completing the W-4 form, consider the tax table for the filing status; if you have not completed the filing status correctly, you may not have any taxes withheld in your paycheck. If necessary, please consult your tax accountant to make sure you have filed correctly.
- Direct deposit is available after you have actually substituted at least one time. Direct deposit forms are available at the Superintendent's office.
- In the event a paycheck or other information is mailed, addresses must be correct. Substitutes must notify the Superintendent's office if there are any changes or corrections to their name, mailing address or telephone number.
- In order to expedite questions regarding pay, please remember the name of the teacher, date and campus site.

<u>The substitute pay rate is:</u>

TEA Certified Teacher - $100.00 full day
- $ 50.00 half day

Non-Certified - $80.00 full day
- $40.00 half day

Substitutes are expected to work on all accepted assignments. If a situation arises where a substitute must cancel an assignment, the substitute must call the campus secretary/contact immediately.

In the event that a substitute teacher reports for work and the need for his/her services no longer exists, attempts will be made to find an alternative teaching assignment. If no alternative is found, the individual will receive half-day pay.

Substitutes, who are assigned on school days that have been canceled due to unforeseen conditions, will not be paid.

It is advisable that the substitute keep a job log of dates, times, and campus when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each pay period.

RETIRED EMPLOYEES

An employee retired from a Texas school district, currently drawing pay from TRS, may substitute as many days as desired following one complete calendar month of non-work. Substitute pay for retired Texas school district employees will be the usual and customary pay paid to substitutes in the district.

For TRS purposes, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, the retiree is not a substitute for TRS purposes. **Individuals are responsible for contacting TRS to identify any ramifications**, such as loss of benefits that may occur due to employment as a substitute.

SUBSTITUTE PROCEDURES

General Procedures

All substitutes must sign in at the school's main office each day of substituting and receive an identification badge. The identification badge is to be worn at all times while on campus. At the end of the assignment, substitutes must report back to the school office and return the identification badge. It is the substitute's responsibility to make sure that he/she is properly credited for his/her work.

Substitutes are expected to remain on duty the entire school day and follow the same work schedule as the regular teacher, including such responsibilities as hall duty, lunchroom duty, playground duty, and other duties as assigned by the principal. There are no guaranteed conference periods for substitutes. Some days you may be asked to work in another area during that time**. Substitutes must sign out in the campus office if leaving the campus for *any reason* during the day.**

Standards of Conduct

All District substitutes shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District. Substitutes shall comply with the standards of conduct set out by this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District substitutes. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

Appropriate Appearance and Attire

General Standards:

All employees shall observe modesty, appropriateness, and neatness in clothing and personal appearance. Any clothes that are too tight, too short or too revealing are not appropriate for the workplace. Sleeveless apparel with a finished edge may be worn if the shoulder band is at least as wide as the employee's ID badge, the garment comes to the shoulder's edge, the garment has a standard-sized armhole, and the employee's undergarment is not visible. Leggings worn under a long shirt or dress-type tunic are allowed. Leggings worn as pants are not allowed.

Inappropriate Clothing

Clothing items that are inappropriate for the workplace regardless of department:

Beach flip flops, shower shoes, house shoes, 5 toe-barefoot running shoes, torn or worn-out clothing, tight-fitting or revealing clothing, muscle tops, tank tops, halter tops, strapless garments, backless garments, spaghetti straps, and bare midriff garments. Employees may not wear clothing items prohibited by the student handbook.

Access to the Internet

Substitute teachers should not access the Internet for personal reasons. Substitutes should never be on a teacher's computer for any reason. Students may access the Internet for instructional purposes only. Student use should be closely monitored.

Classroom Procedures for Substitutes

In order to make your job a little easier and ensure that the classroom runs as smoothly as possible, we offer these suggestions:

- Be prepared. Arriving early enough to get acquainted with the assignment and make the necessary preparations will aid greatly in completing a day of purposeful instruction without disciplinary problems. If serious problems arise, call the principal or another administrator.

- Familiarize yourself with emergency procedures. An emergency procedures guide can be found in each classroom. If a guide is not available in the classroom, please contact the staff in the principal's office. Immediately check the fire drill procedures.

- Turn your personal cell phone off or on silent**. Cell phones should only be used for emergency purposes. If you need to use your cell phone, please ask the office to send someone down to cover your class while you make your emergency call.**

- Take attendance. If attendance sheets are not available, please see the principal or office staff.

- Follow the teacher's lesson plan. In most instances, a teacher will leave a plan. Lesson plans will usually be on the teacher's desk. A substitute folder should be there listing such items as specialist items and lunchroom times. If plans are not left for you or if you don't have what you need, please see the principal or office staff.

- If students finish work that has been left by the teacher, students may read a library book. At no time is a student allowed to play non-educational games on their computer.

- Students are never allowed to have their cell phones out for any reason. If a student has a cell phone out during class or if you hear their cell phone go off during class time, please take the phone up and give it to the office immediately.

- Leave a summary report for the teacher including information on student behavior, how well the lesson went, whether all or a portion of the lesson was covered, etc.

- Do not permit students to leave the classroom indiscriminately to locker, library, telephone, restroom, counselor, etc. during the class period. Students who must leave the classroom should receive a pass to the specific area with the time and date. For junior high and high school students, no one is to leave the classroom unless they take a pass with them, except in emergency situations.

- Do not leave the class unsupervised.

- Exercise great caution to ensure the safety of students. This pertains especially to substitutes working in the areas of science, industrial technology, and physical education.

- Report any accidents and illnesses to the principal's office. Most rooms have an intercom or phone service to be used when necessary.

- The substitute should use extra caution in expressing personal opinions and reactions about any subject.

- Maintain a positive attitude about discipline. **CORPORAL PUNISHMENT OF ANY TYPE IS NOT ACCEPTABLE.** Calm, quiet control is the most effective control. If a student becomes disrespectful or non-compliant, press the intercom and ask for the principal/assistant principal/counselor to come down to your room. The student will be removed.

- Don't be afraid to ask questions of other teachers or staff. You provide a valuable service to the teachers and students and we want you to be as successful as possible.

- Do not leave the classroom in disarray. At the end of the day, remember to put the room in order. Lights should be turned off, windows closed, shades pulled, and the classroom door locked. Do not take the plan book, the register, or permanent records from the building.

Classroom Management

Classroom management seems to be the most challenging aspect of substitute teaching. These suggestions may be helpful to you:

- Learn the names of the students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Give specific directions about desired behavior.
- Be sure students understand what is expected of them. Use praise generously and show respect for students.
- Use appropriate vocabulary for the classroom.
- You will refrain from physical contact when correcting children or in any other situation.
- Circulate frequently around the classroom.
- **Seek Help!**
  At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to SEEK HELP when needed. Everyone in the school system wants the substitute teacher to be successful – the teachers, administrators, students, and parents. Help is only a few steps or a call to the office away at any time. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitute.

DISTRICT POLICIES AND OTHER INFORMATION

Harassment of Students

Sexual and other harassment of students by substitutes are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District substitutes are prohibited. Substitutes who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student will be reported to the student's parents and promptly investigated. A substitute who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

Criminal History Background Checks

Substitutes may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on the individual's fingerprints, photo, and other identification will be conducted on substitutes and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to a substitute's current national criminal history and updates to the substitute's subsequent criminal history.

Possession of Firearms and Weapons

Substitutes are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e. building or portion of building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, substitutes who observe or suspect a violation of the District's weapons policy should report it to their supervisor immediately.

Possession of Tobacco Products/Illegal Drugs

Smoking or using tobacco products on district premises, in district vehicles or in school-related activities is prohibited. Possession or use of illegal drugs and/or alcoholic beverages is prohibited.

Administering Medication to Students

A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Annual Renewal of Service

Substitutes work as "at-will" employees from school year to school year, and must submit updated paperwork annually. Notices (*Letters of Assurance*) will be sent to the substitute's home address in May of each year informing them of the procedures for reapplying.

Important Information

Beginning 2025/2026

School Year

Coleman ISD Community,

The start of the new school year is upon us. We are so excited for everyone to return.

Please take this opportunity to review the following changes from the state legislature.

House Bill 1481:

Students are no longer allowed to use personal communication devices during school hours (7:15 am - 3:35 pm).

Coleman ISD:

· Parents are encouraged to have their students keep their personal communication devices at home.

· If a student brings a personal communication device to school, they must keep the device secure in their bag (clear or mesh) or their computer bag where it is out of sight as soon as the student enters the building.

· Before school starts at 8:00 am: If a student enters the building, the personal communication device must be put away.

· During the school day: Personal Communication devices must be secure at all times including passing periods.

· During lunch: CHS is an open-campus. A student must leave the building to use a personal communication device during this time.

Consequences:

· 1st Offense – The student will be issued a lunch detention, and the student may pick up their device at the end of the school day.

· 2nd Offense – The student will turn in the communication device to the office and will be issued 1 day of In-School Suspension. The student may pick up the device at the end of the school day.

· 3rd Offense and on – The student will turn in the communication device to the office and will be issued 3 days of In-School Suspension. **A parent or guardian must pick up the**

personal communication device at the end of the first day and have a conference with the principal. On days two and three, students must turn in their devices when they arrive at school and may pick them up at the end of the school day.

Exceptions:

· If students need to make a call during the school day, they will ask permission from their teacher or the office staff. They will come to the office and will be allowed to call from their devices or utilize the office phone.

· Parents who need to speak with their child should call the office and ask for a note to be delivered to the student or the student to come to the office.

· Students involved in extracurricular activities may use their personal communication devices after the end of the school day and with permission from their Coach, Director, and/or Sponsor.

Other Items to Remember:

Students must have their ID visible. They can either wear a lanyard or they will be issued a clip to hang their badge on the backpack (clear or mesh) or computer bag.

Dress Code:

The full-dress code is included in the registration packet everyone has completed. Below are a few items that have been an issue in the past. Please read and ensure your student is in compliance.

· Hair color must be Blonde, Brown, Black, or Natural Red. No unnatural hair coloring will be allowed.

· Facial Piercings are not allowed. This includes nose studs and septum.

· Shorts must be a minimum length past the finger tips.

· Rips in jeans must be below the finger tips.

· Spandex pants can be worn but the top must come down past the finger tips.

· No tattoos can be visible.

· All young men should be clean shaven.

Sincerely,

Coleman ISD Administration

Coleman High School
Bell Schedule

Regular Schedule *(*NEW*)*	
Period	*Times*
Breakfast	7:30 - 7:55
1st	8:00 - 8:45
2nd	8:50 - 9:35
3rd	9:40 - 10:25
4th	10:30 - 11:15
5th	11:20 - 12:05
LUNCH	12:05 - 1:00
6th	1:05 - 1:50
7th	1:55 - 2:40
8th	2:45 - 3:35

Pep Rally Schedule	
Period	*Times*
Breakfast	7:30 - 7:55
1st	8:00 - 8:42
2nd	8:46 - 9:28
3rd	9:32 - 10:14
4th	10:18 - 11:00
5th	11:04 - 11:46
LUNCH	11:50 - 12:32
6th	12:36 - 1:13
7th	1:17 - 1:59
8th	2:03 - 2:45
Pep Rally	2:50 - 3:35

12:30 Early Release	
Breakfast	7:30 - 7:55
1st	8:00 - 8:26
2nd	8:30 - 8:59
3rd	9:00 - 9:26
4th	9:30 - 9:56
5th	10:00 - 10:26
6th	10:30 - 10:59
7th	11:00 - 11:26
8th	11:30 - 12:00
LUNCH	12:00 - 12:30

10:00 Late Start	
1st	10:00 - 10:34
2nd	10:38 - 11:12
3rd	11:16 - 11:50
4th	11:54 - 12:28
LUNCH	12:28 - 12:58
5th	1:02 - 1:36
6th	1:40 - 2:14
7th	2:18 - 2:52
8th	2:56 - 3:35

2:00 Early Release	
Breakfast	7:30 - 7:55
1st	8:00 - 8:37
2nd	8:41 - 9:17
3rd	9:21 - 9:58
4th	10:02 - 10:39
5th	10:43 - 11:20
6th	11:24 - 12:01
LUNCH	12:01 - 12:35
7th	12:39 - 1:16
8th	1:20 - 2:00

Coleman Junior High Bell Schedule

1st Bell: 7:55

1st Period: 8:00 – 8:50

2nd Period: 8:55 – 9:40

3rd Period: 9:45 – 10:30

4th Period: 10:35 – 11:20

5th Period A: 11:24 - 12:09

5th Period B: 12:13 – 12:58

6th Period: 1:02 – 1:50

7th Period: 1:55 - 2:40

8th Period: 2:45 – 3:35

Adopted 02/17/2025

Coleman ISD

2025-2026 School Calendar

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First and Last Day of School
Student Holiday
Bad Weather Day
Faculty Work Day (no school for students)
Early Release 12:30 PM
STAAR Testing

27	1st Six Weeks - Aug 13 - Sept 19
29	2nd Six Weeks - Sept 22 - Oct 31
29	3rd Six Weeks - Nov 3 - Dec 19
85	Days

28	4th Six Weeks - Jan 6 - Feb 13
28	5th Six Weeks - Feb 17 - Apr 2
27	6th Six Weeks - Apr 7 - May 14
83	Days

ALL INSTRUCTIONAL STAFF ARE REQUIRED TO COMPLETE
5 DAYS OF SUMMER PROFESSIONAL DEVELOPMENT

Time Sheets Due
Pay Day

Nov. 24-28	Thanksgiving Break - No school
Dec. 22-Jan. 2	Winter Break - No school
March 9-13	Spring Break - No School
April 6, May 8	Bad Weather Makeup Days
May 14	Last Day of School
May 15	Graduation
Dec. 19, May 14	Early Release Days (12:30 PM)

HOLIDAYS

Sept. 1	Labor Day	April 3	Good Friday
Oct. 13	Columbus Day	May 25	Memorial Day
Jan. 1	New Years Day	June 19	Juneteenth Day
Jan. 19	MLK Jr. Day	July 1-3	4th of July
Feb. 16	President's Day		

Mobile App

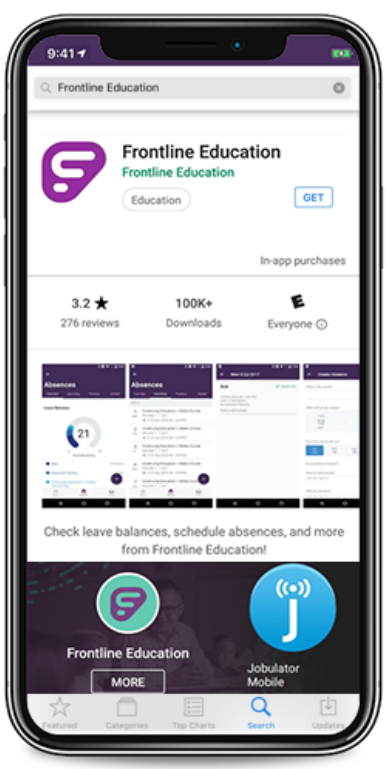
Districts that use the Frontline Insights Platform also gain access to the free Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

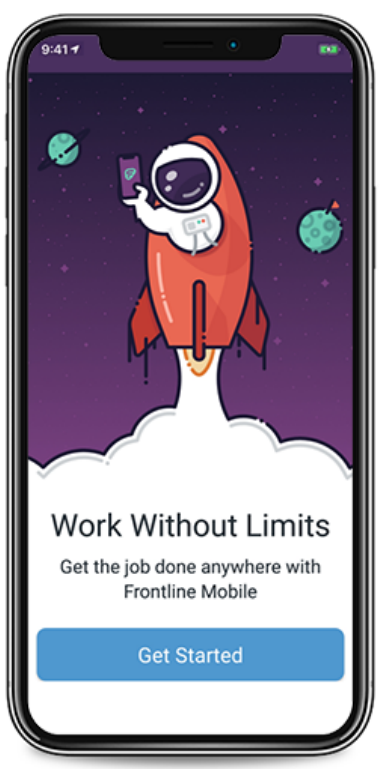
GETTING STARTED

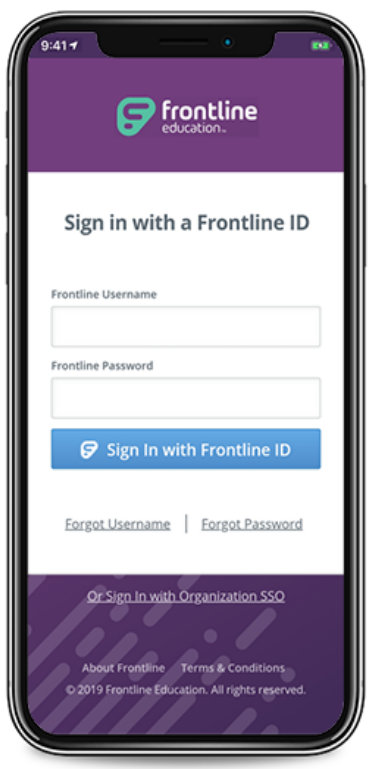
Go to your device's App/Play store or use the following QR code to download the Frontline Education app.

Apple Device	Android Device

Once the download is complete, press **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account or use SSO and sign in. *Once signed in, you may be prompted to select an org.







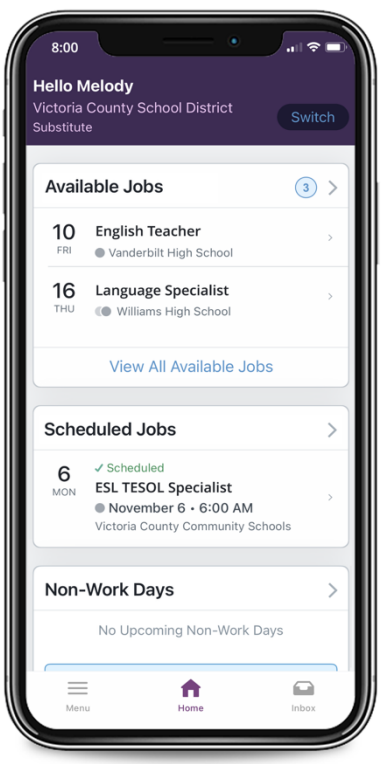
HOMEPAGE

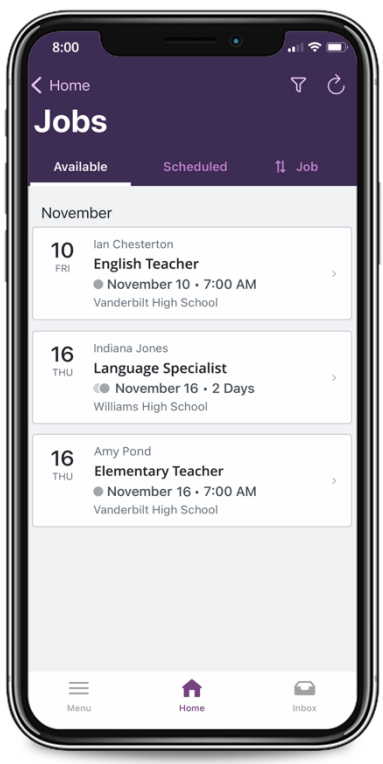
The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

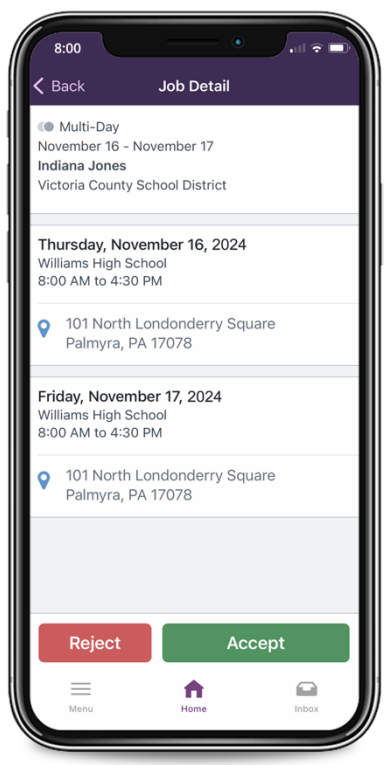
MENU/SIDE NAVIGATION

The "Menu" opens a side navigation bar where you can access current tools and settings. These include:

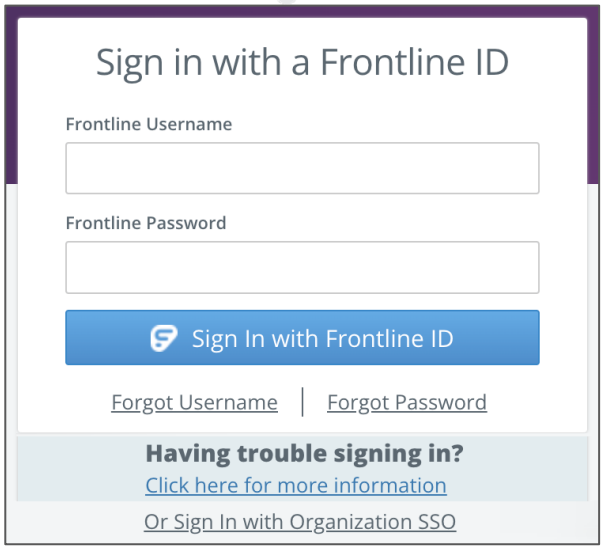
Jobs	View/accept available jobs in your district(s); and view scheduled jobs.
Non-Work Days	Add new non-work days or view upcoming non-work days.
Calendar	View scheduled jobs or previous assignments.
Visit Website	Navigate to the web version system login page.
Help Center	Access online help resources specific to your Frontline mobile app.
Contact Support	Reach out to Frontline's Mobile Support team if you have a question or feature request for Frontline mobile.
Settings	Review district details and user preferences (e.g., dark mode, notification sounds, privacy policy, etc.), or log out.
Inbox	Review any received web alerts from your district.
Wagestream	Navigate to the Wagestream third-party financial tool, used by some users in conjunction with the Frontline mobile app.







Absence Management



SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

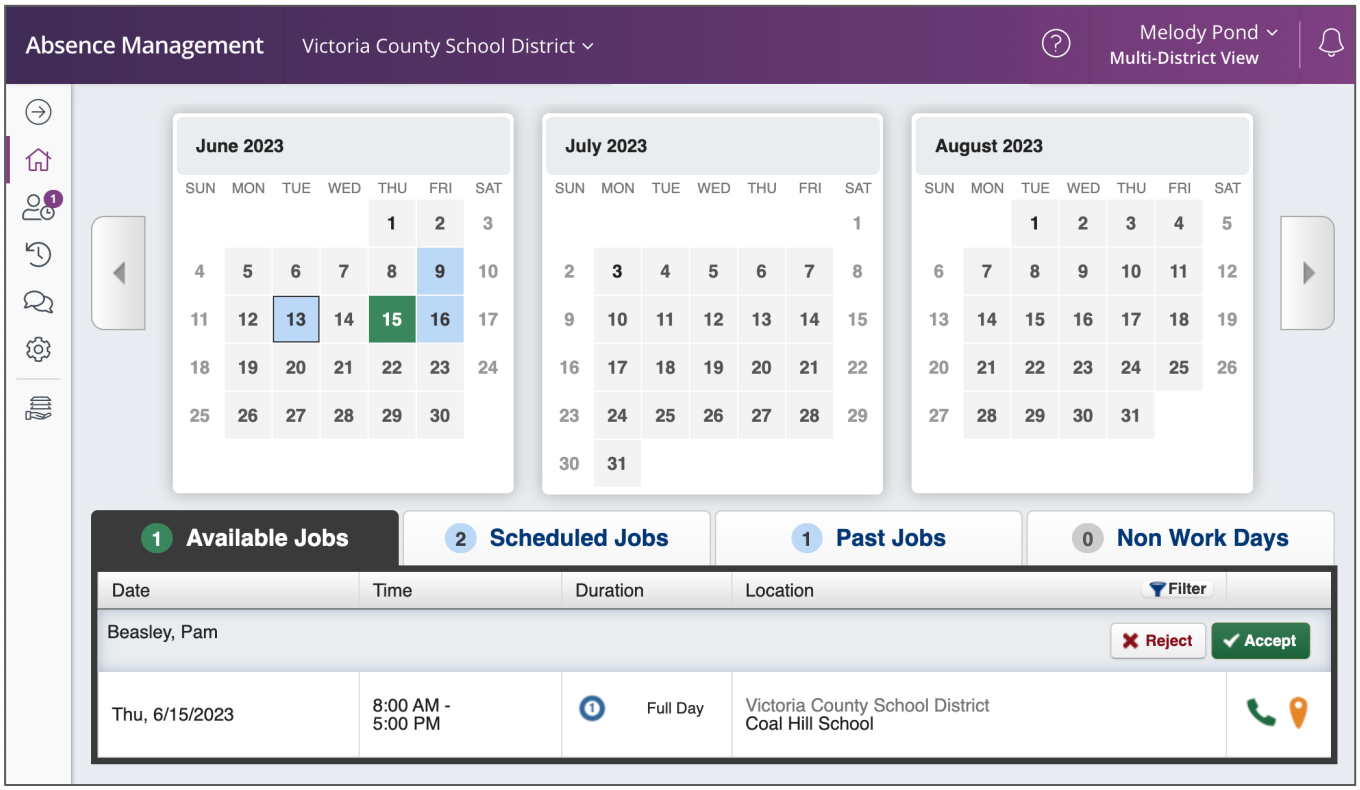
LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for additional troubleshooting details.

SEARCHING FOR AVAILABLE JOBS

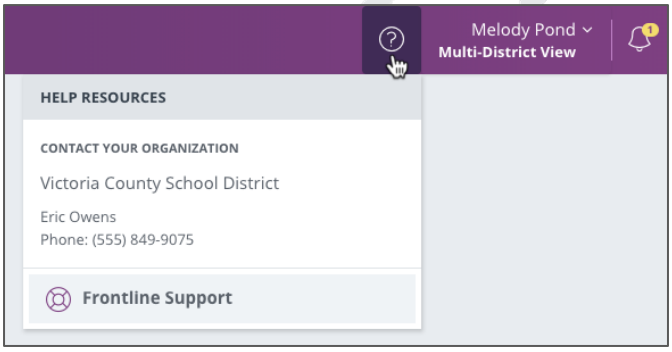
Review available jobs directly on the homepage or via the "Available Jobs" option in your side navigation. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

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.

When the system calls you, be sure to say a loud and clear "Hello" after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management
• 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 Absence Management Calls You
• 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 interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App

Substitute Handbook for Coleman ISD

This Coleman ISD Substitute Handbook/Policy has been reviewed by me and I acknowledge I understand it's context and will abide by the guidelines set forth in this manual.

_____ _____

Print Name Date

_____

Signature