

Grand Prairie ISD

Substitute Manual



If you have difficulty accessing the information in this document due to impairment(s) caused by disability, please email michelle.brinkman@gpisd.org.

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Introduction

Thank you for choosing Grand Prairie ISD! In Grand Prairie ISD, we believe our substitutes are a vital part of the educational process. We encourage substitutes to view themselves as valued professionals, which is why we have put together a robust handbook for substitutes coupled with high value mandatory training and orientation.

This handbook contains general information and guidelines for substitutes, along with some specific information from each of our campuses. The handbook is not a contract, and it does not take the place of the district's Employee Handbook or policy manual. Its purpose is to briefly explain district policies and procedures that have to do with substitutes.

This handbook may be updated throughout the year, and substitutes are responsible for reviewing it periodically to stay informed and ensure they understand all policies and procedures; the same expectation applies to the Grand Prairie ISD Employee Handbook.

To view the GPISD Employee Handbook, click here:

<https://www.gpisd.org/departments/human-capital/employee-resources>

Access to Confidential Information

In the course of your work, you may have access to confidential information related to student records. Students' personal information (such as address, date of birth, personal email, and Social Security number), behavior, performance (including grades) should never be discussed outside of the school setting. Even within the school setting, such information should only be discussed when it is necessary and appropriate.

When working with special-needs students, you must exercise an even greater degree of caution when discussing the students under your supervision. There should be no sharing of medical information. Unauthorized disclosures of student information is considered a FERPA violation and can result in termination. For additional information on special-needs students, see Appendix D: Substituting in Special Education.

Bad Weather and Emergency Closures

Schools may be closed due to bad weather or emergency conditions. Information will be available on the district website: <https://www.gpisd.org/>

Behavior and Classroom Management; Student Discipline

Substitutes are responsible for ensuring that only acceptable behavior management strategies, as listed in the GPISD Student Code of Conduct are used to maintain order in the classroom. To view the GPISD Student Code of Conduct, click on the link below:

<https://www.gpisd.org/departments/handbooks-and-code-of-conduct>

Keep in mind that substitutes should NEVER:

- administer corporal punishment.
- use physical discipline in any form.
- place their hands on or touch a student in any way; physical contact should only be used for legitimate instructional purposes or when a student is a danger to themselves or others.
- engage in verbal abuse of a student, which includes shouting, using derogatory names or any form of name-calling and/or using profanity.
- lose their emotional control.
- correct students in front of their peers.
- take pictures of, record, or make audio recordings of students, regardless of intended use.

Apart from the issue of discipline and classroom management, you must also remember that you should NEVER engage in a romantic or other inappropriate relationship with a student.

Substitutes are expected to maintain appropriate boundaries with student as explained in the Texas Educators' Code of Ethics [GPISD Board Policy DH(EXHIBIT) - listed below]. These are very serious offenses that will result in the immediate termination of your employment with Grand Prairie ISD.

Buddy Teachers

Campuses are asked to assign a “Buddy Teacher” to each substitute teacher. The purpose of the buddy teacher is to provide the substitute support, unless the support needs to come from an administrator or campus secretary.

During drills and emergencies during which classrooms are expected to report to administration or law enforcement through the approved emergency response application, substitutes are expected to communicate the information through their buddy teacher. For example: During evacuations, teachers are expected to let administration and/or law enforcement know whether or not all students from the classroom are accounted for. Substitutes will let their buddy teacher know the information that needs to be communicated, and the buddy teacher will assist with the communication. During drills and emergencies, information may be communicated through the approved emergency response application to teachers. Buddy teachers will assist in the communication of these messages to the substitute assigned to them. If substitutes would like to share their personal cell phone information with their buddy teacher, they are welcome to do so.

Care of District Property

Substitutes should exercise reasonable care of tools, devices, or other property that belongs to the district. No equipment or supplies should be removed from schools or other facilities.

Cell Phones and Personal Devices

Student Cell Phones and Personal Devices

Student cell phones and personal devices should be stored away. They are not allowed to be accessed or used during the school day. Exception: Students with an IEP or IAP and/or students on a health or safety plan may have permission to access their device. These exceptions should be noted in the substitute folder.

If a substitute has difficulties with a student and their cell phone or personal device, the substitute is expected to take the following steps:

1. As privately or quietly as possible, verbally redirect the student to put their device away.
2. Provide a second redirection if needed.
3. If the redirections do not work, contact the main office and let them know you need assistance with a student and their device. When assistance arrives, quietly inform them of the steps you have taken and which student is non-compliant.

Substitutes NEVER take up a student’s cell phone or personal device. If someone asks you to do so, politely inform them that you have been given explicit instruction that substitutes are not allowed to do so.

Substitute’s Cell Phone and Personal Device

Substitutes are welcome to bring their cell phone or personal device with them. However, substitutes are expected to refrain from utilizing their devices in a personal manner during working hours with the exception of their lunch break.

Do not allow or offer for students to utilize your cell phone or personal device. Students should never have access to an educator's cell phone or personal devices.

Classroom Doors: Must Remain Locked at All Times

The district's expectation is that every classroom door remain locked at all times. The door should also be locked when the classroom is empty and you are attending to other duties, or when you are alone in the classroom. Use the classroom key consistently to maintain a safe environment.

Classroom Management and Student Discipline

You are responsible for ensuring that only acceptable classroom management, behavior management, and discipline strategies or techniques, as listed in the GPISD Student Code of Conduct, are used to maintain order and control in the learning environment. Keep in mind that substitutes should NEVER:

- administer corporal punishment.
- use physical discipline in any form.
- place their hands on or touch a student in any way; physical contact should only be used for legitimate instructional purposes or when students are a danger to themselves or others.
- engage in verbal abuse of a student, which includes shouting, using derogatory names or any form of name-calling and/or using profanity.
- lose their emotional control.
- correct students in front of their peers.
- take pictures of, record, or make audio recordings of students, regardless of intended use.

Use of inappropriate classroom management, behavior management, and discipline strategies or techniques is a serious offenses that may result in the immediate termination of your employment with Grand Prairie ISD.

Complaints and Blocking

Campus administration is responsible for reporting to Human Capital any complaints, concerns or misconduct involving substitutes. Such complaints include but are not limited to the following:

- Using profanity at any time
- Discussing inappropriate topics in the presence of students
- Making sexually or racially inappropriate comments (verbal or written)
- Displaying inappropriate images (print or electronic)

- Displaying inappropriate physical conduct and/or contact
- Subjecting students, staff, or parents to racial or sexual harassment
- Willfully refusing to follow instructions or implement lessons plans
- Failing to maintain control of the classroom environment
- Using alcohol or illegal drugs on school property or reporting to work intoxicated
- Endangering students by leaving them unattended at any time
- Frequently arriving late, leaving early, or asking to leave the campus during conference periods
- Using a personal cell phone or personal device during instructional time.

Campus administrators have the right to request a substitute be blocked from returning to their campus. If a substitute is blocked from three or more campuses within one calendar year, that substitute will be terminated from employment as a substitute with GPISD.

If complaints or other reports of concern are made against a substitute, the substitute may be blocked from the campus and/or campuses. If a single offense or combination of offenses is determined to warrant such action, a substitute may be terminated from their position with Grand Prairie ISD.

Conference and PLC Time

Substitutes are to remain on campus during conference and PLC times. Substitutes may be assigned to other duties during these times.

Dress Code: Employees

All district employees, including substitutes, are to maintain district standards of dress regarding neatness and overall appearance. GPISD employees, including substitutes, are expected to dress in a manner that sets them apart from students and enhances an academic atmosphere and expectation. The way an educator dresses makes a difference in how they are treated by students, staff, supervisors, parents, and the community. For details, consult the Employee Handbook: <https://grandprairieisd.finalsite.com/departments/human-capital/employee-resources>

It is important to note; principals have ultimate authority regarding dress code on their campus. If a campus administrator addresses a substitute's dress, substitutes are expected to receive it as professional feedback and information. Substitutes are expected to respectfully comply with the principal's correction or guidance.

Dress Code: Students

Substitutes should not address dress code issues or concerns with students. If a substitute has a concern regarding student dress code, then the substitute should contact a campus administrator for assistance.

Expectation of Days Worked

Substitutes who work in Grand Prairie ISD are expected to accept at least 5 full-day assignments per month. Failure to meet this monthly minimum will be accepted as voluntary resignation for the substitute's employment with Grand Prairie ISD.

If a substitute knows in advance they will not be able to make the 5-day expectation for a particular month due to unforeseen circumstances or other obligations, then the substitute must notify Ninfa Lozano, GPISD Substitute Specialist, via email at ninfa.lozano@gpisd.org.

Expectation of Supervising Students at All Times

You should never leave students unattended. If it is necessary to leave the room or learning environment for a personal reason or an emergency, you must always notify a nearby teacher, the campus secretary, or a campus administrator before doing so. Remember, always ask for help when it is needed.

Frontline: Getting Started as a Substitute

This Frontline guide addresses basic system function and will help maximize your potential to find the best jobs. To view the guide, click on the link below:

absence-help.frontlineeducation.com/hc/en-us/articles/115004472967-Getting-Started-as-a-Substitute

Injuries on the Job

If you are injured on the job, you must immediately report the injury to the campus secretary.

Injuries to Students

Any student who is injured while under your supervision must be sent to the school nurse immediately for evaluation. The principal or other campus administration staff must also be informed of the incident as soon as possible.

Job Assignments and Flexibility

Campuses retain the right to move you to a different assignment or area than what you accepted in Frontline. Substitutes are expected to be flexible and accept any changes made by the campus. If a substitute is asked to work in a Special Education Special Programs Unit and the substitute is not comfortable in that setting, the substitute may let the campus know they are not comfortable in that setting and would like to work in a different area if possible.

Lunch, PLC, and Conference Periods

You are guaranteed a 30-minute duty free lunch. You may leave for lunch but must check out and check back in through the main office to do so. Lunch is the break for the day. If the teacher you are substituting for has a PLC period, you may be assigned to a different classroom or area during that time. You may not leave campus during PLC. During conference periods, you may be assigned to a different classroom or area during that time. You may not leave campus during conference periods.

Medication: Students

Medication should only be administered by the school nurse or other appropriately trained health personnel. Classroom teachers and substitutes do not administer medication in any way, shape, or form. This includes but is not limited to cough drops and essential oils. For assistance with students and medication or medical needs, substitutes should contact the campus clinic or a campus administrator. Additionally, substitutes are not to recommend or suggest medications or provide health guidance to students or parents.

Medication: Employees

Medication must not be accessible to students. If an employee is taking medication, over the counter or prescription, then that medication must be stored away from and not accessible to students.

Parent Contact

Substitutes do not contact parents, nor do substitutes have conversations with parents. If a substitute has a concern they believe needs to be addressed with a parent, then the substitute shall inform a campus administrator of the concern. Campus administration will then make a determination regarding appropriate next steps, and the next steps may not involve the substitute. Only the campus principal may determine whether a substitute may make contact with a parent.

Payroll and Pay Schedule

Substitutes are paid on the 10th of each month to cover the days worked in the previous pay period (date may vary due to District closure and/or holidays). Direct deposit to your financial institution is required. Once the direct deposit has been transmitted, your bank is responsible for the availability of your funds. If you close your account prior to payday, the bank will refund the money to the district; however, the district must wait for the receipt of these funds before reissuing or redepositing to your new account. All substitutes are responsible for reviewing the accuracy of their pay statements.

To view the current pay schedule, click here: <https://www.gpisd.org/departments/business-operations/payroll>

Payroll Contact

For information or questions regarding payroll or about your paycheck, please send an email to payroll@gpisd.org.

Release of Students

Do not release a student from the classroom or other space without the appropriate permissions. For example, if another student presents themselves as an office aide and states they need a student to leave the classroom because they are checking out, substitutes are expected to verify the information with the main office before releasing the student from the classroom.

Reporting Arrests and Convictions

A substitute must report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony to Dr. Michelle Brinkman, Executive Director of Human Capital, within three calendar days of occurrence. Substitutes must also report the offenses listed below:

- Crimes involving school property or funds
- Crimes involving fraudulent attempts to obtain or alter any educator certificate or permit
- Crimes that occur wholly or in part on school property or at school-sponsored activities
- Moral turpitude (including, but not limited to, dishonesty, fraud, deceit, theft, misrepresentation, deliberate violence, base, vile or depraved acts intended to arouse or gratify sexual desire, crimes involving controlled substances, felonies involving driving while intoxicated, acts of abuse or neglect as defined under SBEC rules.

Reporting Suspected Child Abuse and Misconduct Reporting

Ch 118 of the Texas Civil Practice and Remedies Code

CHILD ABUSE and/or NEGLECT

Educators have a professional and ethical obligation to protect students from harmful or inappropriate behavior, whether it comes from colleagues or others within the school environment. This responsibility is more important than any personal doubts or discomfort about reporting a colleague's misconduct or taking part in an investigation. The safety and well-being of students must always come first. Reporting suspected abuse is not only a moral duty - it is also required by law.

Educators and other professionals, including substitutes, are required by law to report suspected child abuse or neglect. These educators and professionals are protected when they make a report

in good faith. That means if you honestly believe a child may be in danger and you report it, you cannot be sued or charged with a crime for making the report. Texas law also assumes that all reports are made in good faith, unless there is clear evidence that the report was false or made to cause harm. This rule helps protect people, especially educators, from being afraid to report something suspicious. However, not reporting suspected abuse is a serious matter. If a professional, including substitutes, fails to report, they can face criminal charges, lose their license/certification, or even be sued. You can find more details below.

Chapter 118 became effective September 1, 2025. Starting with that effective date, professionals, including substitutes, must report suspected child abuse or neglect to the Department of Family and Protective Services (DFPS) within 24 hours. Additionally, professionals, including substitutes, must report to local law enforcement (Grand Prairie Police Department) within 24 hours.

Grand Prairie ISD utilizes online report for reporting suspected child abuse or neglect to the DFPS. (txabusehotline.com). To report to the GPPD, GPISD utilizes School Resource Officers. Work with campus administration to contact the SRO to file the report. If you are reporting an employee, you must inform the campus principal as well as Dr. Michelle Brinkman. If the campus principal is the employee you are reporting, you will need to contact Dr. Michelle Brinkman.

If you believe the abuse is severe and immediate attention is required, you may call 911 and then phone in a report to the DFPS (1-800-252-5400).

If you suspect the abuse involves human trafficking, you must report that to the DFPS and GPPD, as well as the National Human Trafficking Hotline (1-888-373-7888).

It is very important that you do not investigate the situation yourself. You must not try to confirm or rule out abuse before reporting. Even well-meaning actions can interfere with official investigations and may unintentionally harm the child. Leave investigations to trained professionals. Only law enforcement and child protection experts have the authority and training to determine what happened.

When in doubt, report. If you have reasonable cause to believe abuse may have occurred, even if you are unsure, you are still required to report it. The legal duty to report suspected abuse cannot be passed on to someone else. Each individual is responsible for making their own report.

MISCONDUCT

Everyone in the school community, staff, student, parents, and administrators, should be aware of behaviors that may indicate inappropriate or reportable conduct by school employees. Recognizing the warning signs outlined in the Texas Educators' Code of Ethics helps protect students and ensure a safe learning environment.

Physical Contact: Unnecessary or inappropriate touching, hugging, or being physically close to a student.

Manipulation or Grooming: Gradually building a relationship that blurs professional boundaries

Boundary Violations: Showing favoritism, such as giving gifts, special privileges, or excessive praise to one student.

Inappropriate Communication:

- Having overly personal conversations, especially about romantic, affectionate, or sexual topics.
- Using private messaging apps or social media to communicate with students outside of school hours or about non-school topics
- Counseling students when it is not part of the educators' job
- Ignoring school rules and/or GPISD Board Policies that limit contact with students

Unexplained Gifts or Money: Receiving unexplained gifts or money from a teacher

Secretive Behavior: Asking students to keep secrets or not tell others about certain conversations or interactions; trying to hide communication with students.

Isolation: Discouraging a student from spending time with peers or trusted adults

Emotional Dependency: Making a student feel emotionally dependent on the educator

Changes in Student Behavior: Sudden anxiety, fear, or reluctance to attend school or be around a specific teacher

Drop in Academic Performance: Drop in grades or participation, especially if linked to increased time with one educator

Institutional Red Flags:

- School leadership not promptly responding to concerns or complaints
- Multiple reports or rumors about the same educator, even if not officially submitted
- Ignoring school policies on student-teacher interactions, or failing to enforce boundaries

The Texas Education Agency is committed to protecting student by investigating both individual misconduct and broader failures within school systems. This includes cases where educators harm students directly or fail to report abuse or other misconduct as required, as well as when schools do not follow proper procedures to prevent or respond to abuse.

Chapter 118 expands mandatory reporting laws and strengthens the Do Not Hire (DNH) Registry to include a wider range of misconduct, such as:

- Inappropriate communications with students
- Violations of professional boundaries

Chapter 118 also makes it a criminal offense to intentionally fail to report abuse in order to cover it up.

Additionally, Chapter 118 removes governmental immunity for school districts and professional employees, including substitutes. This means:

- Schools and individuals can be held civilly liable for failing to prevent or respond to abuse.
- Victims and families may pursue legal action when misconduct occurs and is not properly addressed.

Chapter 118 reinforces the importance of timely reporting and professional accountability in all Texas Schools.

Safety Plan

All Grand Prairie ISD campuses utilize the Standard Response Protocol System. Details are included in Appendix A of this handbook.

Senate Bill 12

Effective September 1, 2025

Texas SB 12 focuses on:

- Strengthening parental rights
- Increasing transparency with families
- Setting limits on certain instructional topics, discussion, and programs

What does SB 12 mean for Substitute Teachers?

1. Follow the assigned lesson plan.
 - You are required to teach only the provided curriculum/lesson plan.
 - Do not introduce additional topics, especially sensitive or controversial ones.
2. Avoid restricted topics.
 - Do not initiate or expand discussion on:
 - sexual orientation or gender identity
 - diversity, equity, and inclusion (DEI) topics or activities
 - If students bring it up, redirect them back to the lesson.
3. Do not encourage students to hide information from parents.
4. Do not handle sensitive student issues independently.
 - Topics such as mental health, identity, or personal concerns should be referred to the appropriate personnel (counselor, social worker, campus administrator).

-Do NOT provide counseling, guidance, advice, or personal opinions to students. These actions are beyond your role.

5. Do not handle student identity issues independently.

-SB 12 limits school staff (GPISD employee) involvement in student “social transitioning” (e.g., name/pronoun changes in certain contexts).

-Do NOT provide counseling, guidance, advice, or personal opinions to students. These actions are beyond your role.

6. Be aware of consent requirements.

-Some activities require parent notification or consent, including:

-Health-related services

-Certain instructional activities or surveys

-Counseling and/or guidance lessons

Tips for Success with SB 12:

-Follow lesson plans exactly as they are written

-Keep communication professional and within your job duties as a substitute teacher

-Refer concerns to the appropriate personnel (counselor, social worker, campus administrator)

-Comply with all district policies and school procedures

-Do not introduce controversial or restricted topics

-Do not provide personal guidance or share your opinions on sensitive issues. (Sensitive issues include but are not limited to political, religious, and social beliefs.)

-Do not ask, tell, or direct a student to keep something from their parent

-Do not deviate from the lesson plan or assigned curriculum

Important Reminder

-Failure to follow SB 12 requirements may result in disciplinary action up to and including termination by the school district. Failure to follow SB 12 may also result in disciplinary action by the Texas Education Agency or State Board of Educator Certification.

Bottom Line: teach/discuss what is assigned, avoid restricted topics, and refer anything sensitive to the appropriate personnel (counselor, social worker, school administrator).

Smoking, Vaping, and Use of Tobacco Products

Policies DH, GKA, FNCD

State law prohibits smoking, vaping, or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

State law prohibits smoking, using tobacco and nicotine products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Standards of Conduct and Texas Educator's Code of Ethics

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not

restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Substitute Work Hours

Substitutes are expected to be on time and stay throughout the entire work day. Substitute work hours vary by campus and are delineated on each campus' information page found later in this handbook.

Substitutes do not have permission to arrive late. Substitutes should not contact a campus to seek permission to arrive late.

Substitutes do not have permission to leave early. The only person on campus that has the authority to give permission for a substitute to leave prior to the end of the work day is the campus principal.

Training: Annual Training for All Substitutes

Substitutes must complete annual training via Vector Solutions. For returning substitutes, annual training must be completed on or before September 15 each school year. Some substitute training may be made available on the Qualtrics platform. Any information regarding training through Qualtrics will be communicated to you through your GPISD email address. For help with log-in and access to Vector training, contact the GPISD Help Desk.

Training: Newly Hired Substitutes

All newly hired substitutes must complete substitute orientation and on-boarding which are in-person meetings with Human Capital staff. Substitute orientation and on-boarding must be completed before any job assignment can be accepted.

Additional online training will be completed via Vector Solutions. It is not necessary to complete all Vector training before accepting jobs at campuses. However, training must be completed within 15 calendar days of attending in-person orientation and onboarding.

For help with log-in and access to Vector training, contact the GPISD Help Desk.

Traits of a Substitute Teacher

To create an efficient system, Grand Prairie ISD relies on substitutes who:

- Will be available on a regular basis (at least 5 days per month)
- Do not cancel jobs
- Can accept assignments at the last minute
- Can quickly report to a campus when needed
- Follow all lesson plans and instructions from the teacher, lead teacher, campus secretary, and/or district and campus administration.

- Comply with all GPISD Board Policies, State, and Federal Laws

Transitions and Passing Periods

Substitutes must assist and actively monitor students during periods of transition.

If teachers walk students to and from specials, the cafeteria for lunch, then substitutes must do the same.

During passing periods, substitutes are expected to be in the hallway, beside the door to the classroom, actively monitoring what is happening in the hallway as well as the classroom. Substitutes are expected to appropriately redirect students during transitions and passing period as needed.

When Substitutes Are Not with Students

There may be times during the day when the schedule may show the teacher is not scheduled to be with students. During these times, the campus may assign you other duties, which include but are not limited to the following:

- Hall monitoring
- Lunch duty
- Playground/Recess supervision
- Supervision of another teacher's classroom during conference or PLC time.

Appendix A: Security Protocols in GPISD



CrisisAlert™ Quick-Start Guide

Wear Your Badge Every Day.

How to Wear Your Badge

- Place your badge **behind your ID**.
- Wear your badge **above your waist**—clipped to your shirt or lanyard.
- **Do not leave** your badge **unattended or accessible** to others.
- **Do not glue** or attach anything to your badge.
- **Do not scratch, puncture, bend, or otherwise damage** your badge.



Use Your Badge for **TRUE EMERGENCIES**

Staff Alert "I Need Help"

Click your badge **three times and stop**—you will receive a short vibration.

3 CLICKS and STOP

Use when you need **individual help**, such as:

- Medical emergency
- Physical altercation
- Suspicious activity

Site responders will be notified. There will be no flashing strobes, and chirps will not sound.

The entire site will NOT be aware of the incident.

Campus-Wide Alert (Lockdown) "We Need Help"

Continue clicking your badge until you receive a prolonged vibration.

Use for a **campus-wide emergency or threat**, such as:

- Visible weapon
- Intruder on site

This will trigger lockdown protocol:

- Strobes will flash red and chirp.
- An intercom message will play, if applicable.
- A desktop alert will appear on computers.

The entire site and security personnel WILL be notified.

Be Empowered

Know Your Badge. Familiarize yourself with its function and activation process to take charge of your safety.

Stay Prepared. Keep your badge within reach, ready to use when needed. Preparedness makes a difference in every situation.

Use of the Centegix Badge (“Panic Button”)

Guidelines for Using the Centegix Badge

“I need help.”

In the following situations, click the badge three times to summon individual help. The entire building will NOT be aware of the incident.

Type of Incident or Situation	Call the Main Office	Use the Centegix Badge (click 3 times and stop)
A student refuses to comply with classroom rules	✓	X
A fight breaks out in the classroom	X	✓
A student gets sick in the classroom	✓	X
A student has a medical emergency that requires intervention (seizure, passes out)	X	✓
There is suspicious activity in the classroom	X	✓

“We need help.”

In the following situations, click the badge repeatedly to summon campus-wide help. This action will initiate a lockdown, and the entire building and security personnel will be notified about the incident.

Type of Incident or Situation	Call the Main Office	Use the Centegix Badge (click the badge repeatedly)
A weapon is visible	X	✓
There is an intruder on site	X	✓

GPISD
Standard Response Protocol
Teacher
Guidelines
&
Safety Precautions



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

Rich Laffey
Director of Safety Initiatives
972.237.5468

General Guidelines

- The purpose of this document is to provide general guidance for teachers and other staff during drills and emergencies. GPISD follows the Standard Response Protocols (SRP) for all drill and actual emergencies. While these protocols conform to established best practices and will provide the best and safest option in most emergencies, staff is expected to evaluate their specific circumstances and may choose another option to protect themselves and students.

Example: Active threat on campus. Teacher with class outside at recess should not attempt to re-enter building and lockdown. It would be more appropriate to evacuate the class to a safe location and notify law enforcement and GPISD (Grand Prairie Independent School District) administration.

Safety Precautions

- During instructional time, all classroom doors should be closed and locked. All exterior doors should be closed and locked. NO EXCEPTIONS.
- All staff and students are required to clearly display their GPISD ID badge. Staff and students without their ID should be directed to the office.
- Visitors should have a visitor badge, or a Raptor visitor sticker, with the current date and purpose of their visit printed on the badge or sticker.
- Doors should not be propped open under any circumstances. Doors that lock automatically upon closing may not be altered or modified to stop the door from locking.
- Do not hold exterior doors open for someone walking in behind you. This is known as "tailgating" or "piggybacking" and is an effective strategy to gain access to restricted areas.
- As a teacher, substitute, or other staff member, you have the responsibility to notify the front office of a dangerous situation and/or request the appropriate emergency procedures.

Emergency Preparedness

ALL CLEAR: An announcement will be made over the speakers telling us the emergency has ended. We will return to our normal activities.	
HOLD - A minor emergency or situation is occurring in a hallway or other common area (fight, spill, medical, etc.). - Staff and students should remain in the classroom until the situation is resolved. - Teacher should take attendance. - Instruction continues.	 HOLD
SECURE - A situation is occurring OUTSIDE the school and it is safe inside the school. Move everyone inside the school. - We will hear an announcement telling us about this and stay in our room. A secure may be released with an "all clear" announcement over the PA. - Instruction continues unless announced otherwise. - Changing classes, restroom trips and lunch will depend on the situation.	 SECURE
LOCKDOWN - Lockdown is called when there is a threat or hazard INSIDE the school building. - An announcement will be made over the speakers telling us to "Lockdown! Lockdown! Lockdown!" - In order to protect the students and teachers, we will make sure the classroom door is locked and shut, the lights will be turned off, door window covered, and we will move to an area out of view the window in the door. We will all be very quiet and stay like this until released by someone with a key. - If you are caught in the restroom or hallway, go to the closest classroom within the first few seconds to be in a safe place. - From parental custody disputes, to intruders, to an active shooter, Lockdown uses classroom and school security actions to protect students and staff from threat. - In addition to locks, lights, out of sight, use furniture and any large, heavy objects to barricade the door. Room occupants should be out of sight, but spread out, randomly in the room.	 LOCKDOWN

EVACUATE • Evacuate is used to move staff and students to safety and away from a dangerous situation. The building is not safe to be in. • The fire alarm will sound, letting us know we need to leave the building. Or, you will here "Evacuate! Evacuate! Evacuate!" over the speakers telling us to leave and evacuate to a location such as "the parking lot, the flag pole" or other. • All students and teachers will leave the building quickly, and move to the announced location to be accounted for. • Teacher will take attendance and stay with your students until the last student is dismissed. • If we cannot return to the building within a reasonable amount of time, we may be moved to safe location either walking or using buses, depending on the situation.	EVACUATE
SHELTER: SEVERE WEATHER • The weather conditions may cause students and staff to move to their "SHELTER Location". SHELTER Locations are designated with signage, usually first floor, interior rooms. • An announcement will be made telling us severe weather is approaching the school. We will either move to a SHELTER Location or stay in the room. An announcement will be made with action steps. We will stay here until told it is safe to come out or told to leave the building. • The SHELTER Location may have several classes moved into one classroom creating a crowded space. • Teacher will take attendance and remain with the class. • A SHELTER may be released with a PA announcement. SHELTER: HAZARDOUS MATERIAL • An incident has occurred outside the school, and we must stay inside until it is safe for us to go outside. • An announcement will be made telling us to "SHELTER: Hazardous Material". We will continue to learn and not leave our room unless told otherwise. • We will remain in our room until we are given further instructions from the principal.	SHELTER

Appendix B: Tips for Success

The following are suggested as best practices for substitutes:

- Arrive at your assigned campus at least 20 minutes before your expected arrival time
- Check in with the secretary to attend to all details that must be completed before going to the classroom (Signing in, key and badge exchanges, etc.)
- Review the lesson plan that was left for you; if the teacher did not leave a lesson plan, or if it is incomplete, immediately contact a campus administrator or the secretary
- Introduce yourself to the teachers whose classrooms are close to yours
- Be positive in relating to students and expect the best from all of them
- Deal with students' individual concerns in a private manner
- Be objective
- Be patient
- Follow established classroom routines
- Ask a student helper to assist with locating supplies, lesson assignments, etc.
- Always follow the lesson plan. Don't improvise or introduce extraneous topics.
- Write your name on the board so students know how to address you. It is NEVER appropriate for students to call a substitute by their first name.

Once you are in the classroom and students are present, practice the following:

- Do not make inappropriate statements; students will remember (and will probably have recorded them)
- Give positive reinforcement
- Do not reinforce negative behavior
- Move about the room frequently (stay on your feet, not in your seat)
- Offer individual help to students who need it
- Respect the students; do not talk down to them
- Respect students' strengths and weaknesses
- Handle wrong answers without criticizing or belittling
- Do not release students until the end of the class period or the end of the day
- Do not go "off topic". That means, stick to the reason you are there - implement the lesson for the day. Do not give life lessons, advice, or guidance on anything other than the lesson. If redirection is needed, do so appropriately.

At the end of the day, after students have left:

- Organize papers and leave them on the teacher's desk, including explanatory notes
- Leave a general note describing how the day went so that the teacher can follow up as needed when he or she returns.

The principal may assign you after-school duties such as the following:

- Monitoring bus onboarding
- Assisting with car riders
- Monitoring students in other areas of the school and/or school grounds

Appendix C: Check-In and The Daily Routine for a Substitute

1. Check in with the campus secretary. **Sign the sheet so you get paid!**
2. Exchange your car keys or house/apt key for the classroom keys, door access badge, and Centegix badge. **This is non-negotiable.** You must provide one of these items in order to check in for the day.
3. Ask “Are there any drills scheduled for today?”
4. Ask “Who is my buddy teacher?”
5. Check for rosters, lesson plans, and a daily schedule. Missing any of this? Immediately alert a campus administrator or the campus secretary.
6. Have lesson plans but can’t access them, don’t understand them, or cannot locate materials for them? Check with the buddy teacher or alert an administrator or the campus secretary ASAP.
7. IF THERE ARE NO LESSON PLANS, DO NOT TRY TO JUST WING IT AND TEACH YOUR OWN LESSON. ALERT AN ADMINISTRATOR THAT YOU NEED ASSISTANCE. (Please let Ms. Lozano and Dr. Brinkman know as well. You can do so by sending an email later that day. Ninfa.Lozano@gpisd.org; Michelle.Brinkman@gpisd.org)
8. Follow the lesson plan(s), schedules, and instructions provided to you.
9. End of day, please leave a note for the teacher. Let them know what went well, who was helpful, etc. Let them know what didn’t go so well, difficulties you had, etc. Use facts – not opinions.
10. Check out through the campus secretary. Return the classroom key, door access badge, and Centegix badge so you can retrieve your car keys.

Things to Find Out When You Review the Substitute Folder:

- How do you report students who are tardy or absent?
- Where are the adult/faculty restrooms located?
- Where is the teacher/faculty breakroom located?
- Where are the student restrooms located?
- Aside from your buddy teacher, what is the name of each teacher around you?
- Any students with medical information? Any students leave for the clinic at specific times? If none are listed, you may want to ask the buddy teacher to be sure.
- What is the class schedule?
- Where are supplies for the day located?
- Seating charts?
- Where are the classroom expectations/community agreement posted?

Appendix D: Substituting in Special Education

Continuum of Services (Special Education Programming)

Special Education offers several special programs to meet students' needs. Not all programs are offered at all campuses. Substitutes should be aware that some classrooms and facilities may be subject to audio and video monitoring.

The Continuum of Services link provided below gives an overview of major SPED programs and settings to which substitutes may be assigned.

<https://www.gpisd.org/departments/special-education/continuum-of-services>

Appendix E: Helpful Contacts

Human Capital - General Inquiries or Assistance = Rachel Rodriguez
(rachel.rodriguez@gpisd.org)

Frontline = Ninfa Lozano (ninfa.lozano@gpisd.org)

Skyward Employee Access = GPISD Help Desk (helpdesk@gpisd.org)

Laserfiche Access or Document Upload = GPISD Help Desk (helpdesk@gpisd.org)

GPISD Email = GPISD Help Desk (helpdesk@gpisd.org)

Appendix F: Campus Information for Substitutes (Alphabetized by Campus Name)

Arnold Middle School

Address: 1204 E. Marshall Dr., GP, TX 75051
Principal: Sterlin McGruder
Secretary: Noralissa Garcia-Hernandez, extension 17403
Main Phone: 972.343.7400; website https://arnold.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: Use the parking lot located in front of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Austin Environmental Science Academy

Address: 815 W. NW 7 th Street, GP, TX 75050
Principal: Dalia Aguilar
Secretary: Yvette Sena; extension 14601
Main Phone: 972.343.4600; website https://austin.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the lot located in front of the building.
Report to: Campus Secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder is located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Bowie Fine Arts Academy

Address: 425 Alice Drive, GP, TX 75051
Principal: Dr. Rachel Mendoza
Secretary: Liana Soto, extension 13201
Main Phone: 972.262.7348; website https://bowie.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the big parking lot - close to Tamara St and Clarice St
Report to: Campus Secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at the classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Crosswinds Accelerated High School (CAHS)

Address: 1100 N. Carrier Parkway, GP, TX 75050
Principal: Brayonna Howard
Secretary: Maria Lopez, extension 12952
Main Phone: 972.522.2950; website https://crosswinds.gpisd.org/
Substitute Working Hours (Morning) 7:10am-11:50am Campus Hours (Morning) 7:30am-11:30am Substitute Working Hours (Afternoon) 11:40am-4:20pm Campus Hours (Afternoon) 12:00pm-4:00pm
Parking: Use the parking lot located directly in front of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPISD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Daniels Academy of Science and Math

Address: 801 MLK, Jr. Blvd, GP, TX 75051
Principal: Whitney Lorio
Secretary: Yesenia Trapp, extension 14501
Main Phone: 972.264.7803; website https://daniels.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the parking lot in front of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at the classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom. 2. Leave the cumulative attendance record in the classroom for the teacher.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

DATA at Adams Middle School

Address: 833 W. Tarrant Rd., GP, TX 75050
Principal: Sara Barlow
Secretary: Brenda Flores, extension 13001
Main Phone: 972.262.1934; website https://adams.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: Park in the front parking lot. The front of the building faces Tarrant Rd.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

De Zavala Environmental Science Academy

Address: 3410 Kirby Creek Drive, GP, TX 75052
Principal: Erin Whisenhunt
Secretary: To Be Announced, extension 16401
Main Phone: 972.642.0448; website https://zavala.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the teacher parking lot located along Kirby Creek Drive - right across from the daycare.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Dickinson Montessori Academy

Address: 1902 Palmer Trail, GP, TX 75052
Principal: Isabel Camarillo
Secretary: Cynthia Milbers, extension 17701
Main Phone: 972.641.1664; website https://dickinson.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the parking lot in front of the school near the main door (Door 1).
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Dubiski Career High School (DCHS)

Address: 2990 S. Highway 161, GP, TX 75052
Principal: Diondria Phillips
Secretary:, extension 17801
Main Phone: 972.343.7800; website https://dubiski.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: Park in the south parking lot (closest to Warrior Trail).
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPISD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Eisenhower Elementary

Address: 2102 N. Carrier Parkway, GP, TX 75050
Principal: Magdalena Garcia
Secretary: Leslie Buitrago, extension 16601
Main Phone: 972.262.3717; website https://eisenhower.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park directly in front of the building or in the lot on the side of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you in the main office during check-in. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Fannin Middle School

Address: 301 NE 28 th St., GP, TX 75050
Principal: Lilian Orozco
Secretary: Maribel Moreno; extension 14701
Main Phone: 972.262.8668; website https://fannin.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: Park in the south parking lot located on the left side of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Florence Hill Elementary

Address: 4213 Robinson Rd., GP, TX 75052
Principal: Monica Smith
Secretary: To be Announced, extension 16801
Main Phone: 972.264.0802; website https://flohill.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the designated staff parking lot.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Garcia Elementary

Address: 2444 Graham St., GP, TX 75050
Principal: Guillermo Cortez
Secretary: Karen Ruiz, extension 16501
Main Phone: 972.237.0001; website https://garcia.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the lot directly in front of the school.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Garner Fine Arts Academy

Address: 145 Polo Rd., GP, TX 75052
Principal: Dr. Chaemsanith Arriaga
Secretary: Tara Fontenot, extension 13301
Main Phone: 972.262.5000; website https://garner.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: On the east side of the building. (On the left if you are facing the main door.)
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Global Leadership Academy at Barbara Bush Elementary

Address: 511 E. Springdale Ln., GP, TX 75052
Principal: Dr. Shelley Handcock
Secretary: Rose Lopez, extension 16701
Main Phone: 972.237.1628; website https://bush.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the lot located in front of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Grand Prairie Collegiate Institute (GPCI)

Address: 2205 SE 4 th St., GP, TX 75051
Chancellor: Dr. Felicia Layne
Secretary: Teresa Bonesteel, extension 13601
Main Phone: 972.343.3120; website https://gpci.gpisd.org/
Substitute Working Hours 7:40am-3:50pm; Campus Hours 8:00am-3:30pm
Parking: Park in the lot between the building and the track. You will have to walk around the building to the front where door 1 is located.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Grand Prairie Fine Arts Academy (GPFAA)

Address: 102 Gopher Blvd., GP, TX 75050
Principal: Amanda Schmitter
Secretary: Norma Gonzalez, extension 16301
Main Phone: 972.237.5603; website https://gpfaa.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: The main parking lot in front of the academy is very small. If no parking is available, please park in the lot across the street, next to the track. Do not park in the student parking lot.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPISD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Grand Prairie High School and Grand Prairie High School Early College High School

Address: 101 Gopher Blvd., GP, TX 75050
Principal of GPHS: Jabulani Satcher
Chancellor of GPECHS: April Baylor
Secretary: Breanda Rosales
Main Phone: 972.343.7800; websites https://gphs.gpisd.org/ https://gphs.gpisd.org/early-college-hs
Substitute Working Hours 7:15am-3:20pm; Campus Hours 7:35am-3:00pm
Parking: Use the parking lot located directly in front of the main entrance.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPISD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Jackson Middle School

Address: 3504 Corn Valley Rd., GP, TX 75052
Principal: Lakendrick Foster
Secretary: Ana Miralda, extension 17501
Main Phone: 972.264.2704; website https://jackson.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: Use the staff parking lot which is located on the back side of the building close to the football field. Substitutes will need to walk around to Door 1 to enter the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Johnson DAEP

Address: 650 Stonewall Dr., GP, TX 75052
Principal: Sandy Dávila-Tijerina
Secretary: Amanda Acosta, extension 17001
Main Phone: 972.264.7244; website https://www.gpsd.org/schools/johnson/administration
Substitute Working Hours 7:00am-3:05pm; Campus Hours 7:20am-2:45pm
Parking: Use the designated staff parking lot.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPSD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, notify the campus secretary immediately.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Marshall Leadership Academy

Address: 1160 Warrior Trail, GP, TX 75052
Principal: Ernie Amaton
Secretary: Vanessa Elizarraras, extension 17201
Main Phone: 972.522.7200; website https://marshall.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the lot located directly in front of the main entrance.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Moore College and Career Preparatory

Address: 3150 Waterwood Dr., GP, TX 75052
Principal: Nichole Holland
Secretary: Francis Soza Lopez; extension 14801
Main Phone: 972.660.2261; website https://moore.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the parking lot in front of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Morton Elementary

Address: 401 E. Grand Prairie Rd., GP, TX 75051
Principal: Rosa Avendaño
Secretary: Imelda Rubio, extension 16001
Main Phone: 972.262.6785; website https://morton.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the lot located on the west side of the building (to the right if you are facing the main door).
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder is located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Moseley Elementary

Address: 1851 Camp Wisdom Rd., GP, TX 75052
Principal: Kami Kinsey
Secretary: Amanda Valencia, extension 12801
Main Phone: 972.522.2800; website https://moseley.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Please park in the lot located in front of the building. If that lot is full, please utilize the lot in the back and walk around to the main entrance at the front.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder is located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Ochoa STEM Academy at Ben Milam Elementary

Address: 2030 Proctor Dr., GP, TX 75051
Principal: Joel Hernandez
Secretary: Izamar Sanchez-Martinez, extension 13701
Main Phone: 972.262.7131; website https://ochoa.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Teacher and Substitute Hours: 8:00 am-4:45 pm
Parking: Park in the lot located in front of the school.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Powell Elementary

Address: 5009 S. Carrier Parkway, GP, TX 75052
Principal: Crystal Dunlap
Secretary: Perla Alonzo, extension 16901
Main Phone: 972.522.6900; website https://powell.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the lot located in front of the building. If that lot is full, please park in the lot located behind the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Rayburn Elementary STEAM Academy

Address: 2800 Reforma Drive, GP, TX 75052
Principal: Lauren Wirth
Secretary: Anna Garcia, extension 13801
Main Phone: 972.264.8900; website https://rayburn.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the parking lot on the south side of the building (to the right if you are facing the main door).
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Reagan Middle School

Address: 4616 Bardin Rd., GP, TX 75052
Principal: Chris Lee
Secretary: Griselda Deluna, extension 17301
Main Phone: 972.522.7300; website https://reagan.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: Park in the lot directly in front of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPISD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

School for the Highly Gifted

Address: 2205 SE 4 th St., GP, TX 75051
Headmaster: Candis Jones
Secretary: Celine Baca, extension 13603
Main Phone: 972.343.7864; website https://shg.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Park in the lot between the building and the track. You will have to walk around the building to the front where door 1 is located.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Seguin Elementary

Address: 1450 SE 4 th St., GP, TX 75051
Principal: Jacob Bargas
Secretary: Melissa Perry, extension 17101
Main Phone: 972.522.7100; website https://seguin.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the designated staff parking lot.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, notify the campus secretary immediately.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

South Grand Prairie High School and South Grand Prairie High School Early College High School

Address: 301 W. Warrior Trail, GP, TX 75052
Principal of SGP: Terrence Starling
Chancellor of SGPECHS: Cheryl Butterfield
Secretaries: SGPHS -- Veronica Chmielewski, extension 11501 SGPECHS -- Noemi Martinez, extension 17640
Main Phone: 972.343.1500; websites https://sgphs.gpisd.org/ https://sgphs.gpisd.org/early-college-hs
Substitute Working Hours 7:15am-3:20pm; Campus Hours 7:35am-3:00pm
Parking: Park in the large lot located directly in front of the school.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPISD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be provided to you when you check-in with the campus secretary. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Truman Digital Learning Institute

Address: 1501 Coffeyville Trail, GP, TX 75052
Principal: Dr. Tanya Gilliam
Secretary: Sarah Caballero, extension 13901
Main Phone: 972.641.7676; website https://truman.gpisd.org/
Substitute Working Hours 8:30am-4:35pm; Campus Hours 8:50am-4:15pm
Parking: Park in the lot that is directly in front of the main entrance.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the button for the camera phone. You will need to present your GPISD substitute badge to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Whitt Fine Arts Academy

Address: 3320 S. Edelweiss Dr., GP, TX 75052
Principal: Tiffany Smith
Secretary: Meliza Cruz, extension 14901
Main Phone: 972.264.5024; website https://whitt.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the parking lot that is directly in front of the building. If that lot is full, please park in the lot located on the side of the building.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button to enter the building. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.

Williams Elementary

Address: 1635 SE 14 th St., GP, TX 75051
Principal: Dr. Joetta Wesley
Secretary: To Be Announced, extension 12701
Main Phone: 972.522.2700; website https://williams.gpisd.org/
Substitute Working Hours 7:50am-3:55pm; Campus Hours 8:10am-3:35pm
Parking: Use the designated staff parking lot.
Report to: Campus secretary
<u>Reporting at the beginning of the day:</u> 1. Go to door 1 and push the camera phone button. You will need to present your GPISD substitute badge at the camera phone to enter the building. 2. Sign in. This is how you get paid. 3. You will be asked to exchange your personal vehicle key/fob for the classroom key, a secure door badge for the campus, and a Centegix badge.
<u>Lesson plans:</u> The substitute folder will be located in the classroom. When you arrive at your classroom, locate and review the lesson plan. If the teacher did not leave a lesson plan, immediately notify a campus administrator or the campus secretary.
<u>Attendance:</u> 1. Check attendance for each class period on the roster provided by the main office at check-in. Select a student to deliver the roster to the main office/attendance office within the first 10 minutes of each class/class period. Provide the student a dated and timed pass, signed by you, to complete this task and return to the classroom.
<u>Leaving at the end of the day:</u> 1. Leave the teacher a note describing how the day went. Provide information about positive and negative aspects of the day. Be factual. No need to state opinions or feelings. 2. Go to the office and sign out. 3. Turn in the classroom key, the secure door badge, and the Centegix badge to retrieve your vehicle key.