

SUBSTITUTE HANDBOOK 2026-2027

TABLE OF CONTENTS

District Information	3
School Substitute Reporting Times /Responsibilities of the Substitute/School Locator/ Academic Calendar	4
Rate of Pay Per Day / Levels of Substitutes	5
Schedule for Pay Dates	6
Employment Requirements	7
Expectations of a Substitute	9
General	10
Reporting Suspected Child Abuse	14
Special Education Classes (Acronyms)	15
Sub Tracking Sheet	16

Substitutes do not work when students do not report to school - Student Holiday/Teacher Workday/Professional Learning Day.

Note: Substitutes will not be compensated for accepting job assignments and reporting to campus on the days students are not present.

District Information

Description of the District

Lewisville Independent School District ranks within the top twenty largest school districts in Texas. Located about 25 miles from downtown Dallas, the communities making up the Lewisville ISD offer many small-town advantages while still being close to a major metropolitan area.

The district encompasses 127 square miles in the southeast portion of Denton County and serves the cities and communities of Lewisville, Flower Mound, The Colony, Highland Village, Double Oak, Copper Canyon, Hebron, the northern portion of Carrollton, and the western portion of Plano, as well as portions of Frisco, Coppell, Grapevine and Argyle.

The Lewisville ISD Board of Trustees, administrators, teachers, and support staff firmly believe no matter how good our schools are, or how good they have been, they must become even better tomorrow.

Vision Statement:

All students are confident, equipped and empowered to thrive in the future they imagine.

Mission Statement:

Engaging and inspiring learners and leaders in pursuit of growth and purpose.

Core Beliefs:

We believe:

- We believe students are the center of our learning community.
- We believe high quality and caring staff are the heart of a learning culture.
- We believe continuous improvement informs and inspires future growth.
- We believe safe and nurturing environments cultivate growth and well-being for all.
- We believe meaningful accountability encompasses more than test scores.
- We believe education is a shared responsibility built on authentic partnerships with students, families, staff, and the community.

School Substitute Reporting Times

Report to the building designee promptly and remain on duty until the following times listed:

Grade Level	Times
LLC/High School Full Day	8:30 AM - 4:30 PM
High School ½ day AM; ½ Day PM	8:30-12:30/ AM Shift; 12:30-4:30/PM Shift
Middle School Full Day	8:00 AM - 4:00 PM
Middle School ½ day AM; ½ Day PM	8:00-12:00/ AM Shift; 12:00-4:00/PM Shift
Elementary School Full Day	7:20 AM - 3:20 PM
Elementary ½ day AM ; ½ Day PM	7:20-11:20/ AM Shift; 11:20-3:20 /PM Shift
Elementary Half Day Pre -K	7:20 AM-11:20 AM & 11:20 AM – 3:20 PM
Elementary STEM Academy Full Day	7:20 AM - 3:20 PM
Lillie J. Jackson Early Childhood Center & Vernell Gregg Early Childhood Center(Morning)	7:15 AM - 11:15 AM
Lillie J. Jackson Early Childhood Center & Vernell Gregg Early Childhood Center (Afternoon)	11:15 AM - 3:15 PM
Night School	12:00 PM-8:00 PM

**** ½ Day = 4 hours worked** **** Full Day worked = 8 hours worked**

Responsibilities of the Substitute

Duty Hours

Due to the needs of a campus, a substitute may be asked to work a different assignment than the one that he/she was originally assigned. Substitutes should be flexible and to consider the needs of the campus.

All multi-day assignments are at-will. A campus reserves the right to end any multi-day substituting assignment, including long-term assignments, at any time with or without cause if the campus determines the removal is in the District's best interest.

Please view work hours in Frontline. Some position hours for example, PK Discovery Aides, vary.

School Campus Locator

26-27 Academic Calendar

Rate of Pay Per Day/Levels of Substitutes

- Former LISD Employee Non Certified- must have worked in a full time FTE position for at least one full school year
- Former LISD Certified - must have worked in a full time FTE position for at least one full school year and hold a valid current Texas teaching certification
- Certified – Current Teaching Certificate in the State of Texas
- Degreed – Awarded Bachelors, Masters, or Doctorate Degree
- Non-Degreed- High School /GED

Level of Substitute	**Pay for a Full Day**
Former LISD Employee - Certified	$155*
Former LISD Employee - Non-certified	$145*
(Professional) Certified	$130*
(Professional) Degreed	$115*
(Professional) Non-Degreed	$110
Registered Nurse	$200
Instructional Support/Aide	$110
Administrative Support/Aide	$110

*** Must work a teacher assignment to receive the rate of pay. If accepting an instructional support assignment, $110 is the daily rate.**

Long-Term Assignments

It is the policy of Lewisville ISD to use Certified Substitutes for Long-Term Assignments.The Long-Term Assignment Rate begins on the 17th consecutive day of an assignment for the same employee. Subs will be back paid for days 1-16 after working the 17th day of a long term consecutive assignment. If a certified substitute is not available, with approval for H.R., then a Degreed Substitute can take the assignment. Substitutes in vacant positions are not eligible for long-term pay. Long Term Postings can be found on the alert message when opening Frontline.

Level of Substitute	**Pay for Long-Term Sub Per Day**
Certified Teacher or Librarian	$165
Degreed	$130
Registered Nurse	$225
Counselor	$175
Instructional Support	$110

*Pay for a Half Day is 50% of Full Day Amount.

*Working hours are (8:00-4:30) at the Administrative & Special Education Buildings

Substitutes do not work when students do not report to school - Student Holiday/Teacher Workday/Professional Learning Day

Note: *Substitutes will not be compensated for accepting job assignments and reporting to campus on the days students are not present.*

Schedule for Pay Dates

Pay Dates for Substitutes (APPROXIMATE)

All payroll check/wage statements starting January 2025 are listed in Skyward QMLative Employee Access Portal. You can follow the LISD KHub article here for details.

For payroll questions and changes to direct deposit, contact: Krystal Lang, langk@lisd.net 972-350-4738

Employment Requirements

TRS Credit for Substitutes

Services rendered as a substitute may qualify for service credit with the Teacher Retirement System of Texas provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the Teacher Retirement System of Texas (TRS) for further information, https://tinyurl.com/TRS-Website.

Substitute work may also qualify as creditable years of service recognized by the Texas Education Agency (TEA) if a substitute has a teaching certificate while substituting. For more information, visit the TEA website.

TRS Retirees

An employee retired from a Texas school district, currently drawing annuity and benefits from TRS, may be eligible to substitute as many days as desired in filled positions following one complete calendar month of non-work (provided no additional type of work is performed for a TRS-covered employer). For TRS purposes, a substitute is a person who serves on a temporary basis in the position of a current employee. Interim or temporary employment in a vacant position, if it is expected to continue for four and one-half months or more or indefinitely until a permanent replacement is found and the search is expected to last four and one-half months or more, the substitute may be required to pay into TRS. Because the position is vacant, the person serving in the position is not considered a substitute for TRS purposes and membership eligibility must be determined based on the amount of work and the length of time the employment is expected to last. Individuals are responsible for contacting TRS (www.trs.texas.gov or 1- 800-223-8778) to identify any impact, such as loss of annuity or benefits that may occur due to employment as a substitute.

Retirement Plan Programs

Please visit https://tcgservices.com/individuals/fica-plans/ for information on FICA alternate plans.

Work Requirement

To remain active as a substitute within Lewisville ISD, all substitutes must work the equivalent of, at minimum, five (5) full days each school year. The requirement can be met by working full days, half days, or a combination thereof. Substitutes who do not meet the above requirement could be removed from the Lewisville ISD substitute system after the completion of a school year and will be required to reapply with no guarantee of continued employment. All substitutes must attend orientation in person and watch the required compliance videos prior to the 1st assignment of the new school year. All LISD employees will be required to check their LISD email for important district and frontline communications.

Required Orientation, Essentials Course and Compliance Training

To ensure a successful and compliant experience as a substitute teacher within our district, all substitutes are required to complete a half-day orientation session and fulfill all district-required compliance training including prior to being eligible to work in our schools. These essential training modules cover important policies, procedures, and expectations to support a positive learning environment. Failure to complete these training requirements will result in removal from the substitute system, and individuals will need to reapply to be considered for future opportunities. Your commitment to completing these sessions ensures a smooth, effective experience for both you and the students you serve. LISD credentials will be the same to use in all LISD systems.

Renewal Process

Each spring, substitutes are asked to renew their status for the upcoming school year. Instructions including how to renew and scheduling information are distributed electronically at a designated time. Renewal is a two-step process:

1. Substitutes must renew online and complete the required compliance videos and corresponding quizzes.
2. Substitutes must exchange their old badge for the current school year badge.

All substitutes must work the equivalent of, at minimum, five (5) full days each school year to be eligible to renew.

If a substitute does not complete the renewal steps by the designated time and meet the mandatory work requirement, the substitute could be separated from employment with Lewisville ISD, effective the end of the current fiscal year.

Substitute Health Insurance Option

Please visit the district website for information on benefits.

https://benefits.lisd.net/

Substitute Health Insurance Option - DIRECT LINK

Substitute Report

Administrators may complete a report based on a substitute's performance in the assignment they work.

Negative reports submitted to Human Resources may result in the substitute no longer being able to accept assignments at the specified campus/department.

Substitutes have ten (10) days to submit a written response to the campus administrator regarding the report. Written responses do not necessarily result in the report being removed but are attached to the report in the substitute's file.

Substitutes who receive three (3) negative reports, for any reason, within a calendar or school year may be removed from the substitute system.

Substitute Responses

Substitutes who wish to provide feedback to a campus related to an assignment may do so by completing and submitting a Substitute Response Form to the principal/campus administrator. A copy may also be sent by the substitute to the Human Resources office (Attn: Substitute Office) for placement in the substitute's personnel file. In addition, submitting a Summary of the Day Form assists the district employee by detailing what occurred in their classroom during their absence.

Removal From the Substitute System

Failure to comply with district policies and/or the guidelines established in the substitute handbook may result in adverse employment action against the substitute including, but not limited to, termination and/or removal from the district substitute system.

Specific actions that may result in removal from the substitute system include but are not limited to:

- Unsatisfactory performance as noted in a substitute report submitted by a principal/campus administrator, as stated above.
- Any single incident determined by the district to be inappropriate in carrying out the substitute's responsibilities.
- Failure to report suspected child abuse or neglect to DFPS/CPS within the required 24-hour timeframe.
- Multiple cancellations by the substitute less than 24 hours before the day of an assignment.

Expectations of a Substitute

- Be professional at all times. This includes professional behavior in communication and dress. Your image should be professional in both appearance and attire.
- Make every effort to carry out all the teacher's lesson plans.
- Understand and support school procedures and policy. Every school culture is different. Please be aware of school and classroom procedures and policies.
- Maintain the workspace assigned, whether it be a classroom, desk, or other location assigned by the district or school.
- Be cooperative in your relationships with others.
- Be considerate, fair, and firm when working with students.
- Report all accidents, injuries, and incidents to the office.
- Always maintain direct supervision over your students.
- Maintain confidentiality. Confidential information includes, but is not limited to, health or medical records, student records, and disciplinary matters.
- Classroom discussions shall be current, relevant, and significant to the instructional program, and topics shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students.
- Follow the daily schedule of the employee you are filling in for, which may include a prep or planning period. You may be asked to cover other duties and responsibilities as needed by the school administration during the day, and likewise are required to assist in any capacity asked during the assignment, which may include working in another classroom during the conference or planning period. You may not leave your assignment early if your last period of the day is a pre/planning period.
- You may cancel an assignment through the absence management system up to 24 hours before the scheduled start time of the job. If you pass this time and need to cancel, you must contact the LISD Sub office at 469-948-8097. You also need to contact the school and notify them of your inability to fulfill the assignment.
- Any assignment cancellation requests less than 24 hours for the following day will be considered a “Last Minute Cancellation”. If a last minute cancellation occurs, you will be prohibited from viewing and accepting jobs for that date.

General

Expectations

Substitutes are expected to be actively engaged and attentive during their assignment. The substitute is expected to perform the duties, both curricular and extra-curricular, of the regular teacher or classroom assistant. Personal items (books, newspapers, cell phones, and other electronic devices) must be turned off and stowed away during the day. The substitute will preserve the regular routine and follow the lesson plans left by the absent staff member, unless otherwise instructed by the team leader or campus administrator. As a substitute, you should never give students money, medicine, food, drink or purchase items for a student. The substitute teacher or classroom assistant will not leave the building during the day without notifying the team leader or office secretary and complying with the district policy regarding signing out during the day. Students must have full-time supervision. **Substitutes must never leave students unattended**.

Physical and/or Mailing Address or Emergency Contact Changes

Physical and/or mailing address changes can be completed using the Employee Address Change Form. This LISD KHub article contains instructions. Emergency Contacts Update form. Please type names in all CAPS. Instructions on how to complete the form are available in the LISD KHub here.

Assignment Cancellation

If substitutes must cancel an assignment and it is more than 24 hours from the start time of the assignment, they can cancel in Frontline on their own.

Substitutes should avoid making last minute cancellations (less than 24 hours before the start time). If a substitute finds him or herself unable to report to an assignment less than 24 hours before the start time, he/she should immediately contact the appropriate office manager by phone and email. Cancellations by substitutes place a burden on the campuses and affect student instruction. Last minute cancellations not accompanied by communication to the campus may result in a negative substitute report. The Substitute Office and campuses monitor cancellations, and a history of excessive last-minute cancellations is grounds for termination.

Additionally, you might contact the employee for whom you are scheduled to substitute. This gives him/her an opportunity to fill the assignment.

Assignments may not be cancelled to pick up another assignment for the same day. This may also result in a negative report.

Assignment Responsibilities

Due to the needs of a campus, a substitute may be asked to work a different assignment than the one that he/she was originally assigned. Substitutes should be flexible and consider the needs of the campus before declining a reassignment.

Substitutes must fulfill all duties that are assigned to the regular teacher/classroom assistant. A substitute may be asked to cover/perform other duties and responsibilities as needed by the campus during the day. These duties may include but are not limited to arrivals, dismissals, lunch, hall, tutoring, or other special assignments. Substitutes may also attend faculty or grade level meetings in place of the regular teacher if required.

A short summary of the day's activities must be prepared and left for the regular teacher. A substitute, serving in a long-term assignment, may be asked to assume the role and responsibilities of the regular teacher. These duties may include, but are not limited to, planning lessons, attending team meetings, entering grades, conducting parent conferences, etc.

Assignments are at-will, and the District/campus reserves the right to end any multi-day substituting assignment, including long-term assignments, at any time with or without cause.

Conference/Planning Period

Typically, substitutes in a long term role will follow the daily schedule of the regular staff member, which may include a conference or planning period. Conference/planning periods are not guaranteed to substitutes and are not free time. Substitutes are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period.

Classroom Materials

Substitutes should not bring any outside materials to class for the lessons. Teachers/classroom assistants will provide all information and materials necessary to conduct the lessons. If classroom materials are not available, notify the team leader, department head, and/or administration immediately.

Last Minute Assignments

Substitutes accepting last minute assignments must contact the office manager to ensure the assignment has not already been filled.

Assignment Selection

Substitutes should be cautious and use discretion when considering an assignment. Substitutes will not be compensated for accepting job assignments and reporting to campus on a "**Student Holiday**" or in the case of a district closure. Substitutes under 21 years of age are only permitted to accept jobs at elementary schools.

Substitute Folder

Teachers will have available on his/her desk a Substitute Folder with pertinent information for the substitute. It is necessary to locate this folder immediately.
The substitute folder will include materials of importance, such as:

- Lesson plans, syllabus
- List of students' names
- List of pupils in various groups
- Fire drills and other emergency instructions
- Important or unusual information about any students. ex. medication, specific needs
- Specific instructions to the substitute
- List of supervisory responsibilities such as duty schedule.

Review the classroom teacher's daily schedule, plan book, seating charts, record book, textbooks, and other materials.

Do not deviate from the regular teacher's lesson plan and schedule. If a problem arises, please check with the principal.

Responsibilities

- Circulate and supervise all students in your care.
- **Under no circumstances should students be placed in an unsupervised situation. The substitute is to remain with their classes during all designated class times, during group travel in the hallway, and at all assemblies, etc.**
- Avoid changing the seating arrangement or any other parts of the room organization except for temporary grouping of pupils for instructional or collaborative work.
- Report any accidents to the principal or nurse immediately.
- Leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the classroom teacher (bulletins, parent notes, assignments, and problems).
- Return materials and/or equipment to its proper place.
- Substitute teachers are expected to keep confidential any information about the school (pupils, parents, and principal) which might be gained while substituting. Concerns growing out of the substitute teaching experience should be addressed through the proper administrative channels.
- Substitute teachers should refer all medical situations to the nurse.

Student Absences

- Official state attendance for students is recorded one time each day. All absences are recorded during the morning with the exception of an afternoon pre-kindergarten program. The pre-kindergarten programs require a morning and afternoon attendance report.
- Secondary campuses require an absentee report each period. Roll should be taken immediately at the beginning of class, from the seating chart, & should be promptly posted in the designated area.
- The regular classroom teacher's name should appear on the absentee slip.

Classroom Management

Substitute teachers are expected to assume responsibility for the discipline in their groups and to assist in the correction of all other irregularities that may occur. As temporary members of the faculty, substitute teachers are charged with the responsibility of maintaining proper building procedures and rules of conduct. They are equally obligated to correct students for misconduct in the building or on the school grounds.

- Make every effort to get to know the students as quickly as possible. For example, when students walk into the classroom, greet the students and politely introduce yourself. This will prompt many to say their own names to you.
- Model the behavior you wish to see in students.
- Students respond best to clear expectations combined with respect and courtesy.
- Discussing behavioral expectations prior to an activity sets students up for success.
- Compliment students who are on task by name. (Ex: “Dollie, I noticed you led the group in filling out a K-W-L chart.”) Put the emphasis on the student’s effort, not on the outcome. (Ex: “Wow, I bet you worked really hard on completing your chart.”) Finally, focus on the feelings of the student. (Ex: “A 100 on the spelling test! I bet that feels great!”
- Remember to speak kindly and politely when addressing students and use language appropriate for an educational setting. Language of a profane nature will not be tolerated.
- Substitutes should always be physically present in their assignment.
- Every reasonable effort should be made by substitute teachers in attempting to solve problems before a student is referred to the principal. Occasionally, something may occur which warrants the exclusion of a student from the classroom. Exclusions from the class by the teacher in charge are referred to the principal or designee.
- All Lewisville ISD classrooms contain a phone, so if administrative assistance is required, contact the front

office.
- Use proximity to your advantage. Stand next to disruptive students, and they will often correct the disruptive behavior on their own.
- Maintain a professional, teacher-student relationship at all times. Students should not address substitutes by his/her first name.

Disciplinary Procedures

- Substitutes must never administer corporal punishment to any student. The use of corporal punishment in any form is cause for dismissal of the substitute. This includes physical contact with a student used to correct a behavior. For example, pulling a disruptive student by the arm to remove him/her from the classroom is not allowed.
- Substitutes are expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment.
- Substitutes must follow the classroom, campus, and district disciplinary guidelines. Consequences for discipline issues will be determined by campus administration.
- If a student needs to be removed from a class, substitutes should call for assistance from the campus administration. Guidelines regarding discipline issues should be addressed with the team leader or buddy teacher at the time you report for your assignment.
- Firm, fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

Daily Procedures

Beginning of Day

- Sign in at the front office with your name, and job number you received from the substitute system.
- Arrive on time to get organized and prepared for class.
- Introduce yourself to other team members and find a buddy teacher for the day. He/she will provide necessary information or offer assistance to you as needed. He/she can discuss with you any extra responsibilities such as lunch duty, playground duty, etc.
- Review lesson plans and the daily schedule of activities. Ensure you have all necessary materials. If lesson plans or materials are not available, notify the team leader or another member of the team if the team leader is not available for assistance.
- Greet the students as they enter the room.
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher's absence.
- Check the attendance and complete other routine matters (lunch count, before or after school duties, etc.). Begin lesson plans as quickly as possible.

Mid-Day

- Actively monitor students while they are working. Let them understand that they are expected to finish their work. For filler activities, see team leader or other staff members.
- Help students check their own work if possible.
- Praise students who are on-task. Praise should be private, specific, authentic, and immediate.
- Use free time to check some of the student work, clean the classroom, or assist other teachers.

End of Day

- Leave a summary of the day on the teacher's desk. Attach a note if some work is missing and include an explanation regarding why the papers are missing. Indicate which lesson plans have been completed. Make a note of plans that have not been completed. Make a note of anything unusual that may have happened.
- Be sure the classroom is left in the same condition as was found at the beginning of the day.
- Check in with the office manager for additional duties if you complete your original assignment early.
- Substitutes may not dismiss themselves.
- Sign out at the front desk in a timely manner.
- Failure to sign in or out may result in no compensation.

Reporting Suspected Child Abuse

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g. state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline (txabusehotline.org/login/default.aspx or 1-800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect.

In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or

requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Special Education Classes (Acronyms)

The information listed below is an explanation of the various Special Education Classes in the Lewisville ISD. When you are called for one of these classes, the job description will be listed on the voice information. All information gained during your substitution is confidential & may not be shared with anyone that does not have an educational need to know.

PPCD/ Public Preschool for Children with Disabilities
This service is available for identified children, ages three, four, and five. These preschoolers are provided instruction in the developmental areas of cognition, communication, motor, self-help (feeding, self-care, and toileting, social/emotional and creative expression).

SDI Resource Classes
Elementary and secondary campuses provide classroom settings for students with disabilities whose learning difficulties hinder their ability to learn without the assistance of direct special education services. Each student enrolled participates in the general school program and receives the assistance of a special education teacher only in the areas where the need exists. (The child leaves the classroom for help in the elementary school setting. It is its own classroom in a secondary setting.)

SDI Inclusion
Services are planned to keep students with disabilities in the general education classroom with their peers. Students are taught to compensate for their learning disability by the Inclusion teachers on their school campus. These teachers serve as a resource to both the student and the general education teacher. (Inclusion – Special Education teacher goes to the student in the regular classroom)

Academic Vocational Life Skills/ Functional Life Skills Classroom (AVLS/FLS)
Classes are for students aged three to twenty-one. Students with moderate to severe delay in the areas of cognition, communication, psychomotor development, self-care, feeding, toileting and/or social emotional skills are served. At the secondary level, may provide instruction in the community setting.

Communication Classes (Comm)
Classes are available for students who need significant emphasis on learning a method of communication, compliance, and independent work habits and skills. This setting provides a highly structured environment for students, many of whom are individuals with autism. May require assistance with self-care.

Academic Life Skills (ALS)
Bridging classes are available at the elementary and secondary level. The students participate with their general education peers to the maximum extent possible. Academics are presented at the level appropriate for each individual. Students in these classes usually have mild to moderate cognitive delays.

Behavior Intervention Classes (BIC)
Behavior Intervention classes are highly structured classrooms serving students with emotional and/or behavioral disorders. The goal of these classes is to teach social skills within an academic context and to help students to transition back into the mainstream to the maximum extent possible.

Other Abbreviations

APE - Adapted Physical Education

BASE - Behavior Academic Support Environment

CTE - Career Technical Education

DAEP - Disciplinary Alternative Education Program

DB - Deaf/Blind

EC- Early Childhood

ELL - English Language Learners

ESL - English as a Second Language

JJAEP - Juvenile Justice Alternative Education Program

LEP - Limited English Proficient

PPCD - Preschool Program for Children with Disabilities

TEAMS - Teaching for Emotional, Academic and Motivational Success

Sub Tracking Sheet

Sub Name / EP#: _____	
Pay Period: _____	**Pay Date: _____**

Date Worked	Employee Subbing For	Teacher or Aide?	Full or Half Day	Pay Rate	Frontline Confirmation #


LISD
LEWISVILLE ISD