



INDEPENDENT SCHOOL DISTRICT



**Substitute
Handbook**

2015-2016

Table of Contents

- WELCOME4**
- DISD MISSION STATEMENT5**
- ELIGIBILITY REQUIREMENTS TO BECOME A DISD SUBSTITUTE5**
 - DOCUMENTATION REQUIRED 5
 - SUBSTITUTE PICTURE IDENTIFICATION CARD 5
 - BACKGROUND CHECK 5
 - SERVICE VERIFICATION..... 5
- REGISTERING WITH AESOP SYSTEM5**
- AESOP WEB NAVIGATOR (PREFERRED METHOD)6**
 - AESOP CALL TIMES – DENTON ISD DEFAULT..... 6
 - AESOP CALL TIMES - SUBSTITUTE SET PREFERENCES..... 6
 - AESOP AVAILABLE JOBS – REVIEW 24/7 ONLINE 6
- RESPONSIBILITIES OF SUBSTITUTES6**
 - YOUR COMMITMENT TO TEACH WHEN CALLED..... 6
 - REPORT TO WORK PROMPTLY 6
 - DRESS APPROPRIATELY 7
 - DRIVING TO THE CAMPUS 7
 - WORK HOURS – FULL DAY 7
 - WORK HOURS – ½ DAY 7
 - MORNING & AFTERNOON CHECK-IN OFFICE STAFF 7
 - KEEP PERSONNEL RECORDS..... 7
 - LEAVING CAMPUS NOT ALLOWED WITHOUT PERMISSION 7
 - USE OF SCHOOL EQUIPMENT, ETC. 7
 - CLASSROOM GUIDELINES 8
 - STUDENT DISCIPLINE & SUBSTITUTE EXPECTATIONS 8
 - ELECTRONIC COMMUNICATION AND DATA MANAGEMENT 9
 - EXTRA DUTIES..... 9
 - RELEASE OF CHILDREN..... 9
- GENERAL INFORMATION.....9**
 - PERSONAL INFORMATION CHANGES 9
 - DAILY ASSIGNMENTS REVIEW 9
 - CANCELLATION OF JOBS BY CAMPUS STAFF..... 10
 - SUBSTITUTE USAGE FORM – HOW TO SUBMIT DAYS WORKED 10
 - SUBSTITUTE RATES..... 10
 - PAYROLL DATES FOR SUBSTITUTES..... 10
 - SALARY RATES – WHEN ABSENCES ON LONG TERM ASSIGNMENTS 10
 - HIGH SCHOOL PARKING DECAL CARD 10
 - NOTICE OF REASONABLE ASSURANCE / NOT ELIGIBLE FOR UNEMPLOYMENT 11
 - RESIGNING SUBSTITUTE POSITION..... 11
- SUBSTITUTE EVALUATION SYSTEM12**
 - POSITIVE FEEDBACK 12
 - UNSATISFACTORY FEEDBACK – PRINCIPAL MEETING – 1ST MEETING 12
 - UNSATISFACTORY RATING & MEETING – HUMAN RESOURCES MEETING – 2ND MEETING 13
 - FEEDBACK OF ASSIGNMENT BY SUBSTITUTE OF CLASSROOM/CAMPUS EXPERIENCE 13
 - CLASSROOM TEACHER INPUT/ACTION 13
 - BUILDING PRINCIPALS OR SUPERVISOR INPUT/ACTION 13
 - EXECUTIVE DIRECTOR OF HUMAN RESOURCES INPUT/ACTION 13

PRINCIPAL OR DESIGNEE COMPONENT 13

CLASSROOM TEACHER COMPONENT 14

STAFF ACCEPTABLE USE POLICY (AUP) 15

 TECHNOLOGY & COPYRIGHT LAWS 15

Overview - The Use of Computers, the Internet, and Electronic Mail 15

Acceptable Use Guidelines - Technology 15

Bring Your Own Device - Technology 15

Email Prohibited Uses - Technology 16

Monitored Use (Not Confidential) - Technology 16

Posting Practices – District & Campus Websites - Technology 17

Posting Policies – Student Work, Pictures, Videos, Student Name - Technology 17

Social Media Use with Students - Technology 17

Staff Expectations - Technology 17

Copyright - Classroom 18

Disclaimer of Liability 18

Examples of Inappropriate Use 18

Copyright - What Can Educators Do? 19

Copyright - What Can't Educators Do 19

 EXAMPLES OF INAPPROPRIATE USE 19

 DISCLAIMER OF LIABILITY 20

SAFE SCHOOLS 20

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS 21

DISTRICT CALENDAR 23

CAMPUS LISTING 24

EMPLOYEE ABSENCE FROM DUTY REPORT & SUBSTITUTE USAGE FORM - SAMPLE 25

FORM SUB-1 SUBSTITUTE ORIENTATION ASSESSMENT – POST 1ST ASSIGNMENT ERROR! BOOKMARK NOT DEFINED.

FORM SUB-2 FEEDBACK TO TEACHER OF CLASSROOM EXPERIENCE 26

FORM SUB-3 FEEDBACK TO PRINCIPAL OF TEACHER’S PREP & CLASSROOM EXPERIENCE 27

FORM SUB-4 TEACHER’S EVALUATION OF SUBSTITUTE PERFORMANCE 28

Welcome

We want to first thank you for becoming a substitute teacher and welcome you as an important and valuable part of our Denton Independent School District instructional team. Like all other teachers in the district, you have one of the noblest tasks of all—helping to contribute to the growth and development of our students. It is evident that our school district could not function adequately without dedicated and caring substitute employees.

Your service is particularly important because you often become a Denton teacher on short notice. A substitute must come into each classroom, every day, with high expectations, compassion, and an unwavering desire to provide continuity of learning within the classroom in the absence of the regular teacher. We realize that your regular plans for the day must be changed or canceled abruptly and that you have little time to prepare.

Instructionally, the charge to substitute teachers is to plan for and hope that the students will continue to make adequate progress academically in the absence of the regular classroom teacher. Your efforts will help lessen the task of “catching up” when the regular classroom teachers return. Do not be concerned with the possible necessity of some “repetitious” re-teaching after the regular teacher returns. Receiving two different viewpoints is a valuable contribution to student learning.

It is our belief that you represent a dedicated core of substitute teachers, whose desire is to provide students with a quality educational experience. This handbook will provide you with information which will clarify policies and procedures while enabling you to be more comfortable and effective in the classroom. From time to time, please review this information so that you might give your best to our students.

Please do not hesitate to contact the Human Resources office, if you have any concerns regarding your role as a substitute teacher in our district.

For your services, we are indeed grateful.

Human Resources

DISD Mission Statement

Empowering lifelong learners to be engaged citizens who positively impact their local and global community.

Eligibility Requirements to Become a DISD Substitute

Documentation Required

All applicants wishing to be employed as substitute teachers must furnish the Division of Human Resources office the same information that is required of members of the regular teaching staff. The following materials must be completed and on file before a substitute is placed on the **official** substitute list:

- Online application for substitute teaching
- Classroom Observation Hours Form (if applicable) *6 hours
- Copy of official transcript reflecting college/university coursework and graduation date
- Criminal History Release Form
- Driver's License and Social Security Card (list of acceptable documents)
- Fingerprint Receipt
- I-9 Form (employment eligibility verification)
- Photocopy Teacher Certificate (Texas or Out-Of-State) *if applicable
- Reference Letters (2 required)
- W-4 Form (withholding allowance certificate)

It is the responsibility of the substitute to keep the Division of Human Resources office informed of any changes of address, telephone numbers, credentials, and availability. **No substitute teacher will be considered active without a completed file.**

Substitute Picture Identification Card

Substitute employees will be issued picture identification badges to be worn at all times while on duty. An ID badge will not be issued until all employee information/documents are submitted.

Background Check

Effective June 1, 1989, the Denton Independent School District has been required by state law to obtain criminal history record information on all applicants for employment with the district.

Service Verification

Teacher service in accredited school districts and private schools nation-wide can be verified on the Texas Teacher Service Record form issued by the Texas Education Agency. These forms are available in the human resources office, and it is the substitute teacher's responsibility to verify teaching experience.

Registering with AESOP System

- Once your information has been entered into the system by the Sub Coordinator, your name and title is automatically recorded by the AESOP system

- Substitutes can opt to record their own name and title if the name or title is hard for the system to recognize
- The system does not update changes in names or titles

Instructions on how to call the AESOP System to review current assignments, review available jobs, cancel a job, and review personal information are found in the tri-fold handout.

Carefully follow the instructions in the tri-fold handout on the use of the AESOP System as you access the system.

AESOP Web Navigator (Preferred Method)

Your AESOP user name and PIN will be in your Denton ISD welcome letter. Once you login to AESOP they provide a tutorial when on how to utilize the online AESOP Web Navigator. Please make sure you review the short tutorial and all the sections of the user manual prior to your first assignment to ensure you are understand how to work the AESOP system.

The [online AESOP user manual](#) is your primary guide for utilizing the substitute placement system. The Denton ISD Sub Coordinator is available regarding specific subbing issues or assignments, not how to use the AESOP system.

AESOP Call Times – Denton ISD Default

Mornings	Afternoons
6:00 am to Noon	5:00 pm to 10:00 pm

AESOP Call Times - Substitute Set Preferences

The AESOP system allow substitutes to their personal availability, campuses, call notification times, and set times you do not want to be called for assignments.

AESOP Available Jobs – Review 24/7 Online

The AESOP Web Navigation system allows substitutes to review job availability 24/7.

Responsibilities of Substitutes

Your Commitment To Teach When Called

By virtue of your request to be placed on the list of substitute teachers, you have made a commitment to teach when you are called. If a prior teaching engagement or a compelling personal reason requires that you decline a request once accepted, please make direct contact with the DISD Substitute Coordinator immediately. **Repeated failure to report for accepted assignments may result in substitute termination.**

Report to Work Promptly

Report to the building principal promptly. Given sufficient notice, the substitute should report at the same time the regular classroom teacher reports to duty, and should not leave before the regular teacher is dismissed. You are **expected to perform all classroom and extra duties** assigned to the regular teacher.

Dress Appropriately

Substitutes are expected to dress in professional business attire. Specific dress code questions may be directed to the campus administrator.

Driving to the Campus

When accepting a substitute position in AESOP you have the opportunity to print a map. Due to the vast size of Denton ISD, please allow adequate drive time each day to the campus.

Work Hours – Full Day

CAMPUS LEVEL	OPERATING HOURS	SPECIAL CAMPUS	OPERATING HOURS
Elementary (K-5 th)	7:35 am – 3:35 pm	Ann Windle School (PreK-K)	7:35 am – 3:00 pm
Middle School (6 th -8 th)	7:45 am – 3:45 pm	Advanced Technology Ctr	7:35 am – 3:35 pm
High School (9 th -12 th)	8:00 am – 4:00 pm	Lester Davis School (All)	7:15 am – 3:15 pm
		Juvenile Detention (9 th - 12 th)	8:00 am – 4:00 pm

Work Hours – ½ Day

Occasionally, half day assignments are required. For elementary grades, morning assignments will be from 7:30 A.M. until 11:30 A.M. and afternoon assignments from 11:30 A.M. until 3:30 P.M. Because of the varied schedules in the secondary schools, a half day will be considered to be an assignment of less than four (4) hours of **classroom duty time***. Any assignment exceeding four (4) hours of **classroom duty time** will be paid on a full day basis. Please note that beginning and ending time may vary by campus. Listen carefully to the times stated by the AESOP.

Morning & Afternoon Check-In Office Staff

- The substitute must report to the main office immediately upon entering the building to sign the proper forms and to receive lesson plans and other instructions for the day
- At the close of the school day, the substitute is required to report back to the main office to check out and to receive any further instructions or assignments

Note: Classroom duty time is time spent instructing students in the classroom.

Keep Personnel Records

It is recommended that each substitute teacher keep an accurate record of the days worked so that the needed information will be available to correct any errors that may occur concerning the substitute teacher's paycheck. Questions concerning the paycheck should be directed to the payroll department.

Leaving Campus Not Allowed Without Permission

No employee may leave the campus during duty hours without first clearing with the building principal or designee. Using conference periods for personal errands, extended lunch, or appointments is not permitted.

Use of School Equipment, Etc.

Employees and other individuals may not use school equipment/facilities for personal use except as provided for in policy. The school district will not be responsible for any personal supplies or equipment that an employee furnishes for use at campus or departmental locations.

Classroom Guidelines

Follow the classroom teacher's lesson plans as closely as possible. In the event there are no plans available, you must assume the responsibility of conducting an educationally meaningful activity using your own resources.

- Ask the principal for any special directions such as special activities that may be planned for the day or special duties performed by the regular teacher
- Introduce yourself to neighboring classroom teachers
- Find the classroom teacher's daily schedule, plan book, seating charts, record book, textbooks, and other needed materials
- Try to avoid changing the seating arrangement or any other aspect of the classroom organization or routine except for temporary grouping of pupils for instruction or committee work
- Strive to maintain high standards of ethics and avoid comparison of teacher-pupil learning situations
- Supervision of halls and corridors is a responsibility of all teachers, especially when pupils are coming into or leaving the building
- Report serious accidents or illness to the principal or nurse immediately
- Leave a brief progress report of the work assigned, as well as any other information that would be helpful to the returning classroom teacher (bulletins, parental notes, assignments, and problems). Before leaving, be sure that all equipment and material used during the day is properly stored and that the room is left in an orderly condition
- **Proper discipline or classroom order** is a prerequisite to good teaching. Be firm and businesslike. Should you have some difficulty with discipline, please seek the assistance of the principal or other administrative personnel
- When completing a "**long term**" assignment, the substitute should attend all scheduled meetings (i.e., faculty, grade level, departmental, etc.). In case of doubt, check with the building principal
- Become acquainted with this handbook and with all school policies as soon as possible, and familiarize yourself with all school procedures and regulations. Board policies, teacher handbooks, and student handbooks are available through the principal's office

Student Discipline & Substitute Expectations

- The Board of Trustees of the Denton ISD has mandated that corporal punishment will not be used by anyone in this district. Substitute teachers **may not administer corporal punishment**. The use of corporal punishment in any form may **result in dismissal action**
- Should **not** leave the class unattended
- Assume responsibility for students and to assist in the correction of all other irregularities that may occur
- Attempt to solve problems before they are referred to the principal
- Charged with the responsibility of maintaining proper building procedures and rules of conduct
- Exhibit to their pupils a reasonable degree of dignity, courtesy, and congeniality
- Firm, fair treatment of all pupils, combined with explicit explanation and direction will preclude many disciplinary problems
- If incident occurs, which warrants the exclusion of a pupil from the classroom, exclusions from class by the teacher in charge are to be referred to the principal or designee
- Limit physical force by a substitute teacher should be limited to those situations where it is necessary to prevent injury to another person or self or the preservation of property

- Maintain a level of discipline in the classroom which is conducive to good learning. This can be accomplished by following the school **Student Code of Conduct**
- Maintain effective order and control at all times and will be supported in reasonable efforts to accomplish this objective
- Obligated to correct students for misconduct in the building or on the school grounds
- When individual pupils cause behavior problems which are disruptive to good learning conditions, the substitute teacher should apply the applicable steps of the Discipline Management Plan. This plan is available in the teacher's classroom and the principal's office

Electronic Communication and Data Management

All district staff who use or who have students use any form of electronic communication related to DISD management or instruction will be subject to policy CQ (LOCAL) and regulations. CQ (LOCAL) may be found at the following webpage [http://pol.tasb.org/Policy/Download/383?filename=CQ\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/383?filename=CQ(LOCAL).pdf)

Extra Duties

The substitute teacher may be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, lunch and hall duty, or any other special duties assigned by the principal. If necessary, the substitute teacher should also attend faculty meetings or grade level meetings in the place of the regular teacher. Receives and reviews request(s) for all substitute teachers and notify person responsible for placing substitutes.

Release of Children

Any person, other than authorized school personnel, who might request information about a child, or who asks that a child be released from school, must be directed to the principal's office. **UNDER NO CIRCUMSTANCES** should a child be released from the classroom without official notice from the building principal.

General Information

Personal Information Changes

If any of your personal information changes, you must contact the AESOP Coordinator(s) at 940-369-0045 immediately:

- Name
- Phone number
- Address
- Request to be removed from the substitute calling system list

Daily Assignments Review

- If you accept a job, no more jobs will be offered to you for the absence covered by that job
- Review your assignment the morning of the job and call the campus to confirm on the morning of the job **(prior to reporting to the school)**
- If you **DECLINE** a job, you will not be offered that same job again on that day

Cancellation of Jobs by Campus Staff

When a substitute assignment is cancelled by the campus personnel (principal/supervisor/teacher), they will:

- Personally notify the AESOP Operator immediately of the cancellation at ext. 0045, and
- Contact the computerized substitute system immediately and enter the cancellation

Substitute Usage Form – How to Submit Days Worked

To track your work days, you are required to submit an “**Absent From Duty Report & Substitute Usage Form**” (obtain from campus staff). You must use your employee ID number (#####), **NOT** your social security number when completing this form. Your employee number will be assigned to you upon the submission of all required documents and information by the AESOP operator.

Substitute Rates

Substitutes Salary Rates Based on Degree Level	Standard Daily Rate Full Day / Half Day	Extended Rate if Working 11-20 Consecutive Days for the Same Teacher	Extended Rate if Working 21+ Consecutive Days for the Same Teacher
Registered Nurse Must Attend 2 Days of DISD Health Services Orientation	\$120 / \$60	N/A	N/A
Certified	\$90 / \$45	\$95	\$105
Degreed	\$80 / \$40	\$85	\$95
Non-Degreed 60 Semester Hours or High School Diploma/GED	\$70 / \$35	\$75	\$85

Payroll Dates for Substitutes

Pay periods will be by the calendar month (1st-31st). Substitute payroll checks are mailed on the 20th of each month. Teacher retirement is not deducted from the salary paid to substitutes, but FICA is deducted.

Salary Rates – When Absences on Long Term Assignments

Absences during a “**long term**” assignment may result in a reversion from the extended rate of pay back to the standard rate according to the substitute's qualifications. Absences exceeding one (1) day in any given pay period will be subject to review by the Executive Director of Human Resources.

High School Parking Decal Card

The parking decal card is issued for your use while working on the high school campuses throughout the district. Whether you are assigned a parking space/number or not, the decal card must be visible at all times.

Notice of Reasonable Assurance / Not Eligible for Unemployment

Substitute teachers will be issued a letter of reasonable assurance at the end of the academic year. By virtue of the notice, substitute teachers may not be eligible for unemployment compensation benefits drawn on school wages during scheduled breaks.

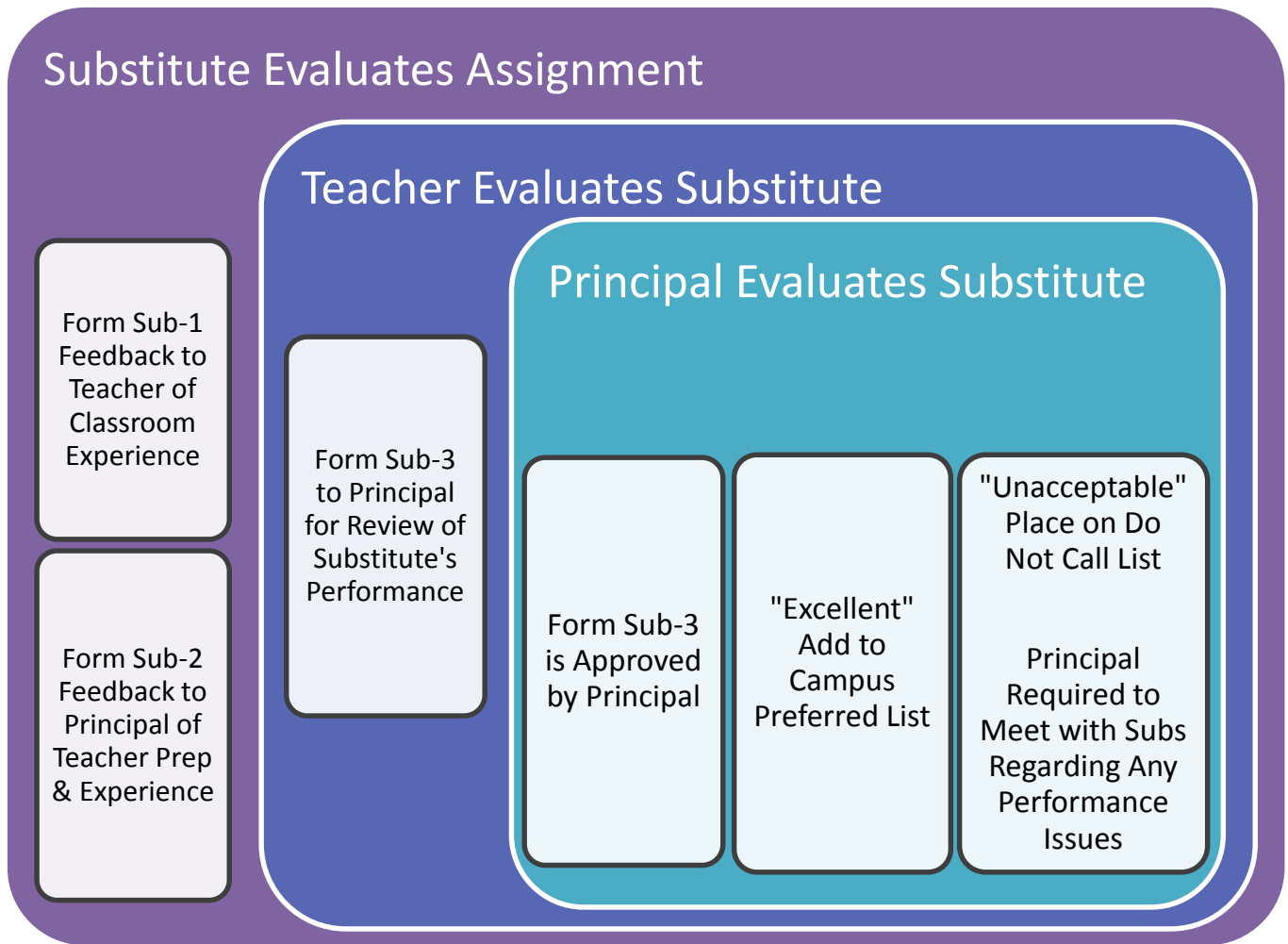
Resigning Substitute Position

Once the substitute teacher has adjusted to the daily routine, and for some reason or another, decides to terminate his/her services with the Denton Independent School District, we will accept this decision with much regret. You are **required** to write a letter of resignation and submit to Human Resources expressing your desire to terminate. Your documentation should be addressed to:

Dr. Robert Stewart
Executive Director for Human Resources
Denton Independent School District
P.O. Box 2387
Denton, TX 76202-2387

Substitute Evaluation System

The purpose of the Substitute Evaluation System is to provide classroom teachers and administrators with a standard procedure for reporting the performance of substitute teachers. It is designed to provide constructive feedback and participation is highly recommended.



Positive Feedback

In cases of positive feedback, appropriate steps will be taken to recognize the substitute teacher, and such comments will be placed in the substitute teacher file.

Unsatisfactory Feedback – Principal Meeting – 1st Meeting

No negative reports will be placed in the substitute teacher file without an attempt to communicate with the substitute teacher. Communication shall either be written or verbal. The building principal/supervisor will schedule a meeting with the substitute to discuss the concern. The building principal then will be contacted by Human Resources to discuss any comments or recommendations submitted and to determine if any disciplinary action is warranted.

Unsatisfactory Rating & Meeting – Human Resources Meeting – 2nd Meeting

If the principal does not judge the performance to be satisfactory, after a meeting with the substitute, he/she will submit an evaluation form to the school district's Human Resources office with a recommendation that the substitute teacher's name be removed from the approved list of substitute teachers. When this occurs, a Human Resources administrator will schedule a conference with the substitute teacher to discuss the evaluation.

Feedback of Assignment by Substitute of Classroom/Campus Experience

The system is also designed to allow substitute teachers the opportunity to evaluate their daily assignment(s). Such will be optional, but may be required on some campuses. The proper forms can be obtained in the principal's office.

Classroom Teacher Input/Action

- Requests a copy of the Substitute Teacher Evaluation Report from the office of the principal
- Completes sections I and II of the report, providing comments to support areas of evaluation in which performance might have exceeded expectations or in which performance may have been below satisfactory

Building Principals or Supervisor Input/Action

- Receives and reviews completed Substitute Teacher Evaluation Report(s)
- In cases of negative feedback, discuss with classroom teacher the facts and observations upon which the report is based
- Schedules appointment to visit with substitute teacher regarding any concerns
- Provides follow-up comments and/or recommendations regarding continued service of the substitute teacher
- Files the report with the Human Resources office for secondary meeting with substitute

Executive Director of Human Resources Input/Action

Receives and reviews completed Substitute Teacher Evaluation Report(s).

Follows through on feedback as follows:

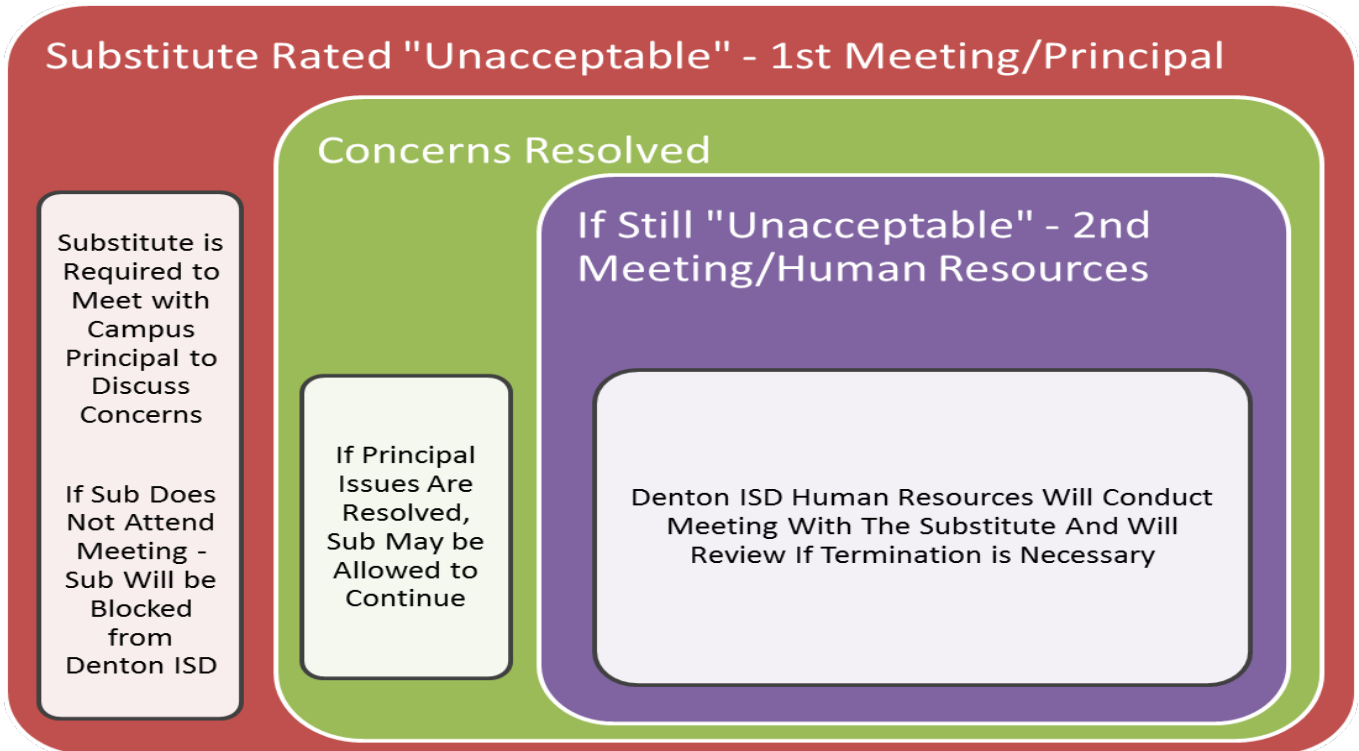
- In cases of negative feedback, discusses with the building principal any comments or recommendations submitted, determines if disciplinary action is warranted, and, if so, takes appropriate action
- In cases of positive feedback, take appropriate steps to recognize substitute teacher

Creates and maintains report files for future reference.

Principal or Designee Component

- Provides an escort for the substitute to the classroom on the first day of assignment
- Assists in locating keys, textbooks, gradebooks, and folders which contain the information needed by the substitute teacher
- Provides a brief building orientation for each substitute teacher new to the building
- Assists with disciplinary problems and is available upon request
- Introduces the substitute to a neighboring classroom teacher who can help when necessary

- Endeavors to create among students an attitude of cooperativeness toward substitute teachers
- Visits substitute teacher's room at regular intervals. Your interest and assistance will be appreciated
- Provides the substitute with a description of the routine of the school day and any special activities that may be scheduled
- Instructs the substitute in the correct procedure for processing attendance cards and reporting absences



Classroom Teacher Component

Teacher is to have the following materials on desk or in the principal's office:

- syllabus with daily plans made in sufficient detail
- weekly time schedule of classes
- list of pupil's names and seating chart
- list of supervisory responsibilities such as duty at noon, recess, bus duty, etc.
- procedures for fire drill and other emergencies
- Important or unusual information about any child (physical problems, medication, etc.)
- may not have plans ready if out due to emergency
- Has on desk copies of textbooks, manuals, and workbooks to be used.

Reports to the building principal or designee when she will be returning to her assigned duties. This courtesy avails the substitute teacher to be assigned the next day for the same position.

Staff Acceptable Use Policy (AUP)

Technology & Copyright Laws

Overview - The Use of Computers, the Internet, and Electronic Mail

Denton Independent School District is pleased to offer access to a computer network for file sharing, printing, electronic mail and the Internet. To gain access to the district network, e-mail and the Internet, all employees must view the Acceptable Use Policy (AUP) video, agree to the conditions as stated in this document, and verified by your signature.

Access to these services will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world to enhance district curriculum. The district will filter the Internet for inappropriate material; however, employees should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

It is important that users read and understand the Denton Independent School District policy, administrative regulations, and seek guidance if items are unclear. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources. Please contact The Department of Instructional Technology at (940) 369-0579 if you have questions or need help in understanding this material.

Acceptable Use Guidelines - Technology

- Keep all logins private
- Even though some limited personal use is permitted, the District account is to be used primarily for instructional and administrative purposes and in accordance with administrative guidelines
- Employees must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records
- Individuals may perceive that electronic communication from you through a District-provided electronic medium, such as e-mail, is also endorsed by the District or that the District shares the same point of view
- As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their personal use of social media as they are for any other public conduct
- At all times, employees are responsible for the proper use of their account. The District may suspend or revoke access if guidelines are not followed
- Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information

Bring Your Own Device - Technology

Staff members may bring their personal electronic devices to be used on the DISD network.

Devices from home will have access to wireless Internet but will not have access to district printers or district drives such as network folders. Network drives can only be accessed via district machines.

Students are also allowed to bring their own device for instructional purposes with teacher and campus administration approval. Like staff members, students will use the DISD network and will not have any access to network folders.

Denton ISD is not liable for any loss or damage incurred. Denton ISD will not provide maintenance, nor can it load any software onto any personal, non-district device.

Identity theft is a growing problem. We recommend that any personally sensitive files such as tax documents, social security information, and bank records are removed from any device before it is used on campus.

All technological devices brought onto a Denton ISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

Denton ISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving Acceptable Use of District or personal resources will be settled at the discretion of District personnel.

Email Prohibited Uses - Technology

- I understand that Users of the email system will not use email in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (d) sexually oriented; (e) offensive; (f) threatening; (g) harassing; (h) illegal, or (i) contrary to district policy
- I understand that email is a vehicle for your DISD/TEA legal documents. The email system is not the end repository for documents. You as the professional are responsible and will maintain all necessary long term legal documents in paper, electronic or both.
- I understand the email system will not be used for any illegal activity, including but not limited to violation of copyright laws
- I understand that personal information about students including but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents
- I understand that public email distribution lists should only be used by administrators and/or their designee. Email lists should only be used for school business
- I understand that email may not be used for private or commercial offerings of products or services for sale, or to solicit products or services
- I understand that Users will not use the email system to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent or his/her designee
- I understand that district equipment, resources or time should not be spent supporting any political candidates or issues

Monitored Use (Not Confidential) - Technology

Electronic mail transmissions and other use of the electronic communications system by students and employees is not confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes. All district email and electronic communication is subject to open records.

Posting Practices – District & Campus Websites - Technology

- Assisted by the district web content specialist, designated campus personnel will maintain the campus web pages. The district provides web space through our content management system (Schoolwires) for departments and professional personnel (refer to district guidelines). The campus principal and the Technology Information Officer, or designee must approve all requests for new web pages before the web pages can be posted on the system or any third party's electronic communications system. Routine updates do not require the approval of the campus principal or the Technology Information Officer
- In order for campus web pages to contain student names, audio, video, pictures, and/or student-generated work on Denton ISD approved web pages; parental consent must be obtained in writing
- Written parental consent is obtained as part of the Student Code of conduct
- Parents have the option to restrict the use of their child's names, audio, video, pictures, and/or student-generated work
- All departments and professional staff must use Schoolwires for their district web page

Posting Policies – Student Work, Pictures, Videos, Student Name - Technology

Denton ISD teachers or administrators may post the following with written parental/guardian and student approval to the principal:

- Student authored work
- Pictures, audio or video of student (alone or in a group)
- Student first and last names

Social Media Use with Students - Technology

- Read and follow all District policies
- Read and follow the Terms of Use for all sites. For example, if the site says "you must be 13 to use this site," then it should not be used by students under 13
- Ensure that privacy settings protect students, faculty and the district
- Do not share personally identifying information on education sites. (personal address, personal telephone number, personal pictures.)
- Instruct students in how to use the site for educational purposes
- Abiding by AUP and Terms of Use for the site
- Reporting illegal, abusive, bullying, and other negative dangerous behaviors
- When setting up student accounts, do not use last names. Example: Use student's first name with the teacher's name. Example: Student Jenny in Ms. Taylor's class would use Jenny Taylor for name
- Do not allow non-district users to participate on any classroom instructional site without administrative approval
- Invite administrator's access to the site being used
- Monitor student use of the site
- If you decide to discontinue use of the site, delete it

Staff Expectations - Technology

Employees are responsible for appropriate behavior on the school or district's computer network.

Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school or district's computer resources. All users shall be required to acknowledge receipt and understanding of all

administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Computer related privileges may be suspended or terminated based on district policy. Violations may result in suspensions, termination of computer related privileges or criminal prosecution as well as disciplinary action by the District.

Notify the building administrator if you are aware of violations to the Acceptable Use Policy.

Denton ISD may revoke any District user's access until the violation is reviewed by appropriate district administrators.

Copyright - Classroom

United States Copyright Law, 17 U.S.C. 101-1332 governs the use of copyrighted materials. However, technology has outpaced the law and limits what we can do with copyrighted material.

Disclaimer of Liability

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, inappropriate use of third party sites or costs incurred by user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or the system will be uninterrupted or error-free. The district shall not be liable for lost, stolen or damaged devices brought from home.

Any dispute involving the Acceptable Use Policy will be settled at the discretion of the campus or district administrator.

Examples of Inappropriate Use

- Using District technology resources for any commercial, political, or illegal purpose
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Using someone's account with or without permission
- Impersonating an individual or individual's identity when posting, transmitting, or receiving messages
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media
- Using resources to engage in conduct that harasses or bullies others
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Using inappropriate language, profanity, vulgarity, ethnic or racial slurs, and any other discriminating or inflammatory language
- Violating copyrighted information or others' intellectual property rights as well as downloading or using copyrighted information without permission from the copyright holder
- Using the District's logo or other copyrighted material of the District without express written consent
- Wasting school resources through improper use of the District's technology resources, including propagation of spam, chain letters, jokes, and the like

Copyright - What Can Educators Do?

- Even Disney may be used in the classroom if it relates directly to the curriculum as stated in your Lesson plans. It must be something you are currently teaching, not have taught in the past or will teach in the future
- A portion (clip) to illustrate your point is always a better choice than the entire work
- A documentary made for educational use is a better choice than something produced primarily for entertainment (thereafter called a “Hollywood” movie)
- The content covered should be accurate and not misleading and adequately reflect the content covered in the class
- i.e. A documentary on the Titanic is a better choice than the film starring Leonardo DiCaprio and Kate Winslet which is primarily a love story
- District subscriptions such as databases and streaming media are licensed and available for your use. Please check with your librarian for links and passwords or contact the Library Services office at extension 0087 or library@dentonisd.org
- Follow district guidelines on Movie or television ratings. Educational versions are acceptable if they are legally obtained. “Clean copies” are a violation of copyright law
- To create something “transformative.” Copyrighted materials may be used to encourage practice in redefining problems from different perspectives, helping learners become more critical in assessing assumptions, better at recognizing frames of references and alternate perspectives, as well as effective at collaborating with others to assess and arrive at judgments in regards to beliefs

Copyright - What Can't Educators Do

- Digitize or copy something just to save money. If it is available in the format you need, you must purchase it
- Convert something to digital for an online class. If it is available in digital format you must purchase it in digital format. If it is not, you must write for permission to digitize any material including your textbook
- Change the format from one form to another (i.e. VHS to DVD, DVD to streaming, print to digital, etc.) Same thing: if it is available in the format you need, you must purchase it
- Create a compilation or anthology in order to save money. Write for permission for every picture, clip, graphic, printed article or type of material used
- Show anything for entertainment or to keep students busy. Copyright laws were written to protect the profits of the copyright holder. Educators were given limited exemption for instruction only. All other uses are prohibited
- Create “Clean” or “educational” copies of materials. The courts deemed these a violation of copyright law because they changed the format by adapting the work both of which are rights granted only to the copyright holder. However, if the producer provides an educational version it is legal to purchase it

Examples of Inappropriate Use

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Safe Schools

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools training system to our employees. We're confident you'll find this data to be informative and helpful towards maintaining a safe learning environment

Annual Training:

- Bloodborne Pathogen Exposure Prevention
- Sexual Harassment: Staff-to-Staff

One Time Training:

- DISD Acceptable Use Policy
- FERPA: Confidentiality of Records
- Child Abuse: Identification & Intervention
- Youth Suicide: Awareness and Prevention
- Integrated Pest Management

Code of Ethics and Standard Practices for Texas Educators

Substitute teachers are expected to observe the **Code of Ethics and Standard Practices for Teacher Educators** as adopted.

EDUCATORS' CODE OF ETHICS

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. 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. *19 TAC 247.1*

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 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 knowingly 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 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 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 District employees, 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 or knowingly 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13. The educator shall not 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 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.

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, e-mail, 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:

- a. The nature, purpose, timing, and amount of the communication;

- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. 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.

19 TAC 247.2

DATE ISSUED: 03/12/2012

UPDATE 93

District Calendar

Current school calendars are available on the District website in English and Spanish at the following link
<http://www.dentonisd.org/cms/lib/TX21000245/Centricity/shared/2015-16/2015-16disdcalendar.pdf>

Campus Listing

ELEMENTARY	ELEMENTARY	MIDDLE	HIGH
Atkins Elementary 1701 Monahan Drive Lantana, TX 76226	Paloma Creek Elementary 1600 Navo Road Aubrey, TX 76227	Calhoun Middle 709 Congress Denton, TX 76201	Denton High 1007 Fulton Denton, TX 76201
Blanton Elementary 9501 Stacee Lane Argyle, TX 76226	Pecan Creek Elementary 4400 Lakeview Blvd. Denton, TX 76208-8898	Crownover Middle 1901 Creekside Corinth, TX 76210	Fred Moore High 815 Cross Timbers Denton, TX 76205
Borman Elementary 1201 Parvin Denton TX 76205	Providence Elementary 1000 FM 2931 Aubrey, TX 76227	Harpool Middle 9601 Stacee Lane Argyle, TX 76226	Guyer High 7501 Teasley Denton, TX 76210
Cross Oaks Elementary 600 Liberty Blvd. Aubrey, TX 76227	Rayzor (EP) Elementary 377 Rayzor Rd. Argyle, TX 76226-6658	McMath Middle 1900 Jason Denton, TX 76205	Ryan High 5101 E. McKinney Denton, TX 76208
Evers Park Elementary 3300 Evers Parkway Denton, TX 76207	Rayzor (N) Elementary 1400 Malone Denton, TX 76201-2630	Meyers Middle 131 Garza Road Shady Shores, TX 76208	SPECIAL
Ginnings Elementary 2525 N. Yellowstone Pl Denton, TX 76209	Rivera Elementary 701 Newton Denton, TX 76205-6234	Navo Middle 1701 Navo Road Aubrey 76227	Ann Windle 901 Audra Lane Denton, TX 76209-4782
Hawk Elementary 2300 Oakmont Corinth, TX 76210	Ryan (WS) Elementary 201 W. Ryan Road Denton, TX 76210-5521	Strickland Middle 324 Windsor Denton, TX 76209	Gonzalez 1212 Long Road Denton, TX 76207
Hodge Elementary 3900 Grant Parkway Denton, TX 76208	Savannah Elementary 1101 Cotton Exchange Aubrey, TX 76208		Lester Davis 1125 Davis Denton, TX 76209
Houston Elementary 3100 Teasley Lane Denton, TX 76205	Stephens Elementary 133 Garza Shady Shores, TX 76208		JD Sparks Campus 210 S. Woodrow Denton, TX 76205
Lee Elementary 800 Mack Drive Denton, TX 76201	Wilson Elementary 1306 E. Windsor Denton, TX 76209-1211		
McNair Elementary 1212 Hickory Creek Road Denton, TX 76210			
Nelson Elementary 3909 Teasley Lane Denton, TX 76210			

Employee Absence From Duty Report & Substitute Usage Form - SAMPLE

Below is a sample of the 3-part form you will be required to sign each time you report to a building for an assignment. Please be sure that your name is complete and legible and that your employee number is correct. **Your employee number is not your social security number.** This is the form that will insure you are paid for the correct number of days you work at each building.

Denton Independent School District
EMPLOYEE ABSENCE FROM DUTY REPORT & SUBSTITUTE USAGE FORM

NAME: _____ CAMPUS: _____

PERIOD ENDING: _____ EMPLOYEE #: _____

This is to certify that I was absent from duty on the dates shown below and for the reasons indicated. It is requested that these days be applied against my accumulated sick leave, if applicable, under the sick leave policy. I understand that the reason for absence from duty cannot be changed after submitting to the business office.

PERSONAL ILLNESS	Date(s)	Total # Days
<small>(A written statement from attending physician or practitioner must be submitted for personal illness in excess of five (5) consecutive work days.)</small>		
<small>(Check one, if applicable) <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Worker's Comp <input type="checkbox"/> Long Term Illness</small>		
		Total # Days

FAMILY ILLNESS	Date(s)	Relationship to Employee	Total # Days
<small>(A written statement from attending physician or practitioner must be submitted for family illness in excess of five (5) consecutive work days.)</small>			

DEATH IN IMMEDIATE FAMILY	Date(s)	Relationship to Employee	Total # Days
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PERSONAL LEAVE	Date(s)	Total # Days
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VACATION DAYS (Non-Duty Days)	Date(s)	Total # Days
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DAYS NOT CHARGED:	Date(s)	Total # Days
<input type="checkbox"/> Educational Leave (Reason) _____	Date(s) _____	_____
<input type="checkbox"/> Comp Time Taken (Attach Comp Time Form)	Date(s) _____	_____
<input type="checkbox"/> Jury Duty (Attach copy of Summons)	Date(s) _____	_____
<input type="checkbox"/> Military (Attach copy of Orders)	Date(s) _____	_____

Employee's Signature

SUBSTITUTE TEACHER — CAMPUS VERIFICATION FORM

EMPL# OF SUBSTITUTE: _____ NAME: _____

Please list below only the days worked for the above employee. Teacher Aide Other _____

10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	07	08	09

Total days taught this report: _____

Substitute's Signature

Approved by Principal or Assistant Principal

Original - Payroll Office 2nd Copy - Campus 3rd Copy - Teacher 4th Copy - Substitute

11/03 PAY01

Form SUB-1 Feedback to Teacher of Classroom Experience



FROM: Substitute TO: Classroom Teacher

We express our thanks to you for substituting for us today. Use this form as a guide to communicate with the regular classroom teacher. Details are very important to the teacher, therefore, please be as specific as you can.

Today's Date:		Class Period / Class Assignment	
Substitute's Name			
These Students were absent today:			
We completed the following today in class:			
I need to let you know these students did the following:			
Things you need to know about class today:			
If you have any questions, please contact me at:			Phone #:
			Email:

Form SUB-2 Feedback to Principal of Teacher's Prep & Classroom Experience



FROM: Substitute TO: Principal

Today's Date:		Substitute's Name	
Assignment Campus /Location:		Teacher's Name	
Were the following materials provided and/or accessible?	Lesson Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Class Roll	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Necessary Keys/Map of School	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Seating Chart	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Classroom Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "No" – Please Explain →			
Did the teacher provide lesson plans and classroom/campus instructions that were written clearly:	Lesson Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Classroom/Campus Instructions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you encounter any incidents/situations that were problematic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If "Yes" – Please Explain →			
Did you feel welcomed at the school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If "No" – Please Explain →			
Additional Comments			

Form SUB-3 Teacher's Evaluation of Substitute Performance



STEP 1: FROM Classroom Teacher TO: Principal
 STEP 2: FROM Principal TO: Human Resources

TEACHER SECTION	Substitute Name:		Substitute ID #:				
	Campus:		Subject/Grade/Position:				
	Substitute For:		Date(s) of Assignment:				
	1=Excellent 2=Satisfactory 3=Fair 4=Unsatisfactory		1	2	3	4	Comments
			E	S	F	U	
	Substitute Effectiveness						
	Arriving On Time						
	Leaving Room/Office In Order						
	Leaving Summary of the Day for Classroom Teacher						
	Classroom Management / Office Management						
	Response to Students / Department / Staff Members						
	Rapport with Teachers / Staff / Students						
Staying Until End of The Day (Including Extra Duties)							
Should this substitute be considered for DISD employment?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Teacher's Comments <i>(Required on any ratings 3=Fair or 4=Unsatisfactory)</i>							

PRINCIPAL SECTION	<input type="checkbox"/> Substitute Excellent – Please place on our campus' "Preferred" list.				
	<input type="checkbox"/> Substitute Unsatisfactory - Please place on our campus "Do Not Call" list. I understand that further assistance/information may be required of me should any disciplinary action be required.				
	Principal contacted regarding performance. <input type="checkbox"/> In Person <input type="checkbox"/> Via Phone <input type="checkbox"/> Via Letter Date: _____				
*Substitute has 10 days to submit a written response to this evaluation from date notified. ↑					
Principal/Supervisor's Signature			Date:		
HR USE ONLY	Date DNC Entered:	# DNCs Current Year	# DNCs Total		