

DENTON INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE PERSONNEL HANDBOOK
2010-2011



Division of Human Resources
1307 N. Locust ♦ Denton, Texas ♦ (940) 369-0045
www.dentonisd.org

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INTRODUCTION

We welcome you as an important member of the Denton Independent School District teaching faculty. Like all other teachers in the district, you have one of the most noble tasks of all—helping young people to grow.

Your service is particularly important because you often become a Denton teacher on short notice. We realize that your regular plans for the day must be changed or canceled abruptly and that you have little time to prepare.

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 the students.

You can provide the greatest service by maintaining the continuity of regularly scheduled learning activities of the classroom. This will lessen the task of “catching up” when the regular teachers return from their absences. 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. Please do not hesitate to contact the personnel office, if you have any concerns regarding your role as a substitute teacher in our district.

For your services, we are indeed grateful.

July 2010

**Denton Independent School District
Office of the Superintendent**

July, 2010

Dear Colleague:

No educator has a greater challenge than does the substitute teacher. It is for this reason that each substitute teacher has been carefully selected on the basis of one's qualifications as a teacher and the ability to accept and adapt to the diversity of assignments you must face.

Our goal is, of course, to maintain continuity in the educational program for each student. We would hope that this handbook will be of some assistance as you carry out these duties with care, concern, and imagination. We welcome your suggestions and comments regarding improvement of the program as we continue our pursuit of excellence in the Denton ISD.

Our appreciation and best wishes go with you as you accept this important assignment.

Sincerely,



Ray Braswell
Superintendent

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2010-2011**

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Mr. Glen Martin, Director of Construction
Mr. Gene Holloway, Director of Transportation
Ms. Carol Barnhart, Assistant Director of Transportation
Mrs. Gina Burgess, Director of Warehousing
Mrs. Kelly Hilburn, Supervisor of Housekeeping

Mrs. Vicky Sargent, Executive Director of Public School Foundation

Dr. Mike Mattingly, Assistant Superintendent of Curriculum & Instruction and Staff Development

Mrs. Lori Mabry, Gifted and Talented Program Coordinator
Ms. Melanie Lewis, Director of Guidance and Counseling
Mr. Larry Mankoff, Coordinator of Student Assistance
Mr. Chris Shade, Federal Programs Director
Mrs. Mary Helen Martin, Director of Elementary Curriculum
Mrs. Karen Spalding, Math Coordinator EE-5
Ms. Stacy Kockler, Social Studies Coordinator EE-5
Ms. Kathy Morrison, Science Coordinator EE-2
Ms. Sharon Betty, Science Coordinator 3-5
Ms. Marcia Kellum, Language Arts Coordinator EE-2
Ms. Sandy Brown, Language Arts Coordinator 3-5
Mrs. Vicky Christenson, Director of Secondary Curriculum
Mrs. Grace Anne McKay, Math Coordinator 6-12
Ms. Nicole Mitchener, Social Studies Coordinator 6-12
Mrs. Staci Saner, Science Coordinator 6-12
Dr. Joan Scott Curtis, Language Arts Coordinator 6-12
Ms. Cindy Carosone, Assessment Coordinator 6-12
Mrs. Teresa Taylor, Director of Bilingual/ESL Education
Ms. Lisa De Los Santos, Bilingual Ed./ESL Program Supervisor
Ms. Janet Giles, Elementary Bilingual Coordinator
Ms. Anna DeLeon, Elementary Bilingual/ESL Intervention Coordinator
Ms. Patricia Jensen, Elementary Bilingual/ESL Intervention Coordinator
Mrs. Maria Dudash, Middle School and High School Coordinator
Ms. Gladys St. John, Translator
Ms. Melissa Alfaro, 4-8 ESL Coordinator

Mr. Ernie Stripling, Technology Information Officer

Mr. Michael Bernstein, Director of Network Services
Mrs. Judy Bush, Repair/Help Desk Manager
Mr. Robert Bostic, Director of Instructional Technology
Mrs. Donna Kearley, District Library/Media Specialist
Mr. Gary Miller, Elementary Instructional Technology Coordinator
Mr. Ray Lagleder, Supervisor of Data Processing
Mr. David Moor, Director of Data Processing
Mrs. Carolyn Thomson, Webmaster/District Trainer
Mr. Chad Ingram, Network Manager
Mr. Mitchell Robinson, Telephony Engineer
Mrs. Linda Cole, Technology Customer Service Manager

CAMPUS PRINCIPALS

Mr. Darrell Muncy	Denton High School 1007 Fulton, Denton, TX 76201 (940) 369-2000
Mr. Vernon Wright	Fred Moore High School 815 Cross Timbers, Denton, TX 76205 (940) 369-4000
Mrs. Barbara Fischer	Guyer High School 7501 Teasley, Denton, TX 76210 (940) 369-1000
Mr. Vernon Reeves	Ryan High School 5101 E. McKinney, Denton, TX 76208 (940) 369-3000
Mr. Jeff Tinch	Davis School 1125 Davis, Denton, TX 76209 (940) 369-4050
Ms. Paige Boroughs	Sparks Campus 210 S. Woodrow, Denton, TX 76205 (940) 349-2468
Mr. Anthony Sims	Calhoun Middle School 709 Congress, Denton, TX 76201 (940) 369-2400

Mrs. Gwen Perkins	Crownover Middle School 1901 Creekside, Corinth, TX 76210 (940) 369-4700
Mr. Mike Vance	Harpool Middle School 9601 Stacey Ln, Argyle, TX 76226 (940) 369-1700
Dr. Debra Nobles	McMath Middle School 1900 Jason, Denton, TX 76205 (940) 369-3300
Mr. Shaun Perry	Navo Middle School 1701 Navo Rd., Aubrey 76227 (972) 347-7500
Ms. Kathleen Carmona	Strickland Middle School 324 Windsor, Denton, TX 76209 (940) 369-4200
Mrs. Karen Satterwhite	Blanton Elementary School 9501 Stacey Ln, Argyle, TX 76226 (940) 369-0700
Mr. Robert Gonzales	Borman Elementary School 1201 Parvin, Denton, TX 76205 (940) 369-2500
Mr. Eric Harting	Cross Oaks Elementary School 600 Liberty Rd., Aubrey, TX 76227 (972) 347-7100
Mr. Trey Spaulding	Evers Park Elementary School 3300 Evers Parkway, Denton, TX 76207 (940) 369-2600
Mrs. Missey Chavez	Ginnings Elementary School 2525 N. Yellowstone Pl., Denton, TX 76209 (940) 369-2700
Mrs. Susannah O'Bara	Hawk Elementary School 2300 Oakmont, Corinth, TX 76210 (940) 369-1800
Mrs. Sam Kelley	Hodge Elementary School 3900 Grant Parkway, Denton, TX 76208 (940) 369-2800
Mrs. Teresa Andress	Houston Elementary School 3100 Teasley Lane, Denton, TX 76205 (940) 369-2900
Mrs. Laura Rodriguez	Lee Elementary School 800 Mack Dr., Denton, TX 76201 (940) 369-3500
Mr. Sean Flynn	McNair Elementary School 1212 Hickory Creek Rd., Denton, TX 76210 (940) 369-3600
Mrs. Kaylene Tierce	L.A. Nelson Elementary School 3909 Teasley Ln., Denton, TX 76210 (940) 369-1400
Mr. Romeo Munguia	Paloma Creek Elementary School 1600 Navo Rd., Argyle, TX 76227 (972) 347-7300
Mrs. Emily McLarty	Pecan Creek Elementary School 4400 Lakeview Blvd., Denton, TX 76208 (940) 369-4400
Mrs. Susan Bolte	Providence Elementary School 1000 FM 2931, Aubrey, TX 76227 (940) 369-1900
Mr. Carlos Ramirez	Newton Rayzor Elementary School 1400 Malone, Denton, TX 76201 (940) 369-3700

Ms. Happy Carrico	Eugenia P. Rayzor Elementary School 377 Rayzor Road, Argyle, TX 76226 (940) 369-4100
Mr. Robert Gonzalez	Rivera Elementary School 701 Newton, Denton, TX 76205 (940) 369-3800
Ms. Jayne Flores	Wayne Stuart Ryan Elementary School 201 W. Ryan Road, Denton, TX 76210 (940) 369-4600
Mr. Michael McWilliams	Savannah Elementary School 1101 Cotton Exchange, Aubrey, TX 76227 (972) 374-7400
Mr. Rod Southard	Stephens Elementary School 133 Garza, Ln. Shady Shores, TX 76208 (940) 369-0800
Mrs. Audrey Staniszewski	Wilson Elementary School 1306 E. Windsor, Denton, TX 76209 (940) 369-4500
Mrs. Felicia Sprayberry	Gonzalez School for Young Children 1212 Long Rd., Denton, TX 76207 (940) 369-4360
Mrs. Phyllis Hollinshead	Ann Windle School for Young Children 901 Audra Lane, Denton, TX 76201 (940) 369-3900
Mrs. Marty Thompson	LaGrone Advanced Technology Center 1504 Long Rd., Denton, TX 76207 (940) 369-4850

***HUMAN RESOURCES
OFFICE***

Mr. Dennis Stephens	Executive Director of Human Resources (940) 369-0041
Mr. Robert Stewart	Director of Professional Personnel (940) 369-0593
Mrs. Gloria Glass	HR Receptionist (940) 369-0047
Mrs. Betty Harden	Personnel Secretary (940) 369-0042
Ms. Wendy Marroquin	Professional Personnel Secretary (940) 369-0594
Mrs. Camillia McCary	Substitute Coordinator (940) 369-0045 Hours: 6:30 a.m. to 3:30 p.m.
Mrs. Jenny Kenney	Substitute Coordinator (940) 369-0591 Hours: 8:00 a.m. to 5:00 p.m.

PAYROLL

Mrs. Pam Hammons	Payroll Supervisor (940) 369-0020
Mrs. Tammy Dillon	Payroll Specialist (940) 369-0021

MISSION STATEMENT AND GOALS

...in pursuit of excellence...

MISSION STATEMENT

The mission of the Denton Public Schools, in partnership with the home and community, is to provide the best educational opportunities in a challenging yet supportive environment where individuals and cultural diversity are respected so that our students become knowledgeable and responsible citizens who are capable of life-long learning and who have developed the necessary skills to contribute productively to a complex and ever-changing world.

I. Vision ... In pursuit of excellence, the district will:

- develop and maintain a culture where learning remains our first priority
- remain committed to providing equitable and outstanding opportunities for every student on every campus
- establish goals for individual campuses that incorporate both measurable and intangible factors
- develop a budget focused on student and professional learning
- effectively communicate achievements and recognitions to the Denton ISD community
- prepare our students to be successful in a global society while instilling an appreciation for community service

II. Teaching & Learning... In pursuit of excellence, the district will:

- cultivate a consistent, strong, district-wide balanced curriculum based on ongoing needs assessments that supports all students
- establish high expectations with a curriculum that fosters inquiry and critical thinking
- expect full curriculum implementation on each campus by instructional leaders
- establish quality staff development programs and promote professional learning communities
- strive to deliver all academic programs through teachers possessing advanced degrees and demonstrable competence in their areas of professional responsibility
- stay abreast of and incorporate best practices into teaching, learning, technology and leadership
- advocate and practice true accountability based on measurement of individual student progress over time, regardless of external mandates
- actively pursue, foster and support an advanced digital learning environment

III. Climate... In pursuit of excellence, the district will:

- celebrate and respect the diversity in our Denton ISD Community
- promote and nourish a safe learning and working environment which is supportive, cooperative, ethical, and ensures open communication
- establish a high expectation level for success for all students, staff, parents, and community
- instill in students a love of life-long learning
- motivate and prepare students to embrace their full responsibilities as active citizens of their community, nation and world

-
- IV. Parent and Community Involvement...In pursuit of excellence, the district will:**
- foster a positive and welcoming environment that encourages parent and community partnerships to achieve success for all our students
 - work continuously with the community in planning and facility development
 - utilize citizens' advisory committees to focus on short and long-term tasks
 - provide support services and promote health, wellness and safety for students and families
 - establish and promote programs to develop and enhance parenting skills and participation in the schools
- V. Human Resources...In pursuit of excellence, the district will:**
- develop and expect a consistently high level of, and respect for, professional performance by all staff
 - recruit, select and employ teachers in every classroom because of substantive experience in the discipline they teach, rather than in auxiliary functions
 - maintain a diverse workforce with respect to qualifications, expertise, and commitment to excellence
 - encourage all teachers and staff to pursue advanced professional development and degrees within their specialty area
 - promote health and wellness in the workforce
- VI. Growth & Change...In pursuit of excellence, the district will:**
- review and adjust policies and procedures as appropriate to address the challenges of rapid growth and changing demographic characteristics while maintaining and enhancing our strong sense of community
 - create and continuously modify strategies to mitigate increasing stresses on our children, our schools and our community
 - be environmentally responsible and aggressively pursue energy efficiency and conservation principles in building design, transportation alternatives, and operating procedures
 - work continuously with our community to adjust and enhance district goals as appropriate
 - demonstrate effective and efficient management of district resources

APPENDIX A

- AESOP

DENTON ISD SUBSTITUTE AESOP SYSTEM

AESOP SYSTEM

Frontline Placement Technologies, Inc., a privately-held Software-as-a-Service (SaaS) provider, automates the process filling schedule opening and managing employee absences. The core internet and IVR-based architecture has been patented, with additional patents pending. The system is currently helping clients place substitutes and temporary employees across the United States, Canada, the United Kingdom, and Australia.

WITH AESOP, SUBSTITUTEES CAN:

Find and accept jobs via phone, web, or notifications

Substitutes can proactively search for jobs by calling our toll-free number or logging in to our website, or they can receive phone notification of available jobs from Aesop.

Gain control of their schedules

Aesop gives subs the flexibility to plan their work schedules. Subs can tell Aesop when to call, designate work and non-work days, and set personal preferences for available jobs

Work in multiple Aesop districts

With Aesop, substitutes can view and accept jobs in multiple districts. When subs call or log on to our website, Aesop provides all of the necessary information about the available job.

Aesop gives teachers and substitutes the flexibility to manage their own schedules, while providing convenient and reliable service. Discover how Aesop is helping districts nationwide provide the best educational experience for their students and personnel.

USING AESOP SUCCESSFULLY

Proactively fill your schedule

Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placements, Aesop offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll-free at 1-800-942-3767 or log in online at www.aesoponline.com

Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify preferred schools and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

Find out about available jobs

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but depending on the district's settings, substitutes can discover available jobs days, weeks or even months in advance.

Aesop can alert substitutes to new jobs through both phone and e-mail services. Substitutes can then choose to accept or reject the assignment.

AESOP PHONE SERVICES

Answering an Aesop Call

When Aesop calls, your caller ID will probably show 1-800-942-3767. Occasionally, it may display a school district name, depending on how the phone company handles the 800 number.

Answer the phone with a "hello." You must speak into the phone, since it is voice activated.

If you hand up on Aesop, the system will wait at least an hour before calling you back.

Listening to the notifications and available assignments

After you answer the phone, Aesop will say: "Hello, I am calling for (your name). If you are interested in a job today, please press **1**. To prevent further calls today, please press **2**. If the substitute that I'm trying to reach is unavailable, please press **3**. To prevent Aesop from ever calling you again, please press **9**."

Press the appropriate key in response.

Aesop will then say: "I'm calling on behalf of (school district), for an assignment at (school). Please enter your PIN Number, followed by the # key.

After you enter your PIN and press the # key, Aesop will play any Substitute Notifications, such as canceled absences and changed start or end times.

Responding to the offer

After you have heard the details of the assignment, you will be prompted to choose **1** to accept the job, **2** to hear it again, **3** to reject it but allow further phone calls, or **4** to reject the job and prevent more calls that day.

If you accept the job, Aesop will read the Confirmation Number. If you reject a job, Aesop will still call you back, even within 15 minutes, if other jobs need to be filled.

ONLINE SERVICES

Log on to Aesop

In your Internet browser address bar enter www.aesoponline.com and click the Go button.

Enter your ID and PIN from the personalized welcome letter you received from the district.

Aesop Login Page

Personalized Welcome Letter

Home Page

* Indicates functions that might not be used by your school

***CANCELLATION OF
JOB BY SUBSTITUTE***

When **unable** to keep an assignment, contact the Denton ISD AESOP System at **1-800-942-3767** and cancel the assignment. If possible, assignments must be cancelled at least **6 hours** before start of the school day. Cancellations after the assignment start time must be done with the assistance of AESOP Coordinator. Canceling an assignment disqualifies you from working on the date(s) you have canceled.

Do not leave a message. You **MUST** speak with the coordinator.

***PERSONNEL DATA
CHANGES***

If you have a change of name, phone number, address or request to be removed from the substitute calling system list, **please notify AESOP Coordinator(s) at 940-369-0045 immediately.**

***DAILY ASSIGNMENT
REVIEW***

Please remember you are encouraged to call in, review and confirm your substitute assignment on the morning of the job (prior to reporting to your school).

If you accept a job, no more jobs will be offered to you for the absence covered by that job. If you **DECLINE** a job, you will not be offered that same job again.

CALL-OUT TIMES

School Days:	Monday-Friday	Weekends and Holidays
	6:00 a.m. to 12:00 p.m.	5:00 p.m. to 10:00 p.m.
	5:00 p.m. to 10:00 p.m.	

***CANCELLATION
OF JOBS BY CAMPUS***

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

- personally notify the AESOP Operator immediately of the cancellation, and
- contact the computerized substitute system immediately and enter the cancellation.

***REGISTERING WITH
AESOP PHONE
SYSTEM***

**SUBSTITUTE PERSONNEL REGISTRATION
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.

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

REQUIREMENTS

GENERAL INFORMATION

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 on file before a substitute is placed on the *official* substitute list:

- Completed online application for substitute teaching
- Photocopy of transcript reflecting college/university coursework and graduation date
- Photocopy of Texas and/or out-of-state Teacher Certificate (if applicable)
- Completed form W-4 (withholding allowance certificate)
- Completed form I-9 (employment eligibility verification)
- Completed Criminal History Release Form
- Completion of classroom observation hours (if applicable) *6 hours
- Two completed reference forms
- Driver's License and Social Security Card

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.**

**CLASSROOM
OBSERVATIONS**

All substitute personnel will be required to complete a minimum of six (6) hours of classroom observation. You are to make arrangements with campus administration (Assistant principals). You are encouraged to observe at the levels you have selected i.e., elementary, middle and high schools. The completed observation form must be returned to Substitute Coordinator(s). Exceptions will be granted to substitutes who can provide proof and documentation of previous experience in a classroom setting.

**SUBSTITUTE PICTURE
IDENTIFICATION CARD**

Substitute employees will be issued picture identification badges to be worn at all times while on duty. **(Please note: the ID badge will not be issued until all employee information/documents are submitted.)**

**ABSENCE FROM
DUTY FORM**

Please note: You are to use your employee number (#####) and **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.

**PARKING DECAL
CARD**

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

**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.

SALARY SCALE

POSITIONS	DAILY RATE	RATE 1*	RATE 2**
Certified Teacher/All Levels	\$90	\$95	\$105
Degreed Teacher/All Levels	\$80	\$85	\$95
Teacher, with 60 semester hours/All Levels	\$70	\$75	\$85
Teacher/High School Diploma, G.E.D.***	\$70	\$75	\$85
Teacher Aide/High School Diploma/G.E.D.	\$70	\$70	\$70
Clerical/Secretarial - Hourly Rate \$9.64			

*Rate 1—on the 11th day for the same teacher

**Rate 2—on the 21st day for the same teacher

***H.S. Diploma with 60 clock hours as a Denton ISD school volunteer with principal approval.

Teacher retirement is not deducted from the salary paid to substitutes, but FICA is deducted. The payroll period for substitute teachers ends the ninth of each month. **Payroll checks are mailed on or about the 25th of each month.** Some exceptions may occur.

**PAYROLL DATES
2010-2011**

For a complete listing of pay dates, see the Payroll Calendars in the Appendix section of this manual.

***EXTENDED
ABSENCES***

Excessive absences during a **“long term”** assignment may result in a reversion from the extended rate of pay 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.

***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.

***HOURS OF THE
SUBSTITUTE***

Substitutes are required to work the same hours as teachers. The official school hours for *elementary* teachers are 7:50 A.M. to 2:50 P.M. Middle schools convene from 8:20 A.M. until 3:20 P.M., high schools from 8:50 A.M. until 3:50 P.M. 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.

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.*

***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.

CODE OF ETHICS

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

***SUBSTITUTE
EVALUATION SYSTEM***

The purpose of the Substitute Evaluation System is to provide both teachers and campus level administrators with a standard procedure for reporting the performance of substitute teachers. It is designed to provide both **positive and negative** feedback, and participation will be entirely on a **voluntary** basis.

The teaching performance of the substitute teacher will be observed and evaluated by the building principal. If the principal does not judge the performance to be satisfactory, he/she will submit an evaluation form to the school district's personnel office with a recommendation that the substitute teacher's name be removed from the approved list of substitute teachers. When this occurs, the Director of Human Resources will schedule a conference with the substitute teacher to discuss the evaluation.

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 will be contacted to discuss any comments or recommendations submitted and to determine if any disciplinary action is warranted. 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.

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

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.

HELPFUL HINTS FOR THE SUBSTITUTE TEACHER

- Be firm and fair
- Deal with each child in a kind and just manner
- Demonstrate self-confidence
- Maintain dignity
- Be patient
- Respect each child
- Be enthusiastic
- Talk **with** students - not at them
- Be prepared to adjust to several kinds of instructional settings
- Have a sense of humor but don't overdo
- Make directions clear and concise
- Be professional
- Be prompt
- Avoid threats
- Follow normal classroom procedures
- Ask for help when needed
- Do not leave students unsupervised

YOUR COMMITMENT

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, please make it known to us. School officials understand that it is not always possible to comply with a request to substitute, but we would ask that you always make a good faith effort to respond.

NOTICE OF REASONABLE ASSURANCE

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. (See appendix.)

***TERMINATION OF
EMPLOYMENT***

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 or complete the Sub Teacher Termination form on page 77 to the Division of Human Resources expressing your desire to terminate. Your letter should be addressed to:**

Mr. Dennis Stephens
Executive Director for Human Resources
Denton Independent School District
P.O. Box 2387
Denton, TX 76202-2387

RESPONSIBILITIES

***SUBSTITUTE
TEACHER***

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. Listed below are the hours of duty:

High School - 8:15 A.M. to 4:15 P.M. - Grades 9-12
Fred Moore High School - 8:00 A.M. to 4:00 P.M. - Grades 9-12
Middle School - 8:00 A.M. to 4:00 P.M. - Grades 6-8
Elementary School - 7:45 A.M. to 3:15 P.M. - Grades K-5
Ann Windle School - 7:30 A.M. - 3:30 P.M. - Pre-K—Kindergarten
Davis School - 7:15 A.M. - 3:15 P.M. All Levels
Juvenile Detention 8:00 A.M. to 4:00 P.M. Grades 9-12

You are expected to perform all classroom and extra duties assigned to the regular teacher.

***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.

LEAVING CAMPUS

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

***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.

Grade any written work that you have assigned before leaving the building.

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.

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. See Appendix A.

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.

***PRINCIPAL OR
DESIGNEE***

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.

Indicates that assistance with disciplining problems 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.

***REGULAR
CLASSROOM
TEACHER***

Has the following materials on desk or in the principal's office:

- a. syllabus with daily plans made in sufficient detail
- b. weekly time schedule of classes
- c. list of pupil's names and seating chart
- d. list of supervisory responsibilities such as duty at noon, recess, bus duty, etc.
- e. procedures for fire drill and other emergencies
- f. important or unusual information about any child (physical problems, medication, etc.)

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.

DISCIPLINE

Substitute teachers are expected to assume responsibility for students 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.

Every reasonable effort should be made by substitute teachers in attempting to solve problems before they are referred to the principal. Occasionally, something may occur 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.

Substitute teachers should, at all times, exhibit to their pupils a reasonable degree of dignity, courtesy, and congeniality.

Substitute teachers should maintain effective order and control at all times and will be supported in reasonable efforts to accomplish this objective. **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 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.

The use of corporal punishment in any form can result in dismissal action.

The substitute teacher is expected to 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**.

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. **The substitute teacher should not leave the class unattended.**

Firm, fair treatment of all pupils, combined with explicit explanation and direction will preclude many disciplinary problems.

**STANDARD
PRECAUTIONS**

GUIDELINES FOR HANDLING BLOOD AND OTHER BODY FLUIDS IN SCHOOLS

- Wear disposable, waterproof gloves which are supplied by the school nurse for any contact with bodily fluids.
- Dispose of the gloves used in a plastic bag or lined trash can, secured and disposed of daily.
- Wash hands for at least 30 seconds with soap and warm running water after disposing of used gloves.
- If gloves are not available, wash your hands and other affected skin for at least 30 seconds with soap and warm running water after direct contact has ended.
- Handle contaminated disposable items (tissues, paper towels, and diapers, for example) with gloves and dispose of these items in the same manner as used gloves.
- **Handwashing:** soap and warm water and vigorous washing under a stream of running water for approximately 30 seconds. Rinse hands under running water and dry thoroughly with paper towels or a blow dryer.
- **Disinfectants:** 9 parts water to one part household bleach (1/4 cup bleach to one gallon of water) or EPA-registered germicide will destroy most pathogens, and should be used to clean all body fluid spills. Contact the custodian(s) on campus for clean-ups of body fluids.
- **Disinfecting hard surfaces and equipment:** after removing the soil, apply germicide (bleach/water solution) to the equipment used. Soak mops in this solution after use and rinse thoroughly with warm water. Non-disposable cleaning equipment such as dustpans and buckets should be rinsed in germicide solution.
- **Laundry instructions for soiled clothing:** launder clothes with soap and water to eliminate infectious agents. Pre-soaking may be required for heavily soiled clothing.

“Standard Precautions” means treating *everyone’s* blood and other body fluids as infectious—*always*.

Source: *Responding to HIV and AIDS (1989)*. Morrow, GA: National Education Association Health Information Network.

For accidental exposure to body fluids, contact the director of health services after you have followed the above first aid steps and have been assessed by the campus RN.

SEXUAL HARASSMENT INFORMATION

(See definition [DHC 1 or 1] page 3

Sexual harassment is a form of sex discrimination which is illegal under Title IX of the Civil Rights Act of 1964 amended in 1972 to include students and the educational system.

Sexual harassment is a DOUBLE VIOLATION of the student when it takes place and his/her reports are deemed unimportant by the adults they tell. They have been violated once by the harasser and are being violated a second time by reactions that imply that what happened to them is insignificant or the result of something they did to "deserve" it.

Flirting or expressions of attraction **when there is mutual agreement** by all involved that what is happening is not unwanted or offensive.

WHAT IS NOT SEXUAL HARASSMENT

WHO ARE VICTIMS OF SEXUAL HARASSMENT

COMMON METHODS OF DEALING WITH SEXUAL HARASSMENT

RESULTS OF SEXUAL HARASSMENT (AS DOCUMENTED BY RESEARCH)

WHAT SHOULD I DO

WHAT SHOULD I NOT DO

- Women and men, girls and boys
- People of the opposite or the same sex as the harasser.
- Anyone who witnesses harassment of another person.

Passive:

- Ignoring the act. Most incidents go unreported to school authorities.
- Avoidance
- Withdrawal
- Tolerance

Assertive:

- Communicate to harasser that words or touch are not acceptable.
- Leave the situation.
- Tell someone - teacher, counselor, nurse, principal, family member
- Keep telling until someone believes you

Aggressive:

- Physical or verbal abuse.
- Decline in academic performance.
- Lowered self-esteem
- Sense of powerlessness, helplessness, and vulnerability.
- Confusion and self-blame
- Fear and anxiety
- Feelings of isolation from other students
- Emotional disturbance such as chronic depression
- Disillusionment
- Physical illness
- Development of negative attitudes toward sexual relationships
- Desire to stop attending school.

Take all reports of sexual harassment seriously.

Take immediate steps to protect the child who makes the complaint (i.e., provide a safe place to sit, separate the victim from the harasser.)

Report the incident to the principal/assistant principal for disciplinary action.

Tell the victim to just ignore the harasser.

Imply that the victim provoked the verbal or physical assault

Tell the victim they must provide proof or there is nothing you can do. "I didn't see anything" is not acceptable.

GUIDELINES FOR SUBSTITUTE EVALUATION SYSTEM

The intent of the guidelines outlined herein is to provide both teachers and campus level administrators with a standard procedure for reporting the performance of substitute teachers. The evaluation system is designed to provide both **positive** and **negative** feedback, and participation will be entirely on a **voluntary** basis. Responsibilities of the parties involved at each level are specified below:

CLASSROOM TEACHER

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 PRINCIPAL

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.

Provides follow-up comments and/or recommendations regarding continued service of the substitute teacher.

Files the report with the personnel office.

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

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

Follows through on feedback as follows:

- (a) 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.
- (b) in cases of positive feedback, take appropriate steps to recognize substitute teacher

Creates and maintains report files for future reference.

APPENDIX B

- Electronic Communication and Data Management
- Educators' Code of Ethics

Staff Acceptable Use Policy (AUP)

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 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.

Laptops from Home

Staff members are encouraged to harness the power of the internet and may bring their personal laptops to be used on the DISD internet. To gain access to the internet, the staff member must:

1. Check their laptop in with the Campus CT
2. Provide administrator username and password as part of the check in process

Web-enabled devices from home will have access to wireless Internet but will not have access to any district drives such as network folders. Network drives can only be accessed via district machines.

DISD is not liable for any loss or damage incurred, nor can it load any software onto the laptop 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 DISD 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.

DISD 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.

What is expected?

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. Non-compliance with applicable regulations may result in suspension or termination of computer related privileges and other disciplinary action consistent with District policies. Violations of law may result in 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.

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

Any malicious attempts to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet are prohibited. Deliberate attempts to circumvent this policy or to degrade or disrupt system performance may be viewed as violations of District policy and administrative procedures and, possibly, criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses and the misuse of email.

Privacy - Network administrators may review communications to maintain system integrity and will insure that employees and students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal copying - Employees should never download or install any commercial software, shareware, or freeware onto network drives or disks nor should employees intrude into other people's files.

Copyright - Employees should be aware of copyright laws as they apply to the obtaining, copying, using or reproducing of any materials which do not belong to the employee or those to which the employee does not have expressed written permission from the owner for its use.

Cell Phones: Cell phones shall not be used during the employee's instructional duty time for personal use.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the conditions as set in the employee handbook.

Internet Postings: Personal postings to sites such as Facebook shall not be made during the employee's instructional duty time.

Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information.

Posting Policies:

DISD 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

Posting Practices

- Assisted by the district web master, 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 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.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

Email

- 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 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 Email public mail 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.

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.

General Guidelines for Using Technology:

1. I understand that passwords are private. I will not allow others to use my account name and password, nor will I use other account names and passwords.
2. I will be polite and use appropriate language in my electronic mail messages, multi-user role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.
3. I will use electronic mail and other means of communications such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
4. I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites such as MySpace and Facebook should not reflect negatively on my fellow employees, or on the District.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

-
6. I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify administration immediately if I encounter materials which violate appropriate use.
 7. I will use technology resources productively and responsibly for school-related purposes.
 8. I will refrain from attempting to bypass, or circumvent, security settings or Internet filters, or interfere with the operation of the network by installing software or web-based services.
 9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
 10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
 11. I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission.
 12. I understand that district and/or campus administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
 13. I understand that any reported assumed violation of the Staff Acceptable Use Policy will be judged by the appropriate district administrator. I also understand that any or all of my privileges may be revoked at any time until the appropriate administrator reviews the concern or violation and makes a ruling.
 14. I understand that any dispute involving the Acceptable Use Policy will be settled at the discretion of the school or district administrator.

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

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

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.

1. Professional Ethical Conduct, Practices, and Performance.

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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, or other persons or organizations in recognition or appreciation of service.

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

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

2. Ethical Conduct Toward Professional Colleagues.

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

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

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

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

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

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 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

19 TAC 247.2

DATE ISSUED: 12/02/2002UPDATE 69DH(EXHIBIT)-P

This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]

APPENDIX C

- 2010-2011 School Calender
- Payroll Due Dates and Pay Dates
- Employee Absence From Duty Report Form

JULY 2010

July 5 - July 4th Holiday

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

AUGUST 2010

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

Aug. 9-12 - District Staff Development for New Hires
 Aug. 13, 16, 19, 20 - Campus Staff Development/Teacher Prep
 Aug. 17-18 - District Staff Development
 Aug. 18 - Freshmen Start Day
 Aug. 23 - First Day of School / Begin 1st Six Weeks

DECEMBER 2010

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

Dec. 16 - FMHS Graduation, 11:30 am, FMHS Cafeteria
 Dec. 16-17 - HS / MS Early Release
 Dec. 17 - End 3rd Six Weeks
 Dec. 20 - Jan. 3 - Winter Break

APRIL 2011

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

April 8 - End 5th Six Weeks
 April 11 - Begin 6th Six Weeks
 April 22 - Holiday or Bad Weather Makeup Day

- District Staff Development for New Hires
- Campus Staff Development / Teacher Prep
- District Staff Development
- Freshmen Start Date

Denton Independent School District
2010-2011 School Calendar

www.dentonisd.org
 1307 N. Locust • Denton, TX 76201
 (940) 369-0000

SEPTEMBER 2010

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

Sept. 6 - Labor Day Holiday
 Sept. 10 - Grandparents Day

OCTOBER 2010

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

Oct. 1 - End 1st Six Weeks
 Oct. 4 - Begin 2nd Six Weeks
 Oct. 4-8 - Elementary Early Release Days
 Oct. 11 - District Staff Development

NOVEMBER 2010

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

Nov. 5 - End 2nd Six Weeks
 Nov. 8 - Begin 3rd Six Weeks
 Nov. 22 - Campus Staff Development / Teacher Prep
 Nov. 23-26 - Thanksgiving Holiday

JANUARY 2011

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

Jan. 3 - Campus Staff Development / Teacher Prep
 Jan. 4 - Begin 4th Six Weeks
 Jan. 17 - Martin Luther King Holiday

FEBRUARY 2011

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 18 - End 4th Six Weeks
 Feb. 21 - Begin 5th Six Weeks

MARCH 2011

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar. 14-18 - Spring Break

APRIL 2011

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 8 - End 5th Six Weeks
 April 11 - Begin 6th Six Weeks
 April 22 - Holiday or Bad Weather Makeup Day

MAY 2011

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

May 27 - Holiday or Bad Weather Makeup Day
 May 30 - Memorial Day Holiday
 May 31 - HS / MS Early Release Day

JUNE 2011

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 1 - FMHS Graduation, 11:30 am, FMHS Cafeteria
 June 1 - HS / MS Early Release
 June 2 - All Schools Early Release
 June 3 - Campus Staff Development/Teacher Prep
 June 4 - District Staff Development
 DHS - 1:00 pm; OHS - 4:30 pm; RHS - 8:00 pm

JULY 2011

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

July 4 - Holiday

TAKS TESTING
 For TAKS test dates, go to:
www.dentonisd.org/testdates
All testing dates subject to change.

School Hours:
 Elementary 7:50 am - 2:50 pm
 Middle School 8:20 am - 3:20 pm
 High School 8:50 am - 3:50 pm

May 2010

Denton Independent School District

**PAYROLL DUE DATES AND PAY DATES
2010-2011**

PROFESSIONAL, PARAPROFESSIONAL, AND SUBSTITUTES

July 2010

Due in Payroll Office

**July 9, 2010
Friday**

Monthly Paydate-July 20
Substitute Paydate-July 23

August 2010

Due in Payroll Office

**August 9, 2010
Monday**

Monthly Paydate-August 20
Substitute Paydate-August 25

September 2010

Due in Payroll Office

**September 9, 2010
Thursday**

Monthly Paydate-September 20
Substitute Paydate-September 24

October 2010

Due in Payroll Office

**October 8, 2010
Friday**

Monthly Paydate-October 20
Substitute Paydate-October 25

November 2010

Due in Payroll Office

**November 9, 2010
Tuesday**

Monthly Paydate-November 19
Substitute Paydate-November 22

December 2010

Due in Payroll Office

**December 9, 2010
Thursday**

Monthly Paydate-December 17
Substitute Paydate-December 17

January 2011

Due in Payroll Office

**January 7, 2011
Friday**

Monthly Paydate-January 20
Substitute Paydate-January 25

February 2011

Due in Payroll Office

**February 9, 2011
Wednesday**

Monthly Paydate-February 18
Substitute Paydate-February 25

March 2011

Due in Payroll Office

**March 9, 2011*
Wednesday**

Monthly Paydate-March 11*
Substitute Paydate-March 25

April 2011

Due in Payroll Office

**April 8, 2011
Friday**

Monthly Paydate-April 20
Substitute Paydate-April 25

May 2011

Due in Payroll Office

**May 9, 2011
Monday**

Monthly Paydate-May 20
Substitute Paydate-May 25

June 2011

Due in Payroll Office

**June 9, 2011
Thursday**

Monthly Paydate-June 20
Substitute Paydate-June 24

*Due to Spring Break in March 2011, any extra duty pay or leave postings not received in time to process for the March 11th checks will be held and processed for the April 20th pay cycle.

Below is a copy of the 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
<i>(A written statement from attending physician or practitioner must be submitted for personal illness in excess of five (5) consecutive work days.)</i>		
(Check one, if applicable) <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Worker's Comp <input type="checkbox"/> Long Term Illness		

		Total # Days

FAMILY ILLNESS	_____	_____	_____
	Date(s)	Relationship to employee	Total # Days
<i>(A written statement from attending physician or practitioner must be submitted for family illness in excess of three (3) consecutive work days.)</i>			

DEATH IN IMMEDIATE FAMILY	_____	_____	_____
	Date(s)	Relationship to employee	Total # Days

PERSONAL LEAVE	_____	_____
	Date(s)	Total # Days

VACATION DAYS (Non-Duty Days)	_____	_____
	Date(s)	Total # Days

DAYS NOT CHARGED:	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

EMPLOYEE # 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

APPENDIX D

- DISD Map of Campuses
- Campus Directions

2010-11 DENTON ISD FACILITIES

DENTON I.S.D. ADMINISTRATION
1307 NORTH LOCUST
DENTON, TEXAS 76201
(940) 369-0000

Academic Programs - Elementary
 Academic Programs - Secondary
 Administrative Services
 Adult & Community Education
 Bilingual/ESL Education
 Career & Technology Education
 Communications/Community Relations
 Counseling
 Curriculum - Elementary & Secondary
 Denton Public School Foundation
 Extended Day Programs

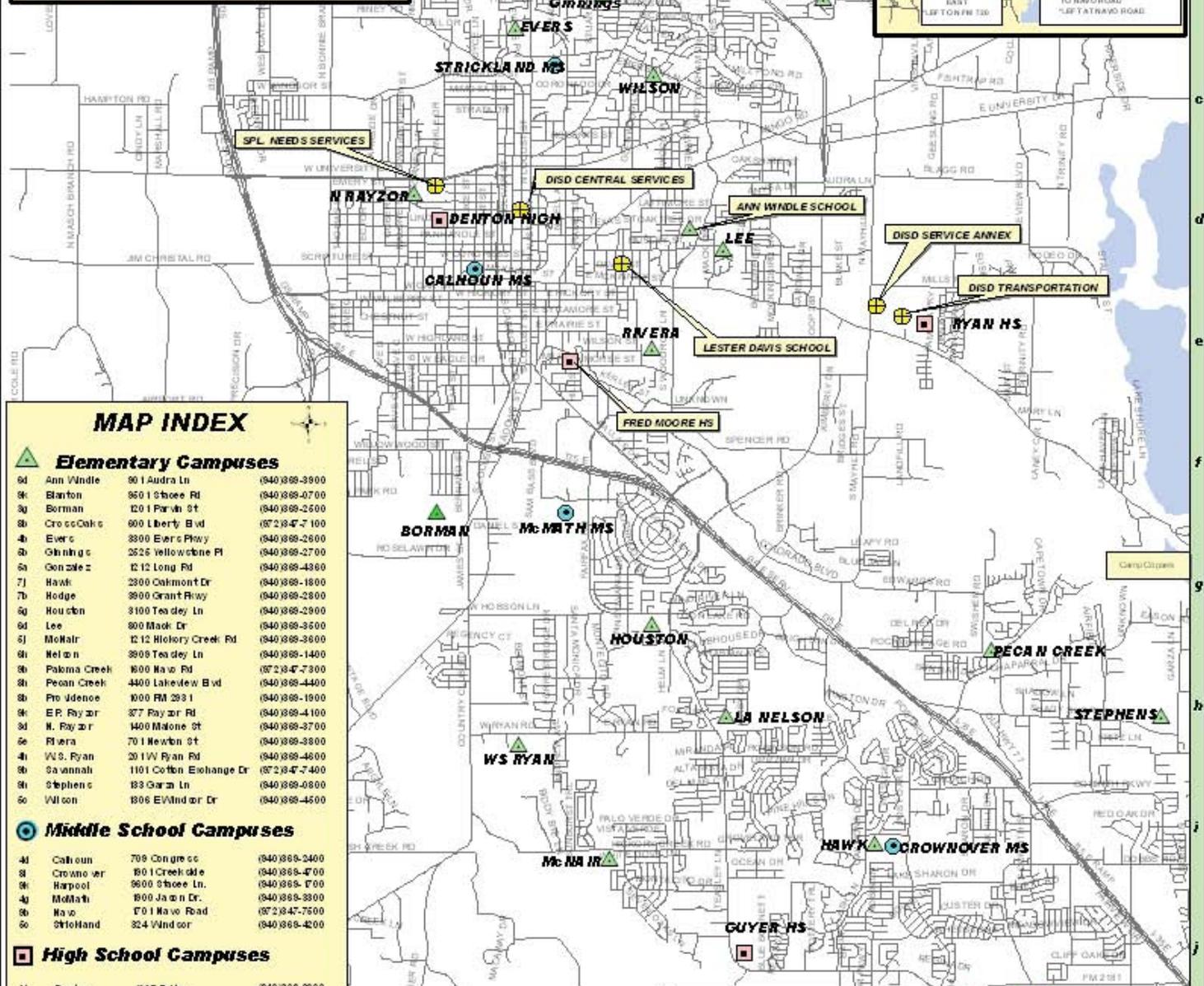
Federal & State Programs
 Fine Arts
 Health Services
 Human Resources
 Insurance
 Media & Information Services
 Professional Development/Ctr.
 Publications
 Special Education
 Superintendent
 Technology

Providence Elementary
 UNIVERSITY BLVD EAST TO FM 2031
 LEFT AT FM 2031

Savannah Elementary
 UNIVERSITY BLVD EAST TO MAGNOLIA BLVD
 LEFT AT MAGNOLIA BLVD

Cross Oaks Elementary
 UNIVERSITY BLVD EAST TO FM 130

Navo Middle School & Paloma Creek Elementary
 UNIVERSITY BLVD EAST TO RAY ROAD
 LEFT AT RAY ROAD



MAP INDEX

Elementary Campuses

9d	Ann Windle	901 Audra Ln	(940) 369-3900
9k	Blanton	9601 Shobe Rd	(940) 369-0700
9j	Borman	1201 Park St	(940) 369-2500
9g	Cross Oaks	900 Liberty Blvd	(87) 2347-7100
9i	Evers	3800 Evers Pkwy	(940) 369-2600
9h	Giblin	2525 Yellowstone Pl	(940) 369-2700
9a	Gonzalez	1212 Long Rd	(940) 369-4380
7f	Hawk	2300 Oakmont Dr	(940) 369-1800
7h	Hodge	9800 Grant Hwy	(940) 369-2300
9q	Houston	3100 Tealey Ln	(940) 369-2900
9l	Lee	900 Mack Dr	(940) 369-3500
9j	McNair	1212 Hickory Creek Rd	(940) 369-3600
9m	McNitt	3809 Tealey Ln	(940) 369-1400
9b	Paloma Creek	900 Navo Rd	(87) 2347-7300
9t	Pecan Creek	4400 Lakewood Blvd	(940) 369-4400
9c	Providence	1000 FM 2931	(940) 369-1900
9r	EP Rayzor	377 Rayzor Rd	(940) 369-4100
9d	W. Rayzor	1400 Malone St	(940) 369-3700
9e	Rivera	701 Newton St	(940) 369-3800
9i	W.S. Ryan	201 W Ryan Rd	(940) 369-4600
9s	Savannah	1101 Cotton Exchange Dr	(87) 2347-7400
9n	Stephens	83 Garza Ln	(940) 369-0800
9o	Wilson	806 E Windzor Dr	(940) 369-4500

Middle School Campuses

4d	Calloun	709 Congress	(940) 369-2400
8	Crownover	801 Creekside	(940) 369-4700
9k	Harpool	9600 Shobe Ln	(940) 369-1700
4g	McNitt	800 Johnson Dr	(940) 369-3300
9b	Navo	701 Navo Road	(87) 2347-7500
9o	Orlando	324 Windsor	(940) 369-4200

High School Campuses

4d	Denton	807 Fulton	(940) 369-2000
6j	Guyer	750 Teasley Ln	(940) 369-9000
9e	Ryan	6101 E McKinney	(940) 369-3000
9e	Red Moore	815 Crockett	(940) 369-4000

DISD Facilities

6d	Lester Davis	1125 Davis	(940) 369-4600
5d	LaCrosse ATC	1604 Long Rd	(940) 369-4600
4d	Central Services	807 N. Locust	(940) 369-0000
6a	C.H. Collins Complex	1600 Long Rd	(940) 369-0600
6a	Nashortum	2400 Long Rd	(940) 369-3466
7a	Service Annex	230 N. Mayhill Rd	(940) 369-0200
4d	Spl. Ed. Services	1206 University	(940) 369-4075
8e	Transportation	6098 EMckinney	(940) 369-0800

Blanton Elementary & Harpool Middle School
 FORT WORTH DRIVE TO COUNTRY CLUB
 LEFT ON COUNTRY CLUB SOUTH TO BRISB
 TRIBE SOUTH TO FRUIT
 TRIBE SOUTH TO HARPOOL
 LEFT ON BRANCH CROSSING TO LANTANA TRL
 LEFT ON LANTANA TRL TO SPACES LANE
 BLANTON ELEMENT & HARPOOL MS ON LEFT

EP Rayzor Elementary
 FORT WORTH DRIVE TO COUNTRY CLUB
 LEFT ON COUNTRY CLUB SOUTH TO BRISB
 TRIBE SOUTH TO FRUIT
 TRIBE SOUTH TO RAYZOR
 LEFT ON RAYZOR

Blanton Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Blanton Elementary School
9501 Stacee Ln
Argyle, TX 76226
(940) 369-0700**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Turn Right at S. AUSTIN ST.	0.1	↗
3.	Turn Right at E. Walnut ST.	0.1	↗
4.	Turn Left at S. Elm ST.	0.5	↖
5.	Continue on Ft. Worth Dr.	0.2	↑
6.	Turn Left to stay on Ft. Worth Dr.	2.0	↖
7.	Turn Left at Country Club Rd	2.3	↖
8.	Slight Left at FM-1830	3.2	↖
9.	Slight Left at FM-407 E	1.1	↖
10.	Turn Left at Branch Crossing	0.5	↖
11.	Turn Left at Lantana Trail	1.1	↖
12.	Turn Left at Stacee Ln.	0.1	↖
Distance: 11.1 miles Approximate Travel Time: 23 minutes			

Borman Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Borman Elementary School
1201 Parvin
Denton, TX 76205
(940) 369-2500**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Turn Left on N. LOCUST ST.	0.01	↖
3.	Left on W. OAK ST.	0.01	↖
4.	Straight on W. OAK ST. to CARROLL BLVD.	0.4	↑
5.	Left on CARROLL BLVD.	0.4	↖
6.	CARROLL becomes FT. WORTH DR. at EAGLE	0.0	↑
7.	Continue south on FT. WORTH DR. going under I-35	0.1	↑
8.	Turn Right on ACME ST.	0.1	↗
9.	Turn Left on BERNARD ST.	0.3	↖
10.	Right on PARVIN ST.	0.4	↗
Distance: 2.2 miles Approximate Travel Time: 15 minutes			

Cross Oaks Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Cross Oaks Elementary School
600 Liberty Rd.
Aubrey, TX 76227
972-347-7100**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	1.1	↙
3. Right on UNIVERSITY DR./US 380	9.3	↗
4. Right on W. FM 720	0.2	↗
5. Right onto CROSS OAK RANCH BLVD	0.4	↗
Distance: 12 miles Approximate Travel Time: 20 minutes		

Eugenia Porter Rayzor Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**E. P. Rayzor Elementary School
377 Rayzor Rd.
Argyle, TX 76226
(940) 369-4100**

Directions	Miles	
1 Start on W. HICKORY ST.	0.01	↑
2 Turn Left on N. LOCUST ST.	0.07	↙
3. Turn Left on W. OAK ST.	0.07	↙
4. Turn Left on N. ELM ST./US 377 S. Continue to follow US 377 S	0.81	↙
5. Go Straight	0.01	↑
6. Turn Left onto FORT WORTH DR. / US 377 S	1.95	↙
7. Turn Slight Left onto COUNTRY CLUB RD. /FM 1830	5.52	↙
8. FM1830 become FM 407 E (Go past horse statues on right)	1.70	↑
9. Turn Left onto RAYZOR RD.	0.16	↙
Distance: 10.3 miles Approximate Travel Time: 25 minutes		

Evers Park Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Evers Park Elementary School
3300 Evers Parkway
Denton, TX 76207
(940) 369-2600**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	2.1	↶
3. Left on W. WINDSOR DR.	0.2	↶
4. Turn right EVERS PARKWAY	0.1	↷
Distance: 2.4 miles Approximate Travel Time: 12 minutes		

Ginnings Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Ginnings Elementary School
2525 Yellowstone Pl.
Denton, TX 76209
(940) 369-2700**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.01	↶
3. Cross UNIVERSITY DR.	0.0	↑
4. Bear right on E. SHERMAN DR.	0.6	↷
5. Left on WINDSOR	0.2	↶
6. Right on STUART RD. (4 way stop)	0.5	↷
7. Turn right on YELLOWSTONE PL/YELLOWSTONE RD	0.1	↷
Distance: 3.1 miles Approximate Travel Time: 12 minutes		

Hawk Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Hawk Elementary
2300 Oakmont
Corinth, TX 76210
(940) 369-1800**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Continue on E. HICKORY ST.	0.1	↑
3. Turn Right on INDUSTRIAL ST.	0.2	↗
4. Turn Right on S. BELL AVE.	0.3	↗
5. Turn Left on DALLAS DR.	1.4	↖
6. Take the I-35E SOUTH/US-77 SOUTH ramp	0.2	
7. Merge onto I-35E SOUTH	2.7	↑
8. Take the POST OAK DR./SHADY SHORES exit - Exit #461	0.1	
9. Continue on S I-35E	1.3	↑
10. Turn Right on POST OAK DR/POST OAK RD.	0.6	↗
11. Turn Right on ROBINSON RD.	0.3	↗
12. Turn Left on OAKMONT DR.	0.5	↖
13. Turn Right to stay on OAKMONT DR.	0.2	↗
Distance: 6.8 miles Approximate Travel Time: 20 minutes		

Hodge Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Hodge Elementary School
3900 Grant Parkway
Denton, TX 76208
(940) 369-2800**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.01	↖
3. Right on UNIVERSITY DR.	1.5	↗
4. Left on LOOP 288	0.4	↖
5. Right on KINGS ROW	0.2	↗
6. Left on GRANT PARKWAY	0.2	↖
Distance: 5.0 miles Approximate Travel Time: 15 minutes		

Houston Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Houston Elementary School
3100 Teasley Lane
Denton, TX 76205
(940) 369-2900**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Circle courthouse square and head South on ELM ST.	0.1	↙
3. Left on EAGLE DR.	0.2	↗
4. Right on DALLAS DR.	0.5	↗
5. Right on TEASLEY LN.		↗
6. Continue on Teasley , pass under I-35E		↑
7. Campus will be on the right just past the churches	1.5	↗
Distance: 3.3 miles Approximate Travel Time: 15 minutes		

Lee Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Lee Elementary School
800 Mack Place
Denton, TX 76209
(940) 369-3500**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.1	↙
3. Turn Right on McKINNEY ST.	1.5	↙
4. Turn Left on MACK DR.	0.3	↗
Distance: 1.9 miles Approximate Travel Time: 15 minutes		

McNair Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**McNair Elementary School
1212 Hickory Creek Rd.
Denton, TX 76209
(940) 369-3600**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Circle courthouse square and head South on ELM ST.	0.1	
3. Left on EAGLE DR.	0.2	↶
4. Turn Right on DALLAS DR.	0.5	↷
5. Turn Right on TEASLEY LN.	1.8	↷
6. Turn Right on TEASLEY LN. at WIND RIVER/TEASLEY	1.0	↷
7. Turn Right on HICKORY CREEK RD.	1.3	↷
Distance: 6.0 miles Approximate Travel Time: 20 minutes		

L.A. Nelson Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Nelson Elementary School
3909 Teasley Ln
Denton, TX 76210
(940) 369-1400**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Circle courthouse square and head South on ELM ST.	0.1	
3. Left on EAGLE DR.	0.2	↶
4. Turn Right on DALLAS DR.	0.5	↷
5. Turn Right on TEASLEY LN.	1.8	↷
6. Turn Right on TEASLEY LN. at WIND RIVER/TEASLEY	0.5	↷
7. Go straight on TEASLEY LN. School will be on left	1.3	↑
Distance: 5.5 miles Approximate Travel Time: 20 minutes		

Newton Rayzor Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Newton Rayzor Elementary School
1400 Malone
Denton, TX 76201
(940) 369-3700**

Directions	Miles	
1 Start on W. HICKORY ST.	0.0	↑
2 Turn Left on N. LOCUST ST.	0.1	↶
3. Turn Left on W. OAK ST.	0.1	↶
4. Turn Right on CARROLL BLVD.	0.4	↷
5. Turn Left on CRESCENT	1.0	↶
6. Turn Right on MALONE ST.	0.2	↷
Distance: 1.8 miles Approximate Travel Time: 10 minutes		

Paloma Creek Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Paloma Creek Elementary School
1600 Navo Rd.
Aubrey, TX 76227
(972) 347-7300**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	1.1	↶
3. Right on UNIVERSITY DR./US 380	12.5	↷
4. Left on NAVO RD.	0.2	↶
5. School is on left	0.2	↶
Distance: 14 miles Approximate Travel Time: 28 minutes		

Pecan Creek Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Pecan Creek Elementary School
4400 Lakeview Blvd.
Denton, TX 76208
(940) 369-4400**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.1	↶
3. Left on W. OAK ST. to CARROLL BLVD.	0.1	↶
4. Left on CARROLL becomes FT. WORTH DR. at EAGLE	0.0	↶
5. Continue south on FT. WORTH DR. going under I-35	0.1	↑
6. Turn left onto I-35 heading South towards Dallas	3.0	↶
7. Exit POST OAK DR. onto service road	0.1	↗
8. Turn left at stop sign onto the bridge	0.1	↶
9. Across the bridge becomes LAKEVIEW BLVD.	0.1	↑
10. Go 3 blocks from stop sign, school on left	0.4	↶
Distance: 4.9 miles Approximate Travel Time: 25 minutes		

Providence Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Providence Elementary School
1000 FM 2931
Aubrey, TX 76227
(940) 369-1900**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	1.1	↶
3. Right on UNIVERSITY DR./US 380	10.5	↗
4. Left on FM 2931 (just past Trail Dust Restaurant)	0.2	↶
5. School is on right	0.0	↗
Distance: 12 miles Approximate Travel Time: 25 minutes		

Rivera Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Rivera Elementary School
701 Newton
Denton, TX 76205
(940) 369-3800**

Directions	Miles	
1 Start on W. HICKORY ST.	0.0	↑
2 Continue on E. HICKORY ST.	0.9	↑
3. Turn Right on S. RUDELL ST.	0.4	↗
4. Turn Left on WILSON ST.	0.0	↖
5. Turn Right on NEWTON ST.	0.0	↗
Distance: 1.4 miles Approximate Travel Time: 15 minutes		

Wayne Stuart Ryan Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Wayne Stuart Ryan Elementary School
201 W. Ryan Rd.
Denton, TX 76210
(940) 369-4600**

Directions	Miles	
1 Start on W. HICKORY ST.	0.0	↑
2 Turn Left on N. LOCUST ST.	0.1	↖
3. Left on W. OAK ST.	0.1	↖
4. Straight on W. OAK ST. to CARROLL BLVD.	0.4	↑
5. Left on CARROLL BLVD.	0.4	↖
6. CARROLL becomes FT. WORTH DR. at EAGLE	0.0	↑
7. Continue south on FT. WORTH DR. (going under I-35 to FM 1830)	2.0	↑
8. Turn Left on COUNTRY CLUB RD/FM 1830	1.0	↖
9. Turn Left on RYAN RD.	0.2	↖
10. Campus will be on right appx. 1 block	0.0	↗
Distance: 4.2 miles Approximate Travel Time: 20 minutes		

Savannah Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Savannah Elementary School
1101 Cotton Exchange
Aubrey, TX 76227
(972) 347-7400**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Turn Left on N. LOCUST ST.	1.1	↶
3.	Right on UNIVERSITY DR./US 380	13.7	↷
4.	Left on MAGNOLIA	0.2	↶
5.	School is on right	0.0	↷
Distance: 15 miles		Approximate Travel Time: 30 minutes	

Stephens Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Stephens Elementary School
133 Garza
Shady Shores, TX 76208
(940) 369-4400**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Turn right at S. BELL AVE.	0.6	↷
3.	Continue on DALLAS DR.	1.3	↑
4.	Take the ramp onto I-35E S/US-77 S	2.9	↑
5.	Take exit 461 toward SHADY SHORES RD/ POST OAK DR.	0.1	↑
6.	Merge onto S I-35E	0.3	↑
7.	Turn left at POST OAK DRIVE	0.1	↶
8.	Slight right at LAKEVIEW BLVD.	0.1	↷
9.	Turn right at SHADY SHORES RD.	1.9	↷
10.	Turn left at N GARZA RD	0.1	↶
Distance: 7.6 miles		Approximate Travel Time: 16 minutes	

Wilson Elementary

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Wilson Elementary School
1306 E. Windsor
Denton, TX 76209
(940) 369-4500**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	1.2	↶
3. Cross UNIVERSITY DR.	0.1	↗
4. Bear Right on E. SHERMAN DR.	0.0	↗
5. Turn Right on E. WINDSOR DR.	0.0	↗
Distance: 2.7 miles Approximate Travel Time: 15 minutes		

Gonzalez School for Young Children

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Gonzalez School for Young Children
1212 Long Rd.
Denton, TX 76207
940-369-4360**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.1	↶
3. North on LOCUST ST. Cross UNIVERSITY DR.	1.2	↑
4. Take slight RIGHT onto SHERMAN DR.	0.1	↗
5. North on SHERMAN DR.	2.6	↑
6. Left on LONG RD.	1.0	↶
Distance: 6.0 miles Approximate Travel Time: 20 minutes		

Ann Windle School for Young Children

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Ann Windle School for Young Children
901 Audra
Denton, TX 76209
(940) 369-3900**

Directions	Miles	
1 Start on W. HICKORY ST.	0.0	↑
2 Turn Left on N. LOCUST ST.	0.1	↶
3. Right on E. McKINNEY	2.0	↷
4. Left on AUDRA LN.	0.5	↶
Distance: 2.6 miles Approximate Travel Time: 15 minutes		

Calhoun Middle School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Calhoun Middle School
709 Congress
Denton, TX 76201
(940) 369-2400**

Directions	Miles	
1 Start on W. HICKORY ST.	0.0	↑
2 Turn Left on N. LOCUST ST.	0.3	↶
3. Turn Left on W. CONGRESS ST.	0.4	↶
Distance: 0.7 miles Approximate Travel Time: 10 minutes		

Crownover Middle School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Crownover Middle School
1901 Creekside
Corinth, TX 76210
(940) 369-4700**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Continue on E. HICKORY ST.	0.1	↑
3. Turn Right on INDUSTRIAL ST.	0.2	↗
4. Turn Right on S. BELL AVE.	0.3	↗
5. Turn Left on DALLAS DR.	1.4	↖
6. Take the I-35E SOUTH/US-77 SOUTH ramp	0.2	
7. Merge onto I-35E SOUTH	2.7	↑
8. Take the POST OAK DR./SHADY SHORES exit - Exit #461	0.1	
9. Continue on S I-35E	1.3	↑
10. Turn Right on POST OAK DR/POST OAK RD.	0.6	↗
11. Turn Right on ROBINSON RD.	0.3	↗
12. Turn Left on OAKMONT DR.	0.5	↖
Distance: 6.8 miles Approximate Travel Time: 20 minutes		

Harpool Middle School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Harpool Middle School
9601 Stacey Lane
Argyle, TX 76226
(940) 369-1700**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Right at S. AUSTIN ST.	0.1	↗
3. Turn Right at E. Walnut ST.	0.1	↗
4. Turn Left at S. Elm ST.	0.5	↖
5. Continue on Ft. Worth Dr.	0.2	↑
6. Turn Left to stay on Ft. Worth Dr.	2.0	↖
7. Turn Left at Country Club Rd	2.3	↖
8. Slight Left at FM-1830	3.2	↖
9. Slight Left at FM-407 E	1.1	↖
10. Turn Left at Branch Crossing	0.5	↖
11. Turn Left at Lantana Trail	1.1	↖
12. Turn Left at Stacey Ln.	0.1	↖
Distance: 11.2 miles Approximate Travel Time: 24 minutes		

McMath Middle School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**McMath Middle School
1900 Jason Dr.
Denton, TX 76205
(940) 369-3300**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Circle courthouse square and head South on ELM ST.	0.1	
3. Left on EAGLE DR.	0.2	↶
4. Right on DALLAS DR.	0.5	↷
5. Right on TEASLEY LN.	1.5	↷
6. Turn Right on LONDONDERRY LN.	0.2	↷
7. Turn Left on JASON DR.	0.0	↶
Distance: 2.2 miles Approximate Travel Time: 15 minutes		

Navo Middle School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Navo Middle School
1701 Navo Rd.
Aubrey, TX 76227
(972) 347-7500**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	1.1	↶
3. Right on UNIVERSITY DR./US 380	12.5	↷
4. Left on NAVO RD.	0.2	↶
5. School is on right	0.2	↷
Distance: 14 miles Approximate Travel Time: 28 minutes		

Strickland Middle School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Strickland Middle School
324 Windsor
Denton, TX 76209
(940) 369-4200**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Turn Left on N. LOCUST ST.	2.1	↶
3.	Turn Right on W. WINDSOR DR.	0.1	↷
Distance: 2.2 miles Approximate Travel Time: 15 minutes			

Denton High School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Denton High School
1007 Fulton
Denton, TX 76201
(940) 369-2000**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Turn Left on N. LOCUST ST.	0.3	↶
3.	Turn Left on W. CONGRESS ST.	0.6	↶
4.	Turn Right on FULTON ST.	0.3	↷
Distance: 1.3 miles Approximate Travel Time: 10 minutes			

Guyer High School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Guyer High School
7501 Teasley Lane
Denton, TX 76210
(940) 369-1000**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Circle courthouse square and head South on ELM ST.	0.1	
3.	Left on EAGLE DR.	0.2	↶
4.	Turn Right on DALLAS DR.	0.5	↷
5.	Turn Right on TEASLEY LN.	1.8	↷
6.	Turn Right on TEASLEY LN. at WIND RIVER/TEASLEY	1.0	↷
7.	Go straight on TEASLEY LN. School will be on left	1.3	↑
Distance: 6.0 miles Approximate Travel Time: 20 minutes			

Ryan High School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Ryan High School
5101 E. McKinney
Denton, TX
(940) 369-3000**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.1	↶
3. Turn Right on E. MCKINNEY ST. (past Loop 288)	3.3	↷
Distance: 3.5 miles Approximate Travel Time: 20 minutes		

Fred Moore High School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Fred Moore High School
815 Cross Timbers
Denton, TX 76205
(940) 369-4000**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Continue on E. HICKORY ST.	0.1	↑
3. Turn Right on INDUSTRIAL ST.	0.2	↷
4. Turn Right on S. BELL AVE.	0.1	↷
5. Turn Left on ROBERTSON	0.3	↶
6. Turn Right on MORSE ST.	0.1	↷
7. Turn Right on CROSS TIMBER ST.	0.0	↷
Distance: 0.8 miles Approximate Travel Time: 12 minutes		

Advanced Technology Center

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Advanced Technology Center
1504 Long Rd.
Denton, TX 76207
(940) 369-4850**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.01	↶
3. Right on UNIVERSITY DR.	1.5	↷
4. Left on LOOP 288	0.4	↶
5. Right on FM 428	0.2	↷
6. Left on LONG RD.	0.2	↶
Distance: 6.0 miles Approximate Travel Time: 20 minutes		

Davis School

Starting from:

**The Historical Denton County Courthouse
110 W. Hickory
Denton, TX 76201**

Arriving at:

**Davis School
1125 Davis
Denton, TX 76209
(940) 369-4050**

Directions	Miles	
1. Start on W. HICKORY ST.	0.0	↑
2. Turn Left on N. LOCUST ST.	0.1	↶
3. Turn Right on E. McKINNEY ST.	1.0	↷
4. Turn Left on WOOD ST.	0.1	↶
5. Turn Left on DAVIS ST.	0.1	↶
6. Campus is on Corner		
Distance: 1.3 miles Approximate Travel Time: 12 minutes		

Sparks Campus

Starting from:

**The Historical Denton County Courthouse
 110 W. Hickory
 Denton, TX 76201**

Arriving at:

**Sparks Campus
 210 South Woodrow
 Denton, TX 76205
 (940) 349-2468**

Directions		Miles	
1.	Start on W. HICKORY ST.	0.0	↑
2.	Turn Left on N. LOCUST ST.	0.01	↶
3.	Right on E MCKINNEY ST.	1.2	↷
4.	Right on S WOODROW LN.	0.2	↷
Distance: 1.57 miles Approximate Travel Time: 5 minutes			

APPENDIX E

- Substitute Teacher Classroom
Observation Form
- "Sub" Notes for Teachers
- Substitute Evaluation Report
- Substitute Teacher Orientation Assessment
- Substitute Teacher Termination Report

DENTON INDEPENDENT SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCES

P. O. Box 2387
Denton, Texas 76202
(940) 369-0040 Fax: (940) 369-4984

**SUBSTITUTE TEACHER
CLASSROOM OBSERVATION FORM**

**NOTE: Each classroom observation MUST be a minimum of 55 minutes or a full class period.
Make arrangements with the campus assistant principal.**

Substitute Name: _____

Date of Observation: _____

Grade/Subject: _____

Campus Name: _____

Time of Observation: _____

Teacher Signature: _____

Date of Observation: _____

Grade/Subject: _____

Campus Name: _____

Time of Observation: _____

Teacher Signature: _____

Date of Observation: _____

Grade/Subject: _____

Campus Name: _____

Time of Observation: _____

Teacher Signature: _____

Date of Observation: _____

Grade/Subject: _____

Campus Name: _____

Time of Observation: _____

Teacher Signature: _____

Date of Observation: _____

Grade/Subject: _____

Campus Name: _____

Time of Observation: _____

Teacher Signature: _____

*Please return this form to the Substitute Coordinator
(Note: For exceptions to this requirement, please contact the Substitute Coordinator.)*

**DENTON INDEPENDENT SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCES**

"Sub" Notes for the 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.

Date: _____ Class Period/Class Assignment: _____

Substitute 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 about today, please contact me at _____.

Note: Be sure to leave your written comments for the regular classroom teacher.

Denton Independent School District

Substitute Feedback Form

You may use this form to evaluate your substitute teaching assignment. The form should be returned to the Campus Office at the end of the day. Your continued feedback is valued and important to us.

Substitute's Name: _____ Date: _____
Teacher's Name: _____ Subject: _____

1. Were the following materials provided and/or accessible?

- | | | |
|------------------------------|-----------|----------|
| Lesson Plans | Yes _____ | No _____ |
| Class Roll | Yes _____ | No _____ |
| Necessary Keys/Map of School | Yes _____ | No _____ |
| Seating Chart | Yes _____ | No _____ |
| Classroom Procedures | Yes _____ | No _____ |

If you answered "No," please explain: _____

2. Did the teacher provide lesson plans and classroom/campus instructions that were written clearly?

- | | | |
|-------------------------------|-----------|----------|
| Lesson Plans | Yes _____ | No _____ |
| Classroom/Campus Instructions | Yes _____ | No _____ |

If you answered "No," please explain: _____

3. Did you encounter any incidents/situations that were problematic?

4. Did you feel welcomed at the school? Yes _____ No _____

If you answered "No," please explain: _____

5. Additional Comments:

**DENTON INDEPENDENT SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCES**

**Substitute Teacher
Orientation Assessment**

Complete this form after you have substituted in the classroom for the first time. You may return this form via the intercampus mail.

1. Was the information presented during the substitute teacher orientation session clear, understandable and beneficial? Please explain your answer. _____

2. Did the classroom management portion of the orientation provide you with information that was beneficial to you during your substitute teaching experience? Should any information be added or changed? Please explain your answer. _____

3. Was the Aesop training during the orientation beneficial to you so that you were able to interact efficiently with the system? Should any information be added or changed? Please explain your answer.

4. Is there any information that needs to be added to the orientation that would make substituting a more successful and rewarding experience? Please explain your answer. _____

5. Is there any information given during the orientation that you feel is not beneficial and should be removed from the agenda? Please explain your answer. _____

Please return this form to the Personnel Office

DENTON INDEPENDENT SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCES
P. O. Box 2387
1307 N. LOCUST
DENTON, TEXAS 76201-2387

SUBSTITUTE TEACHER TERMINATION FORM

Name _____ SS# _____

Current Address _____

Forwarding Address _____

Beginning Date of Employment _____ Ending Date of Employment _____

Signature _____ Date _____

For Personnel Office Use Only:

Total days worked this period _____

Total salary earned this period _____

Date notified substitute caller _____

Date credentials returned _____

Signature _____ Date _____

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The Denton Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies.

Title IX & Section 504 Coordinator:

Dr. Roger Rutherford, Assistant Superintendent
1307 N. Locust Street
Denton, TX 76201
940-369-0132

Title II & Title IX Coordinator:

Mr. Dennis Stephens, Executive Director of Human Resources
1307 N. Locust Street
Denton, TX 76201
940-369-0040