

**KISD**

**Substitute**

**Handbook**

**2010-2011**





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**Substitute Handbook**  
2010-2011

Katy Independent School District  
6301 South Stadium Lane  
Katy, Texas 77494

P.O. Box 159  
Katy, Texas 77492-0159

Education Support Complex  
281-396-6000

Human Resources  
281-396-2347 • Fax 281-644-1825

[www.katyisd.org](http://www.katyisd.org)

Look for updates and tips during the year on our Website!

The Substitute Information page contains an electronic version of this handbook, resources, additional training information, and forms available for download.

**Temporary Employment Office Main Number: 281-396-6125 (7:00 am – 4:00 pm)**

William Rhodes                      Human Resources Coordinator  
[williamhrhodes@katyisd.org](mailto:williamhrhodes@katyisd.org)      Temporary Employment Office Supervisor

Roman Blandino    281-396-2463              (8:00 am – 4:00 pm)  
[romanmblandino@katyisd.org](mailto:romanmblandino@katyisd.org)

Debra Klohn            281-396-2359              (7:30 am – 3:30 pm)  
[debraklohn@katyisd.org](mailto:debraklohn@katyisd.org)

Deana Tysdal            281-396-2345              (7:00 am – 3:00 pm)  
[deanatysdal@katyisd.org](mailto:deanatysdal@katyisd.org)

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**School Hours \*\*\* You are to report to substitute on time and stay until the designated time.**

**Employee Hours**

High School            7:10 am – 3:10 pm  
Jr. High                7:10 am – 3:10 pm  
Elementary            7:55 am – 3:55 pm  
OAC                     7:30 am – 3:30 pm

**Student Hours**

7:30 am – 2:35 pm  
7:30 am – 2:35 pm  
8:20 am – 3:40 pm

**Employee Half Day Hours**

Secondary        7:10 am – 11:10 am  
                      11:10 am – 3:10 pm  
Elementary       7:55 am – 11:55 am  
                      11:55 am – 3:55 pm

**Cafeteria Monitor Hours – Varies by School**

**Accepting Late Assignments**

**Full Day Late Assignments** - when accepting a full day late assignment that only has 2 hours or less before the start of the half day mark, you must contact the campus to see if a substitute is still needed for the full day. In some instances the campus will have already made arrangements to cover the class that morning but will need a substitute for the afternoon, in which case they will change the assignment to a half day afternoon assignment.

**Half Day Late Assignments** – when accepting a half day late assignment that only has 2 hours or less before the end of the assignment, you must contact the campus to see if a substitute is still needed for that assignment.

**Special Education KISD Community Programs for 3 and 4 Year Olds**

**KT Private Preschool**

2020 Katy Hockley Ct Off Rd.  
Katy, TX 77493  
281-391-5500

**Child’s Play @ Epiphany of the Lord**

1530 Norwalk Dr.  
Katy, TX 77450  
281-578-0707

**Rising Star Academy**

920 S. Peek Rd.  
Katy, TX 77450  
281-391-5437

**ECEC @ Katy Mills**

Early Childhood Enrichment Center  
25403 Kingsland  
Katy, TX  
281-693-1999

**Tigerland Day Care**

5315 East 5<sup>th</sup> St.  
(Off Katyland Dr.)  
Katy, TX  
281-391-8750

# Katy ISD Instructional Calendar 2010-2011

July 2010	August 2010	September 2010																																																																																																																																																			
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## Job Description for Substitute Teacher

It is our desire to have substitute teachers who hold Texas Teaching Certificates. Non-certified substitute teachers may be utilized upon the approval of the emergency substitute list by the Texas Education Agency. Katy ISD is in compliance with the provisions of Title IX of Public Law 92-318, Education Amendments of 1972, and is an equal opportunity employer.

<b>Job Title:</b>	<b>Teacher – Substitute (8000)</b>
<b>Reports to:</b>	<b>Principal or Supervisor</b>
<b>Duty Days:</b>	<b>Intermittent</b>
<b>Wage/Hour Status:</b>	<b>N/A</b>
<b>Pay Grade:</b>	<b>Substitute Salary Schedule</b>
<b>Date Revised:</b>	<b>2007</b>

### Primary Purpose:

Act in lieu of the regular classroom teacher and perform the duties as assigned by the Principal/Supervisor.

### Qualifications:

Teaching certification OR Bachelor's degree OR Minimum of 60 college hours

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Speak, write, read, and comprehend English – Communicate with students, staff and others in English

Punctuality and dependability

Flexibility in the job assignment

### Major Responsibilities and Duties:

1. Perform any special duties the classroom teacher may have.
2. Prevent students from leaving the room unless it is absolutely necessary.
3. Check the class roll at the time and in the manner designated by the building principal. Names, dates of absences, and tardies should be listed as instructed.
4. Let the principal know if a student needs medication. Only authorized district employees may administer medication.
5. Notify the school office, before leaving campus, of any serious problems experienced during the day.
6. Assume the same responsibilities as a regular classroom teacher for students, equipment, and other assigned materials.
7. Follow as closely as practical the lesson plans provided by the teacher and maintain the regular routine of the class.
8. Leave a summary of work covered in each class and other information pertinent to the teacher.
9. Maintain a level of discipline in the classroom, which is conducive to good learning.
10. Notify a neighboring teacher if assistance is needed from the principal's office.
11. Document information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.

### Equipment Used:

Computer, FAX, copier, overhead projector, VCR, laser disc player, tape recorder, other specialized equipment that is particularly unique to the teaching assignment.

### Working Conditions:

Physical demands/Environmental factors: May require standing for long periods of time. Frequent stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Mental demands – ability to communicate effectively (verbal and written); maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



## Job Description for Substitutes – Non-Teaching (Paraprofessional)

**Job Title:** Substitute - (Non-Teaching)  
**Reports to:** Principal or Supervisor  
**Duty Days:** Intermittent  
**Wage/Hour Status:** N/A  
**Pay Grade:** Substitute Salary Schedule  
**Date Revised:** 2007

### Primary Purpose:

Perform the duties of the job position in which subbing and as assigned by the Principal/Supervisor.

### Qualifications:

As required by the District  
Ability to work with students, staff, and parents  
Strong organizational, communication, and interpersonal skills  
Speak, write, read, and comprehend English – Communicate with students, staff and others in English  
Punctuality and dependability  
Flexibility in the job assignment

### Major Responsibilities and Duties:

1. Perform duties of the job position.
2. Notify the school office of any serious problems.
3. Follow as closely as practical the schedule of the job.
4. Complete tasks.
5. Record information for the returning employee.

### Equipment Used:

Dependent on assignment.

### Working Conditions:

Physical demands/Environmental factors: May require standing for long periods of time. Frequent stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Mental demands - ability to communicate effectively (verbal and written); ability to follow instructions; maintain emotional control under stress.

.....  
The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

## SUBSTITUTE PAY SCALE CHART

<b>Paraprofessional Substitute</b> Aide/General Office Personnel Daily Rate \$65.00	Assignments after 20 consecutive days in <b>same</b> assignment (+\$10.00) \$75.00/day Retroactive to the first day of the assignment	
<b>Teacher or Librarian-Substitute – Non-Degree</b> Minimum 60 college hours or Associates Degree Daily Rate \$75.00	No long term teaching assignments. Must be degreed to substitute in the same position for greater than 19 days.	
<b>Teacher or Librarian Substitute with a Minimum Bachelors Degree</b> Daily Rate \$85.00	Assignments after 20 consecutive days in <b>same</b> assignment (+\$65.00) \$150.00/day Retroactive to the first day of the assignment	Paraprofessional assignment – Degreed substitutes are not to substitute in long term paraprofessional positions.
<b>Teacher, Librarian or Nurse Substitute with a Teaching Certificate</b> Daily Rate \$90.00	Assignments after 20 consecutive days in <b>same</b> assignment (+\$85.00) \$175.00/day Retroactive to the first day of the assignment	Paraprofessional assignment – Degreed substitutes are not to substitute in long term paraprofessional positions.

**Cafeteria Monitors - Pay Rate** will be \$18.00 an hour for both Teacher and Paraprofessional Substitutes serving in this capacity.

### Employment

All substitutes are employed on an at-will basis and are not considered contractual employees. They are not employed for any specified length of time and have no property right in the employment. Substitutes do not have Chapter 21 rights. Substitutes are also not guaranteed work at any specific campus, grade level, or other location. The district has the right to deny access to specific grade levels, teachers, campuses, and/or locations.

### Reasons for excluding substitutes from any substitute assignment (including, but not limited to):

- Not showing up for an assignment (two times)
- Not accepting jobs (must work at least 2 days per month)
- Unacceptable or inappropriate behavior by the substitute

**Each month the work history of individual substitutes will be evaluated. Substitutes may be inactivated for inactivity without notification and must reapply to be rehired.**

### Substitute Pay Scale \*

- A substitute paraprofessional, teacher, librarian and nurse substituting for 20 consecutive days in the same assignment will be paid the applicable additional pay as noted on the substitute pay scale chart. This pay is retroactive to the first day of the same 20-day assignment. **If more than two (2) consecutive days are missed, the cycle changes back to the daily rate until 20 consecutive days in the same assignment are reached**
- College hours and/or degrees must be from a college or university (1) accredited by the appropriate regional accreditation agency and (2) recognized by the Texas Education Agency.

- Transcripts and/or Certification must be on file in our office in order for the corresponding compensation related to the job assignment for which the substitute has been hired to be in effect. Any pay increase will be effective the day the transcript is received by Human Resources and will not be retroactive for any prior days worked.

### **Special Classifications \***

- For a long-term substitute who is in a position such as counselor, assistant principal, diagnosticians, psychologists, etc., the daily pay rate will be determined by the Assistant Superintendent for Human Resources or designee. These positions are only filled by individuals certified in the area.

### **Substitute Employee Payroll Schedule \***

- A substitute employee will be paid on the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of each month. If the 1<sup>st</sup> or 15<sup>th</sup> of the month falls on a weekend or on a holiday, the substitute will be paid the last working day before the 1<sup>st</sup> or 15<sup>th</sup>.
- Paychecks will be mailed the day before payday unless other arrangements have been made **before** the checks are mailed. These arrangements would be, but are not limited to: (1) Advise the Payroll Office to **hold** your check and you will pick up your check from the Payroll Office the day the checks are distributed. (2) Call **ahead of time** and have the check sent to the campus/department you will be at the day the checks are distributed.
- Direct Deposit is available to all substitutes. This program allows your net payroll amount to be automatically deposited into either your checking or savings account at the financial institution of your choice. Direct deposit insures that your money is credited to your account on the designated payday. Enrollment forms are available in either the substitute or payroll office. Direct deposit will begin no earlier than your second paycheck.
- Days worked will be reported by the campus through the Kronos Payroll System for both substitute teachers and paraprofessionals. Substitutes will no longer receive a paper copy confirmation of what is sent to the payroll department. Job confirmation numbers will be available through the Aesop system.

*\*All information noted is the most current at the time of printing. Changes can be made at any time and will be communicated separately.*

**\*\*Paychecks mailed two days prior to the pay date.**

When pay dates fall on a weekend, payday will be the preceding Friday.

**\*\*\*All documents must be received in the payroll office by the payroll collection date to insure payment on that particular payday. If documents are received after this date, it is probable that payment will not occur until the following regularly scheduled payday.**

The Kronos Time and Attendance system is the official basis for recording hours worked and days absent by employees of the Katy Independent School District. All data that is input into this system will be collected each week according to the following calendar(s) for the payroll check date indicated. Substitutes will be paid for their time worked according to the Semi-monthly payroll calendar for the period specified for that particular payroll cycle. Time worked for dates that occur after the week ending date for a payday will be processed and paid on the next payroll cycle.

### **Katy I.S.D. Kronos Time and Attendance Collection Calendar Listed By Week Semi-Monthly Payroll**

**Katy ISD 2010-11 Kronos Time & Attendance Collection Calendar - By Week  
Semi Monthly Payroll**

<b>Week #</b>	<b>Week Start</b>	<b>Week End</b>	<b>Check Date</b>
1	07/31/2010	08/06/2010	09/01/2010
2	08/07/2010	08/13/2010	
3	08/14/2010	08/20/2010	09/15/2010
4	08/21/2010	08/27/2010	
5	08/28/2010	09/03/2010	
6	09/04/2010	09/10/2010	10/01/2010
7	09/11/2010	09/17/2010	
8	09/18/2010	09/24/2010	10/15/2010
9	09/25/2010	10/01/2010	
10	10/02/2010	10/08/2010	11/01/2010
11	10/09/2010	10/15/2010	
12	10/16/2010	10/22/2010	11/15/2010
13	10/23/2010	10/29/2010	
14	10/30/2010	11/05/2010	12/01/2010
15	11/06/2010	11/12/2010	
16	11/13/2010	11/19/2010	12/15/2010
17	11/20/2010	11/26/2010	
18	11/27/2010	12/03/2010	01/01/2011
19	12/04/2010	12/10/2010	
20	12/11/2010	12/17/2010	01/15/2011
21	12/18/2010	12/24/2010	
22	12/25/2010	12/31/2010	
23	01/01/2011	01/07/2011	02/01/2011
24	01/08/2011	01/14/2011	
25	01/15/2011	01/21/2011	02/15/2011
26	01/22/2011	01/28/2011	
27	01/29/2011	02/04/2011	03/01/2011
28	02/05/2011	02/11/2011	
29	02/12/2011	02/18/2011	03/15/2011
30	02/19/2011	02/25/2011	
31	02/26/2011	03/04/2011	04/01/2011
32	03/05/2011	03/11/2011	
33	03/12/2011	03/18/2011	04/15/2011
34	03/19/2011	03/25/2011	

## Katy ISD 2010-11 Kronos Time & Attendance Collection Calendar - By Week Semi Monthly Payroll

35	03/26/2011	04/01/2011	05/01/2011
36	04/02/2011	04/08/2011	
37	04/09/2011	04/15/2011	
38	04/16/2011	04/22/2011	05/15/2011
39	04/23/2011	04/29/2011	
40	04/30/2011	05/06/2011	06/01/2011
41	05/07/2011	05/13/2011	
42	05/14/2011	05/20/2011	06/15/2011
43	05/21/2011	05/27/2011	
44	05/28/2011	06/03/2011	06/30/2011
45	06/04/2011	06/10/2011	
46	06/11/2011	06/17/2011	07/15/2011
47	06/18/2011	06/24/2011	
48	06/25/2011	07/01/2011	08/01/2011
49	07/02/2011	07/08/2011	
50	07/09/2011	07/15/2011	
51	07/16/2011	07/22/2011	08/15/2011
52	07/23/2011	07/29/2011	

### Substitute Service Record

**Substitutes who hold a valid teacher certificate may be able to use their substitute service record to increase their salary if and when they obtain a full-time teaching position in KISD.** The commissioner's rule is effective with the 1998-99 school year. Certified substitutes must meet certain minimum requirements, 85 or 90 documented FTE days, depending upon the year. It is more important than ever to keep track of your substitute schedule because it may mean more salary in the future. If you meet the criteria of Certified Teacher and Substitute Teacher, please contact Yolanda Edmond in Human Resources, 281-396-2260, for the pertinent criteria and methods of obtaining credit.

### Long Term Substitutes and TRS

If an employee begins the year as a contract employee, and then changes to a substitute, TRS will no longer be deducted, but FICA will be withheld instead **if the employee has not yet worked a creditable year (90 days, 1 semester, or 4.5 months).** **If the employee has worked a creditable year, and then becomes a substitute, TRS (instead of FICA) will continue to be withheld for the remainder of the school year. The employee does not have a choice in this.** If the employee remains a substitute the following year, FICA instead of TRS will be withheld.

All long-term per diem employees (that are staying in the same assignment) should have TRS deducted, not FICA. **This applies to long-term per diem employees who have an assignment in which there is the expectation that the job will last at least 90 days, 1 semester, or 4.5 months.** The decision whether to have TRS or FICA deducted is not up to the employee. If the long-term assignment ends, the same rule concerning contract employees who switch to substitute status will apply.

Substitutes who are not on a long-term assignment (90 days, 1 semester, or 4.5 months) will have FICA deducted, not TRS. If a substitute works at least 90 days, 1 semester, or 4.5 months, TRS service credit can be purchased at the end of the year.

## Substitute Employee Advisory Notice

Please be advised of the following employment practices and procedures:

Substitutes are employed by the KISD Personnel Department based on the qualifications established by the District and are subject to assignment based on the needs of the district.

Nothing contained herein construes an employment contract. **Your continued employment is on an at-will basis.** Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time for any reason or for no reason.

By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school break including, but not limited to, the summer, winter, and spring breaks. Please see the KISD Scholastic Calendar 2008-2009. This calendar established for this school year, and each school year hereafter, identifies the scheduled school breaks. Continuation of employment is contingent on school operations and will not apply in the event of any disruption that is beyond the control of the district, (i.e., lack of school funding, natural disaster, court orders, public insurrections, war, etc.)

### Section 403(b) and Section 457(b) Retirement Investment Plans

All employees are eligible to participate in the district's Section 403(b) and Section 457(b) voluntary retirement investment plans. These plans allow an employee to accumulate money for retirement on a tax-deferred basis and reduce current taxable income. There is a presentation on these plans in the "Mandatory Trainings" section of the district's intranet, or information can be obtained from the Katy ISD website ([www.katyisd.org](http://www.katyisd.org)) under "Employment".

### Retirees as Substitutes

The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee.

Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. **It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits.**

### Red Flags

Retirees should carefully monitor:

- The type of position for which they are working – Are you working in the place of a current employee or is it a vacant / supplemental position?
- The number of days worked on a monthly basis – Working in a vacant / supplemental position for as little as a half day in any month can cause you to lose your annuity.

It is the retiree's responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1.800.223.8778. For detailed written information regarding employment after retirement, please contact TRS at [www.trs.state.tx.us](http://www.trs.state.tx.us).

## Daily Schedule, Routine and Tips for Success in Katy ISD

1. If you cannot fulfill an assignment accepted previously, you **must** cancel the assignment in AESOP as soon as possible. You are also responsible for the professional courtesy of contacting the campus, especially if it is 1 hour before the start of the assignment. **If a pattern of accepting assignments and dropping last minute occurs, it is possible that you will not be able to continue substituting in Katy ISD.**
2. **Be punctual** (in every capacity –arriving, to and from lunch, conference periods, checking roll, etc.) Upon arrival at a school campus, report to the principal's office, sign in, receive the schedule for the day, and other special instructions. Be prepared to give your AESOP confirmation number. **If a pattern late arrival occurs, it is possible that you will not be able to continue substituting in Katy ISD.**
3. Any money collected from students should be deposited in the office along with adequate records. Money must not be left in the classroom.
4. **Be positive!**
5. **Remain on duty until released** by the principal or supervisor and sign out in the office before leaving. Teachers do not release you from duty, the office or administrator releases you from the day.
6. **Confidentiality is of the utmost importance. DO NOT share information about any students, teachers, staff members, or other school issues with anyone outside of KISD. Breaking confidentiality is cause for immediate and permanent restriction.**

## Additional Duties and Responsibilities for the Substitute Teacher

7. The substitute folder should include the lesson plan book, the daily schedule, information on lunchroom procedures, clinic and telephone policies, and the summary sheet. It should be left in the top middle drawer of the teacher's desk, or any other place designated by the principal.
8. Review the lesson plans, directions, and schedule. If there aren't any plans or if you have any questions regarding the plans, find the team leader or department chair and clarify what they want you to do.
9. **Lesson plans should be followed unless the principal or his designee** (assistant principal, department chairperson, team leader) approves alternate plans. As a substitute, you are expected to follow the lesson plans, activities, and programs left by the teacher for that day. It is not appropriate for you to substitute your own agenda or plans unless they are approved. **If you cannot follow the plans left by the teacher contact the appropriate parties (previously listed) immediately.**
10. Become familiar with the teacher's daily schedule, which includes amount of time for each subject, time to arrive in the cafeteria, special class time, restroom time, and dismissal time. Adhere to the schedule!
11. Written work should not be graded, except as otherwise requested by the regular classroom teacher. Any written work which is beyond the lesson plan can be graded and left for the regular teacher.
12. Greet teachers who are nearby and introduce yourself.
13. Greet students as they arrive. Tell them you are their GUEST TEACHER for the day.
14. Stand at the door during every class change, observing both the hallway and the classroom.
15. Check the room when first entering, after every class change, and before leaving. The room should be left neat, clean and orderly.
16. Do not leave the campus during the school day without permission of an administrator.
17. Protect and safeguard all personal items, equipment, and other school property. Substitutes are not issued keys for classrooms or teacher's desks. For that reason, extra care is needed regarding personal belongings.
18. Practice good energy conservation. Turn out lights and turn off all electrical equipment before leaving the room at any time, but leave lights on when students are in the room.
19. Follow procedures for class roll or other duties.
20. Most teachers have their rules posted in the classroom. If so, follow those rules. If not, follow simple and sensible guidelines that maintain safety and learning. If in doubt, ask a professional in the building for guidance.
21. New textbooks and workbooks should be issued only by the regular teacher, another teacher from that grade level, or by the department chairperson.
22. Add items from your "bag of tricks" only if time allows. Be judicious in what you choose to do with the students.

23. Act professionally. The same ethical standards, laws, and regulations that are in effect for permanent teachers are in effect for substitutes as well. Unethical behavior could be cause for immediate and or permanent restriction.
24. Dress professional for the class you are teaching. Follow district/campus dress code. Warm up suits or jeans may be worn for P.E. assignments only. Jeans may be worn for Agriculture assignments. No hats.
25. Respect the students- this is in action, tone, word choice, and reaction. **(No Profanity including the words: crap, stupid, dumb, shut up, idiot)**
26. Use discretion and caution in issuing hall, restroom, and office passes.
27. Enforce all school rules without apology.
28. Report any unusual happenings to the principal immediately.
29. No food or drink are allowed in the classroom.
30. **Do not use your cell phone when with students or monitoring students, including texting or internet.**
31. **Do not use the computers or personal computer.**
32. Accompany elementary students to the cafeteria. Supervise students in the cafeteria when required.
33. Accompany students to recess. Visibly supervise students on the playground. Watch them!
34. Never leave students unattended. Seek help from district employees to assist in emergencies that would require you to leave the class.
35. Leave the teacher a note explaining what your day was like, leaving information on student's work or behavior is appropriate. Praise, when deserved, is always welcomed by the teacher.
36. Leave the classroom as you found it.

#### **Extra Duties:**

37. The substitute teacher will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty or other special duties assigned by the principal. Neglecting these duties will put children at risk of harm.
38. You are required to stay for the entire day and fulfill all duties unless released by an administrator.
39. If necessary, substitutes on long term assignments may be required to attend faculty meetings or grade level meetings in the place of the regular teacher.

#### **Additional Notes:**

- If you are a fulltime applicant, update your application annually indicating your continued interest.
- Be aware that principals have the option of evaluating a substitute. Effectiveness as a substitute is directly related to ability in managing students and carrying out teacher plans. A copy of this form, "Evaluation of Substitute Teacher" can be found in this handbook.
- Should a principal report a problem, we will contact you via email, letter, or phone (not all three). Once contacted, it is the substitute's responsibility to contact the Sub Office for additional information. If there are three (3) negative reports, or if the problem is of sufficient seriousness, we may remove your name from the active file. You may also be temporarily "inactive" until you contact the Sub Office Supervisor.
- Substitutes have the opportunity to assess their assignments. From your Aesop home page you will need to click on the Leave Feedback link. A screen with jobs awaiting your Feedback will open up. Just click on Leave Feedback listed next to the assignment. Katy ISD has a policy in place to address substitute complaints, concerns, or comments.
- If you failed to list something correctly on your application (such as criminal history) contact Human Resources.
- All payroll questions should be directed to the Payroll Department.

#### **Safety and Security**

Safety and Security of all employees and students is the top priority in day-to-day school operations. Each campus has developed a safety plan which is tailored to that campus. This plan is available to you through the principal's office. As a substitute, safety and security of students is a dominant job responsibility.

#### **Discipline**

1. The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems. Your presence, stature and tone of voice affect the reaction of a class to you. **A positive attitude will do much to win the respect of the students.** The points below offer some sound and proven advice.
  - a. Start the day in the manner in which you wish to continue. Greet students at the door.
  - b. Know what lessons you will present, at what time you present them, and the method you will use.



- c. Observe carefully pre-scheduled routines (homeroom, breaks, and lunches, etc.)
  - d. Do not threaten – provide obtainable goals with enforceable consequences.
  - e. Be consistent and fair saying please and thank you to the students.
  - f. Stand when presenting a lesson and walk around at all times.
  - g. Speak loudly enough to be heard, but softly enough to obtain attention.
  - h. Corrections for academic / behavioral success.
  - i. Reprimands should be private.
  - j. Contact the principal if you need help. (safety & security)
2. If after several attempts at positive redirection a student continues to disrupt the learning environment for other students, you may send the student to the office with a note explaining details of the inappropriate behavior and attempts at redirection. **Do Not Leave the Class** to escort the student to the office personally! **Do Not Touch** the student to send them out of the classroom towards the office. If the student refuses to leave, contact the office via classroom phone.
  3. No corporal punishment will be administered to any student for any reason.
  4. **For your physical and legal safety, physical contact with students must be avoided unless it is considered part of the job description. Substitutes who are accused of inappropriate touching or behavior with students will be reported immediately by the school administration to the appropriate officials (police, CPS, etc.) These substitutes will be removed from the Katy ISD Substitute List pending the outcome of the investigation. You will not be contacted during the investigation.**

### Substitute Accident (Reporting)

A substitute who has had an accident in the course and scope of employment, regardless of its seriousness, must report it immediately to his/her supervisor. Supervisors and department heads must notify the District's Risk Management Department within eight (8) hours of its occurrence. The substitute's supervisor will coordinate a thorough investigation of each accident involving the substitute including an interview of any witness who may have seen the accident. The substitute's supervisor will prepare preliminary and final reports of the accident detailing the circumstances of the accident and any necessary corrective action to be taken to avoid recurrence of the accident.

### Student Illness or Accident

- If a **child becomes ill** while at school send him/her immediately to the nurse/office with a student escort if necessary. Do not try to diagnose or take care of a student's medical problem yourself. **DO NOT LEAVE THE CLASSROOM.**
- Accident or injury - the school nurse or an administrator should be summoned immediately. **DO NOT LEAVE THE CLASSROOM.**
- Procedures and techniques covered on the "Communicable Disease" information sheet in this handbook should be employed in these situations.
- Under no circumstances should a substitute teacher/paraprofessional administer medication to a student.

### Fire and Emergency Drills

Become familiar with emergency drill procedures. Diagrams are posted in each room.

### Religion in the Schools

Katy independent School District is committed to the constitutional principle of separation of church and state. Board policy EMI (LOCAL) makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employee from praying or reading religious material during a time when students are not present and you are not responsible for students. If a group of employees wish to pray together, read the Bible, or engage in some other religious activity, they may do so as long as the activity does not interfere with their duties or the rights of other employees or students.

Off campus and outside the school day or school year, school district employees have the same right to religious expression as any other citizen. At the same time, employees are expected to refrain from using their position in the District to promote religious activities in the community. For example, if an employee teaches religious classes in their church or gives a religious devotional, the employee should do so as a citizen not as a teacher or employee of Katy Independent School District.

## **Moment of Silence**

As early as possible at the beginning of each school day for which classes are scheduled, students in all schools shall recite the pledge of allegiance to the United States and Texas flags. Immediately following the recitation of the pledges, the students will have the opportunity to take part in one minute of silence.

The Moment of Silence will be announced over the public address system to classrooms with the following words:

“As we begin another school day, let us take a moment to silently think about our day, our activities, and what we hope to accomplish.”

The Moment of Silence is intended to be an individual activity. There shall be no attempt by any district employee to influence in any way, another person’s thoughts during the Moment of Silence.

During the Moment of Silence, students are expected to remain seated and silent.

## **Computer Access Guidelines**

Use of computers by substitutes is strictly prohibited unless authorized by the school principal or assistant principal. Any substitute granted permission to access district computers must agree in writing to abide by Katy ISD’s Acceptable Use Guidelines. If granted access as part of a long term assignment, it is your responsibility to inform the campus / Temporary Employment Office to term your access. Continued use of a district computer and access to information is cause for possible restriction. Signing the receipt of this handbook indicates your understanding and willingness to comply with the district’s policy against non-long term substitute use of Katy ISD computers.

## **Participation in Social Networking Sites**

Substitutes have a right to participate in social networking sites, blogs, forums, wikis, etc. as individuals in the community; however, substitutes should not post anything (through written messages, images, or videos) that would violate student confidentiality or the professional code of ethics [as stated in Board policy DH (EXHIBIT)], that would negatively impact the perception of the substitutes ability to be effective in their at-will employment capacity, or that uses images of the District inappropriately. Postings that are considered inappropriate may be addressed by the District and could have an impact on an individual’s at-will employment status. Student contact through social networking sites is prohibited.

## **Fingerprinting**

All substitutes are required to be fingerprinted with the FACT Clearinghouse/TEA/TXDPS/FBI database. As a result Katy ISD will receive notification of any preexisting or new activity related to your criminal history/background. If a substitute is arrested for any felony or any offense involving moral turpitude it must be reported immediately to the Substitute Office in writing via fax or email. Provide the date of the offense and a description of the offense. Failure to report within three calendar days could result in restriction from substituting in Katy ISD. Standards related to criminal history reviews will be applied and a determination made by Human Resources and shared with the substitute.

## **PROFESSIONAL ETHICS OF THE SUBSTITUTE**

- The substitute acts in lieu of the regular employee and should perform the duties as assigned by the principal or supervisor.
- The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms and/or offices where they are substituting. Confidentiality is of the utmost importance and lack of is reason for restriction.
- The school exists because of the student. The first obligation of the substitute is to the student.
- Under no circumstances should a substitute teacher or paraprofessional criticize a student or the regular classroom teacher in the presence of other students, teachers or the community. Criticism and/or comparisons of individual campuses and teachers should also be avoided as is reason for restriction.

- Concerns, comments, and/or questions should be directed to the building principal.
- Do not bring books to read, PDA's, computers, handheld games, or other material/devices for personal use when you should be supervising students. Come prepared to teach and work with the students.
- **Discrimination by gender, race, or religion is not permitted. Sexual harassment, mental, verbal, or physical abuse is not permitted. Violations in these areas will be reported to the proper school personnel, law enforcement authorities, and/or government agencies. Restriction will occur.**

## Employee Discrimination / Harassment

The District prohibits discrimination, including harassment, based on a person's race, color, gender, national origin, disability, religion, age or any other basis prohibited by law. Discrimination against an employee is defined as conduct directed at an employee on the previous basis that adversely affects the employee's employment. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate discrimination or harassment of others and are encouraged to report claims as soon as possible to their supervisor. Failure to promptly report alleged harassment may impair the District's ability to investigate and address the claim(s).

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment;
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

Employees shall not engage in conduct constituting discrimination or harassment. The District shall investigate all allegations of such claims and shall take appropriate disciplinary action against employees found to engage in such acts.

An employee who believes he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to Dr. Debbie Harris, Title IX Coordinator. A complainant who is not satisfied with the outcome of the investigation may appeal through the District's grievance policy. [See DGBA (LOCAL)].

## Student Discrimination / Harassment

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate any form of discrimination of students and shall report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair the District's ability to investigate and address the harassment.

District employees shall not engage in discrimination of students nor tolerate student-to-student discrimination as defined in Board Policies DIA and FFH (LEGAL) and (LOCAL). The District shall investigate all allegations of such discrimination and shall take appropriate disciplinary action against employees or students who have engaged in such acts.

Sexual harassment includes unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit, request for sexual favors, sexually motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity, or creates an intimidating, threatening, hostile or offensive

educational environment. 20 USC 1681(a); Franklin v Gwinnett County Public Schools, 112 S. Ct. 1028 (1992) DIA (LEGAL) (LOCAL).

Sexual harassment of students by employees is always a violation of law and, therefore, cannot be defended on the grounds that the student may have sought or encouraged the conduct. FFH (LEGAL) and (LOCAL)

## **Responsibilities of the School and Teacher to the Substitute**

### **Responsibility of the School**

1. Schedules should be available for both the regular school activities and other special events that may arise.
2. The school should create an atmosphere of helpfulness and understanding and make any special instructions accessible to the substitute teacher.

### **Responsibility of the Regular Teacher**

The regular teacher will have lesson plans, class rolls, seating charts, and any special instructions accessible to the substitute teacher. Special circumstances / emergencies may arise that do not allow the teacher to fully prepare. In this case check with the nearest teacher or team leader.

## **Drug-Free Workplace Requirements**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as that term is defined in state and federal law, in the workplace or at any school-related event.

Employees who violate this prohibition may be referred to drug counseling programs, drug rehabilitation programs, employee assistance programs, or may be terminated from employment with the District.

As a condition of employment in the District, each employee shall abide by the terms of the requirements and prohibitions set out in this statement and shall notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Within 30 days of receiving notice of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination; or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

## **Tobacco**

Smoking and the use of tobacco products by employees shall be prohibited on school property, in school-owned vehicles, and while supervising students in school-related events.

## **Prohibition of Weapons (including handguns)**

The Texas Penal Code, Sec. 46.03, prohibits firearms, illegal knives, clubs or any prohibited weapons on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a school district employee can result in immediate termination.

## **HIPAA**

The Health Insurance Portability and Accountability Act of 1996, HIPAA, established rules for protecting individual Personal Health Information, PHI. HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of Federal Law. Complete HIPAA regulations can be found on Benefits Outlook, [www.katybenefits.org](http://www.katybenefits.org)

## Communicable Diseases

The following information will provide simple and effective precautions against the transmission of a communicable disease for all students and school personnel who are potentially exposed to the body fluids of any person. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Transmission of communicable disease is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from diagnosed individuals, because simple precautions are not always carried out.

To avoid contact with body fluids, the following precautions should be observed:

- Avoid direct skin contact with body fluids. This also includes the mucous membranes (e.g. eyes, nose, and mouth);
- Wear disposable gloves when contact with body fluids is anticipated (e.g. when treating bloody noses; open cuts, abrasions and other lesions; handling contaminated clothing; and cleaning up body fluid spills) (see below);
- Always practice good personal hygiene through proper hand washing techniques (see below);
- Request assistance from a custodian for proper cleaning of all body fluid spills.

### KEYS TO PREVENTING INFECTION FROM A COMMUNICABLE DISEASE:

- Understanding the risk factor you may face;
- Knowing how to protect yourself.

A Blood borne Pathogen Exposure Plan is available for review by all employees. Copies are located in the school clinic and library.

In addition to information received on communicable disease, employees in a job classification that has been identified as having, or possibly having occupational exposure receive additional training more specific to blood borne pathogens.

Each campus in Katy ISD has a full time RN on staff. Please do not hesitate to consult her/him if you have any questions or would like more information regarding communicable diseases in the school setting, the Katy ISD Health Services Instructional Officer may also assist you with your questions and/or concerns (281-396-2875).

## Student Welfare: Child Abuse and Neglect [See Regulation FFG]

### Purpose of Reporting Law

The purpose of the reporting law is to protect the child by encouraging more complete reporting of suspected child abuse. This purpose is accomplished by:

1. Identification of the child in peril as quickly as possible;
2. Designation of the agency, Texas Department of Family and Protective Services (DFPS), and local law enforcement to receive and investigate reports of suspected child abuse;
3. Offering, where appropriate, services and treatment.

### Training

All campus employees are required to receive annual training on child abuse. The campus principal/departmental supervisors are responsible for ensuring that all campus personnel have completed/received this training.

## Persons Required to Report

Texas law requires that any person “having cause to believe” that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect **shall report**. Professionals, specifically, **are mandated to report**. “Professional” as defined in the Texas reporting statute, is any individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified or operated by the state, and who in the normal course of official duties, has direct contact with children (teacher, nurse, counselor, principal). It is important to note that the law requires any person (school personnel, parents, or friends of a child) who has cause to believe that a child is being abused or neglected should make a report.

**When an employee determines that what a child alleges would constitute child abuse, the employee is mandated by law to report the child’s allegations regardless of the employee’s own belief about the credibility of the child.**

## Reporting Procedure

School personnel suspecting child abuse shall use the following procedures:

1. In order to provide protection to the child allegedly abused, the knowledgeable employee is required to personally notify the school nurse, counselor, or assistant principal of the alleged abuse within the current school day. The “knowledgeable employee” is defined as the person who first receives knowledge that an abuse or suspected abuse has occurred. In cases where a school employee is the alleged perpetrator and a student alleged to be the victim, the school nurse, counselor, or assistant principal shall notify the school principal within two hours.
  - a. **Non Emergency Situations:** Contact the campus principal, assistant principal, counselor or school nurse to obtain the confidential web-site address to file a report with the Children’s Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) and call the District Police Department at 281-237-4000. Information regarding this website should not be shared with the general public.
  - b. **Emergency Situations:** Contact the CPS Statewide Intake (SWI) of the Texas DFPS at 1-800-252-5400 and the District Police Department at 281-237-4000. **Within the required legal timeline (48 hours), the school nurse, counselor, or assistant principal who received notification of the report is to make sure, in fact, that the case was reported to the DFPS by the knowledgeable employee.**
2. After reporting to CPS/DFPS and the District Police Department, the school nurse, counselor, or assistant principal shall also inform their school principal that a case of suspected child abuse has been reported. The obligation of the principal to report cases of suspected child abuse brought to his or her attention by school employees is not discretionary, and the principal shall ensure that the case is duly reported if this has not already been done. It must be emphasized that this requirement does not relieve the individual employee of the obligation to report any cases of suspected child abuse brought to his or her attention. **An employee who has cause to believe that there has been child abuse or neglect cannot choose not to report the incident.**
3. Many times school personnel will receive a report of conduct that could constitute child abuse and it will be questionable whether the event involved was, in fact, child abuse as defined by Chapter 261 of the Family Code. In such a situation, the knowledgeable employee should call the local CPS/DFPS or the Katy ISD Police Department and state his or her concerns to the social worker taking the “intake” call.
4. The knowledgeable employee shall make a written report with the assistance of the school nurse, counselor, or assistant principal within (5) days of the contact that disclosed the existence of possible child abuse. The knowledgeable employee shall obtain a “Child Abuse Referral” form from the school nurse, counselor, assistant principal, or school office.
5. Copies of the written report shall be submitted by the school nurse, counselor, or assistant principal to the school principal and to the District Police Department through the district interoffice mail. Reports sent through interoffice mail are to be placed in a sealed envelope and marked “confidential.”
6. The school principal shall maintain a confidential file for the written report. (Administrative Regulations FFG)

## Investigation of Allegations

According to law, it is the responsibility of CPS/DFPS or the law enforcement agency that receives and accepts the report to investigate the alleged report and determine its validity. **(It is not the employee’s role to investigate the situation.)** It is the employee’s responsibility to report the abuse in order to set in motion the process of getting help for the child, and to be supportive of the child.

School personnel shall cooperate with representatives of official agencies investigating reported child abuse. [See Board Policy and administrative regulation at GRA]

## Photographs

Only during an on-site investigation can CPS or a law enforcement officer direct an employee to photograph alleged abuse. Photographing shall be conducted in a way that protects the privacy of the child and ensures professional conduct on the part of the employee taking the photographs. Photographs may only be taken using equipment furnished by the investigation agency.

## Notifying the Parents

The CPS/DFPF or law enforcement agency is responsible for notifying the parents when a child abuse report has been made concerning their child. The campus does not notify parents of CPS reports except in the specific circumstances described in the following paragraph:

If an administrator has reason to believe that an employee or someone acting on behalf of the District has abused a child, the administrator will notify the parent/guardian of the alleged abuse and pending investigation within four hours of the time when he/she first became aware of the suspected abuse. The principal is also required to notify the appropriate Area Assistant Superintendent and the Assistant Superintendent for Human Resources of the alleged abuse and proper notifications. If the parent/guardian cannot be located, efforts to contact them should be documented. (Administrative Regulation FFG)

## Officer/Caseworker Interviewing/Removing a Student

If a member of a law enforcement agency or a CPS caseworker requests permission to interview a student on or off campus, the principal or principal's designee (professional employee) should verify and record the identity of the officer or caseworker making the request and determine the purpose of the interview. The principal may also contact the supervisor of the officer or caseworker to validate the person's authority to conduct the interview.

The principal or principal's designee will not impede a CPS investigation; however, students should not be removed from class in order for CPS to simply check on the child or conduct counseling sessions.

If the student is to be interviewed on campus, the principal or principal's designee should ask the caseworker or law enforcement officer if he/she may be present with the child during the questioning to serve as an advocate for the child in the absence of a parent/guardian. If the investigator raises a valid objection to a third party's presence, documentation of the request and the response of the investigator should be recorded. [See the Board policy and administrative regulation at GRA]

If the student is to be removed from the campus, the principal shall complete an "Acknowledgement of Student Removal/Questioning by Law Enforcement Officials" form to document the action. [See GRA (REG) (EXHIBIT)]

## Confidentiality

Confidentiality is assured by Chapter 261 of the Family Code, for purposes of the investigation. However, the identity of the person making the report may be disclosed orally to the district attorney and to other law enforcement officials. Neither the fact of the written or oral report nor any of its contents, including the name of the person making the report, should be revealed to anyone other than the immediate school officials (principal, assistant principal, nurse, and/or counselor), CPS/DFPS and the local law enforcement authorities.

This report should not be released to the parent of the child involved or to the individual upon whom the report is made. The individual about whose behavior the report was filed will be informed by CPS/DFPS that a report has been filed and both parents and the individual upon whom the report was made will have a right to receive a copy of the record made by CPS/DFPS. The name of the person making the report, however, will not be revealed to either the parents or the person upon whom the report is made.

District personnel should be aware that they must be extremely cautious about maintaining the confidentiality of both the report and the fact that the report has been filed. This is particularly important to remember in dealing with anyone who may ask for a confirmation that a report has been made. District personnel simply state that such reports

are confidential and that it would be inappropriate to either confirm or deny the information. Any comment or reporting could be considered a violation of confidentiality or violate the privacy rights of the individuals involved.

## Child Abuse – Investigation Checklist [See Regulation FFG (Exhibit A)]

- **Do not investigate cases of suspected child abuse** – Substantiate and report so that the Children’s Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) can investigate.
- **Only during an on-site investigation can a CPS caseworker or law enforcement officer direct an employee to photograph alleged abuse with equipment furnished by the investigating agency.**
- School personnel shall cooperate with representatives of official agencies investigating reported child abuse.
- To ensure confidentiality, do not confirm or deny that a report has been made to anyone outside of immediate school officials (principal, assistant principal, nurse and/or counselor), CPS and/or local law enforcement agencies.
- **The report cannot be released to the parent of the child involved or to the individual upon whom the report is made.**

### **Knowledgeable Employee must:**

1. Notify the Children’s Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) and the Katy ISD Police Department based on the type of situation:

### **Non-Emergency Situation:**

For non-emergency reports of abuse/neglect of children to be made by school professionals –

- a. File a report within 48 hours by using the CPS website. (The Secure website address can be obtained from the campus principal, assistant principal, counselor, and/or school nurse.) A return e-mail will be sent acknowledging receipt of the report and an intake number will be provided for use in completing the District reporting form; and
- b. Make an oral report within 48 hours by calling the Katy ISD Police Department at 281-237-4000.

### **Emergency Situation:**

For life-threatening/emergency situations (situations that require immediate attention) –

- a. Notify the school counselor, nurse, or assistant principal.
  - b. Make an oral report within 48 hours to the CPS Statewide Intake (SWI) at 1-800-252-5400 and the Katy ISD Police Department at 281-237-4000.
  - c. The report shall contain:
    - The name and address of the child;
    - The name and address of the person responsible for the care of the child, if available;
    - Any other pertinent information.
2. Document the following for use in completing the written report:
    - a. Name of CPS Intake Person;
    - b. Case Reference Number.
  3. Notify school nurse, counselor, or assistant principal of the alleged abuse within the current school day.
  4. Complete a written report with the assistance of the school nurse, counselor, or assistant principal within five (5) days of your first knowledge of the suspected abuse (school nurse, counselor, or assistant principal will obtain the appropriate form from the school office and submit to the appropriate persons).

### **Nurse or Counselor must:**

- Maintain a file with up-to-date information necessary in filing a report of child abuse/neglect including the nonpublic web-site address, login name, and password for school professionals to report non-emergency situations. Do not share this web-site with the general public in order to maintain the integrity of the school reporting web-site.
- Contact CPS and the Katy ISD Police Department to report suspected abuse (if the knowledgeable person is reluctant).
- Notify the campus administrator within two (2) hours in cases where a school employee is the alleged perpetrator and a student alleged to be the victim.
- Verify CPS was notified by knowledgeable employee within 48 hours.



- Obtain the appropriate form from the school office to report the suspected child abuse.
- Assist the knowledgeable employee in completing the written report.
- Submit the written report to the campus principal and Katy ISD Police Department within five (5) days of the knowledgeable employee's first knowledge of suspected abuse (ensure confidentiality when sending through intra-office mail by sealing the report in an envelope marked "Confidential").

**Principal/Asst. Principal must:**

1. Maintain a file with up-to-date information necessary in filing a report of child abuse/neglect including the nonpublic web-site address, login name, and password for school professionals to report non-emergency situations. Do not share this web-site with the general public in order to maintain the integrity of the school reporting web-site.
2. Ensure CPS and the Katy ISD Police Department have been notified.
3. Notify parent/guardian with four (4) hours if an employee or someone acting on behalf of the District has allegedly abused a student.
4. Notify the appropriate Area Assistant Superintendent and the Assistant Superintendent for Human Resources of cases of the alleged abuse involving an employee or someone acting on behalf of the District and assure these administrators that the required notifications have been made.
5. Maintain a confidential file for the written report which must be submitted within five (5) days of the knowledgeable employee's first knowledge of suspected abuse.

If a CPS caseworker or law enforcement officer comes to the campus to conduct an investigation, visit a student, or remove a student from campus, the principal or principal's designee (professional employee) must:

1. Verify and record the identity of the caseworker or officer and the reason for his/her presence; students should not be removed from class in order for CPS to simply check on the child or conduct counseling sessions.
2. If the student is to be interviewed on campus:
  - a. Ask if the principal or principal's designee (professional employee) may be present during the questioning to serve as an advocate for the child in the parents' absence. If the investigator raises a valid objection to a third party's presence, document that the request was made and the response of the investigator.
  - b. Contact the person's supervisor to validate the person's authority to conduct the interview.
3. If the investigator is removing the student from the campus, complete an "Acknowledgement of Student Removal / Questioning by Law Enforcement Officials" form to document the action. [See GRA (REG) (EXHIBIT A)].

## **KISD HAZARD COMMUNICATION TRAINING PROGRAM**

### **Asbestos Management Plan**

The Asbestos Hazardous Emergency Response Act created by the Environmental Protection Agency requires school districts to develop and maintain an Asbestos Management Plan. A copy of the complete management plan is located in the maintenance department and a copy of each specific campus is located in the front office of that campus. If you have any questions, please call Peggy Caruso, Assistant Director of Maintenance and Operation, at 281-396-2503.

### **Eye Protection**

Employees who are working with hazardous chemicals should check the MSDS for the proper personal protective equipment. Safety glasses and goggles should be worn when the possibility of a splash is present.

### **First Aid Treatment**

School nurses can provide first aid during normal school hours. School nurses are trained in Cardiopulmonary Resuscitation and the use of Automated External Defibrillator (CPR/AED). They can provide assistance with minor everyday emergencies and how to initiate treatment for chemical contaminations of the skin and eyes or those that occur by ingestion.

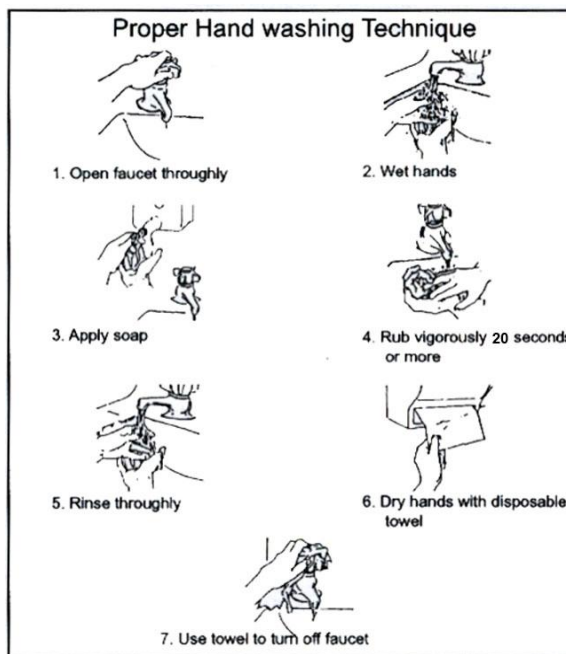
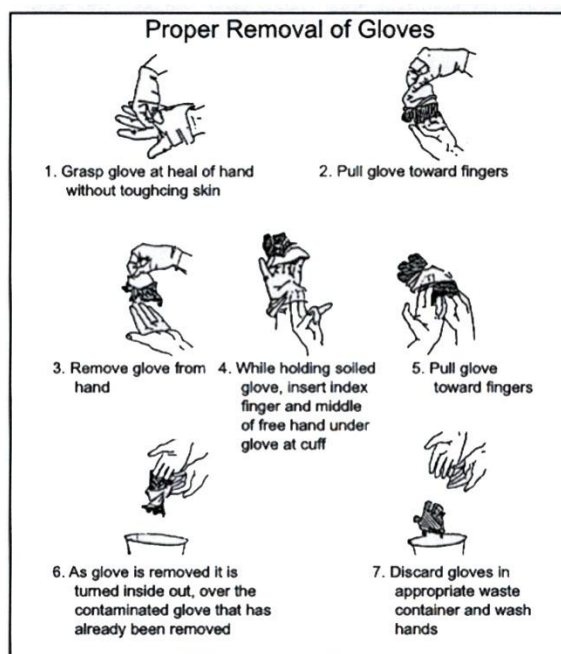
If the school nurse is not available, the employee(s) should refer to the MSDS for specific first aid treatment or call Poison Control @ 1-800-222-1222, or if it is life threatening, call 911.

## Foot Protection

No open-toed shoes will be allowed in the area where hazardous chemicals are stored or used.

## Gloves

Gloves must be worn when the potential for contact with toxic materials exist. Before gloves are used, they should be inspected for discoloration, punctures, and tears. Any gloves that show wear or defects should be disposed of and not used.



## Integrated Pest Management (IPM)

IPM is governed and enforced by the Texas Department of Agriculture (TDA). According to CLB (LOCAL), no other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a school facility without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's integrated pest management program.

## Labels

Good hazard communication is essential in any safety program. Labels are the primary source of information concerning the hazards associated with chemicals used in the workplace. Employees shall not be required to work with hazardous chemicals from unlabeled containers. Portable containers, of which the contents are known by the user, are exempt if the product will be used within a standard work shift. HAZCOM requires that all containers of hazardous chemicals entering the workplace be properly labeled. A label must show the identity of the hazardous chemical, the name and address of the manufacturers, and the appropriate warning such as toxic or corrosive. Warnings relate whether a chemical is a health or physical hazard, or both. Physical hazards are flammable, corrosive or reactive; flammable chemicals can cause chemical burns; and reactive chemicals can cause explosions or release toxic fumes. Chemicals that are health hazards are toxic chemicals which are poisonous. Overexposure can cause acute or chronic health effects.

When a facility receives a new chemical product, a copy of the MSDS should be forwarded to the Assistant Director of Maintenance & Operation.

## Material Safety Data Sheets (MSDS)

The Material Safety Data Sheet, or MSDS, is written information that can help protect you from overexposure to chemicals in the workplace. The following steps are a general format for interpreting an MSDS.

1. **Chemical Name** – Identifies the name of the substance, what is on the label, the date the MSDS was prepared, and the name/address/phone number of an emergency contact with the manufacturer.
2. **Hazardous Ingredients** – Identifies the name of the substances in the chemical product that might be dangerous, and the safe exposure limits, such as the Permissible Exposure Limit (PEL) or the Threshold Limit Value (TLV). The common name(s) of the chemical product are also listed.
3. **Physical Characteristics** – Identifies the physical qualities of the chemical.
4. **Fire/Explosion Information** – Identifies the lowest temperatures in which the chemical could ignite. This is often called the flashpoint. It identifies if the chemical is flammable (catches fire at or below 100 degrees F) or if the chemical is combustible (catches fire above 100 degrees F).
5. **Reactivity** – Explains what happens when the chemical comes in contact with water, air, or other chemicals.
6. **Health Hazards** – Explains how chemicals may enter the body by ingestion, inhalation, and absorption. It will identify if the chemical will make a preexisting condition worse.
7. **Usage, Handling, and Storage** – Lists the proper way to clean up spills, leaks, or releases.
8. **Special Protection and Precautions** – Explains what personal protective equipment is recommended when using a particular chemical.

Each workplace should have an MSDS master copy of the chemicals located at that workplace. District computers have a desktop link to the district database of chemicals, labels, and material safety data sheets.

## Personal Protective Equipment (PPE)

Each campus should provide PPE for all employees so they are able to work safely with chemicals. If a product or chemical MSDS recommends the use of PPE - such as gloves, safety glasses, or face shield - the employee should follow the PPE recommendation. If an employee feels that they do not have the proper equipment necessary, the employee should contact their supervisor immediately to obtain the proper equipment.

## Financial Ethics

The District prohibits fraud and financial impropriety in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District;
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. Impropriety in the handling of money or reporting of District financial transactions;
5. Profiteering as a result of insider knowledge of District information or activities;
6. Unauthorized disclosure of confidential or proprietary information to outside parties;
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy; (See DBD)
9. Inappropriately Destroying, removing, or using records, furniture, fixtures, or equipment;
10. Failure to provide financial records required by state or local entities;
11. Failure to disclose conflicts of interest as required by law or District policy;
12. Any other dishonest act regarding the finances of the District.

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment and when circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities.

Please refer to Board Policy CAA (LOCAL).

## Description of Special Programs

<b>AEP</b>	Alternative Education Placement – students are in this setting due to discipline problems.
<b>BIL</b>	Bilingual
<b>CAPP</b>	Communication Acquisition Program for Preschoolers.
<b>HCAP</b>	High School Autism Program
<b>JCAP</b>	Junior High Autism Program
<b>YCAP Elementary</b>	Young Children with Autism Program
<b>ECAP Elementary</b>	Early Childhood Autism Program
<b>COMP ED</b>	Compensatory Education - Provides additional support to at risk students within the district.
<b>ESOL/ESL</b>	English as a Second Language – assisting students who are learning English.
<b>ISS</b>	In-School Suspension – a student is suspended from class but within the campus.
<b>KOLA</b>	Subject facilitator – in a computer lab at the secondary level.
<b>SPED ADAPTIVE PE</b>	Physical education for students with disabilities. Limited PE activities : swimming, rolling/ catching balls, walking,
<b>SPED AB</b>	Adaptive Behavior - Students in a limited setting who may have behavior problems.
<b>SPED BTP</b>	Special Education Behavior Transition Program: Students w/behaviors that need a therapeutic setting (located at Raines High School)
<b>SPED ELEM AIDE</b>	Teacher Aide with duties to include assisting teachers who have students with disabilities.
<b>SPED JOB COACH</b>	Aide to assist students in any Special Education setting.
<b>SPED ICS/Resource</b>	In Class Support - academic classes for students who are performing below grade level. Usually in a small group setting.
<b>SPED LIFE SKILLS</b>	Students with moderate to severe disabilities. Duties: meals, work stations, assist in classes, often one on one.
<b>SPED PPCD</b>	Pre-School Program for Children with Disabilities - through age 5.
<b>SPED PASS</b>	Positive Approach to Student Success Program. Provide instructional and behavioral support in a main stream environment.
<b>SPED WORK BASED LEARNING</b>	Assist students training for employment
<b>SP ED VAC</b>	Vocational Adjustment Class – substitutes may have to travel and assist students at job sites.
<b>TITLE 1</b>	Provides additional support in reading and math to eligible students at Title 1 campuses.

## Substitutes and the Aesop System

This service, called AESOP (Automated Educational Substitute OPERator), utilizes both the telephone and the Internet to assist you in locating jobs. You may interact with the system either on the Internet at <http://www.aesoponline.com> or by way of a toll-free, automated voice instruction menu system at 1-800-942-3767.

Each substitute is matched to assignments from the information given on the "Substitute Teacher/Nurse Availability and Information Sheet" or from the "Substitute Paraprofessional (Aide/Clerk) Availability and Information Sheet". If you need to make changes to your substitute profile in AESOP, you can do so by contacting the Temporary Employment Office at 281-396-6125.

Aesop calls substitutes from 4:30pm – 10:30pm and from 5:30am – 11:00pm. Substitutes should arrange their early morning schedules to be able to leave home on very short notice. However, a substitute may receive a phone call at anytime during the day as the need occurs. If you accept a late assignment from the phone system or the web site **you must be able to arrive on the campus within 1 hour from the time the assignment was accepted.**

Your availability as a substitute is a consideration in your use. Substitutes who are more readily available and do not often turn down requested assignments are more likely to be contacted.

If an emergency arises and you need to cancel an assignment, you can do so on the web site or through the phone system. If it is less than 1 hour before the start of the assignment you will need to contact the campus whose assignment you have accepted. **Do not leave messages on campus voice mail; contact the Temporary Employment Office at 281-396-6125.**

Please do not contact the substitute office to arrange your daily assignments.

### Non Workdays

**Bad Weather Days** – please check Aesop for Web Alerts and listen to local radio/TV stations for school closings.

**Staff Development / Student Holiday** – please check your KISD Scholastic Calendar for days that are marked staff development/student holiday as substitutes are not needed on these days. If an assignment has been entered in error on these days please do not accept.

# Aesop QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the Aesop system
- Navigate the Aesop Web site
- Find and accept jobs online\*
- Manage your schedule
- Cancel an assignment\*
- Manage your availability
- Specify your call times
- Change your PIN
- Manage your personal information\*
- Select preferred schools\*
- Find and accept jobs over the phone
- Benefit from Aesop notifications\*
- View user guides and training videos



\* Indicates functions that might not be used by your school

April 2010

Aesop  
for education

1

## 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 placement, 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](http://www.aesoponline.com).

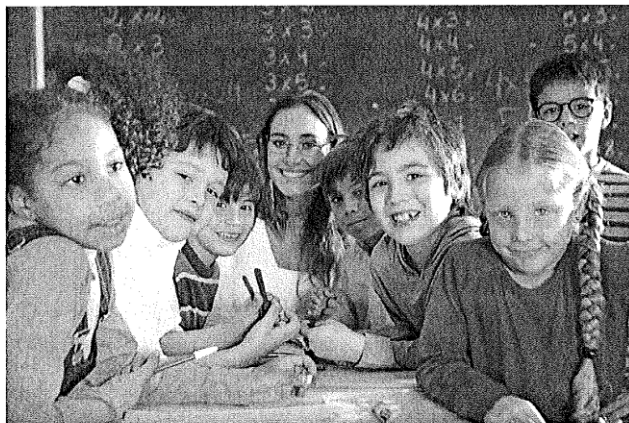
### Manage your preferences

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 they can enter their absences very far in advance. 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.



\* Indicates functions that might not be used by your school

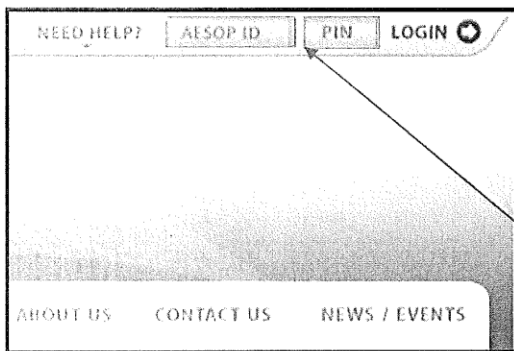


## Online Services

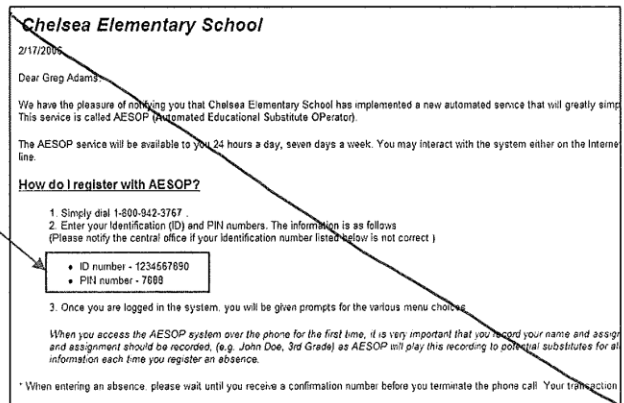
### Log on to Aesop

In your Internet browser address bar enter [www.aesoponline.com](http://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

Labels on the screenshot:

- Interactive Calendar
- Action Menu
- Personal Information
- Search for Jobs
- Messages
- Upcoming Assignments for the next 30 days
- Questions
- Absence Feedback\*
- Message Section
- Upcoming Assignments
- Contact Information

CONF#	District	School	Employee	Title	Room	Location	Date	Time
H246411	Massachusetts	Kelly Court High School - Fox Hills	Fraser, Brad	Music	Main Office		1/4/2010	8:00 AM - 12:00 PM
H347176	Massachusetts	Kelly Court High School - Fox Hills	Phelps, Michael	Band Instructor	Main Office		1/5/2010	8:00 AM - 1:30 PM
H347178	Massachusetts	Kelly Court High School - Fox Hills	Nonin, Jeanette	5th grade English	Main Office		1/6/2010	8:00 AM - 12:00 PM

\* Indicates functions that might not be used by your school

## Find and Accept Assignments Online

### Search for Assignments\*

1. Click the **Search for Jobs** tab in the action menu on your home page or just below your name to see a list of all available jobs.

Interactive Calendar: December 2009

Search for Jobs

Messages: Posted: 12/25/2009  
Have a Merry Christmas and a Happy New Year!

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location	Date	Time
42466411	Massachusetts School District	MJ Kelly Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM - 12:00 PM
42477176	Massachusetts School District	MJ Kelly Court High School - No Nuts	Shelba, Michael	Drum Instructor	Main Office		1/5/2010	8:00 AM - 2:30 PM
42477170	Massachusetts School District	MJ Kelly Court High School - No Nuts	Hornish, Jeanneette	8th grade english	Main Office		1/6/2010	8:00 AM - 12:00 PM

Set By: [Data/School] [Data/(Employee)] [School/Data] [(Employee)/Data] [Go]

Current Assignments Available

Start Date	Starting School	Employee	Title	View
01/07/10	Killy Court High School - No Nuts	Romney, Mitt	Elem. English	Details
01/07/10 (Thu.)	8:00:00 AM - 3:30:00 PM		MJ Kelly Court High School - No Nuts	Details
01/27/10	Eagle Trace High	Romanov, Nicolai	Middle English	Details
01/27/10 (Wed.)	8:00:00 AM - 4:00:00 PM		MJ Eagle Trace High	Details
02/24/10	Killy Court High School - No Nuts	Francis, Brad	Music	Details
02/24/10 (Wed.)	8:00:00 AM - 3:30:00 PM		MJ Kelly Court High School - No Nuts	

2. Click the **Details** link to view more information on the assignment. For multiple day assignments, Aesop will list the employee's name once and then all dates.

### Accept or Reject Assignments

3. Click **Accept Job** if you would like to accept the job or **Reject Job** if you do not want to accept the job. If you reject the assignment, you will not be able to view it again later. Click **Cancel** if you are not making a decision at this time to accept or reject the job.

In order for you to accept this Job, please click the 'Accept Job' button below.

Selected Jobs	Employee	Title	Room	Location	Phone	Date	Time	Duration
MJ Eagle Trace High	Romanov, Nicolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

Reject Job Accept Job Cancel

\* Indicates functions that might not be used by your school

**4.** You will receive a **Confirmation Number** when you have successfully accepted an assignment. You should bring this confirmation number with you to the school when you start the job.

**5.** You can view any notes left by the employee or the district in the **Notes** section.

**6.** At this point, you can also access any attachments left for you by the district or the employee. Click on the attachment; in the File Download dialog box click **Open** or **Save**.

You have accepted this Absence. Your Confirmation number is: 43224525

School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Eagle Trace High	Romanov, Nikolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

Attachments:

Test File 2

View your [schedule or cancel this job](#) or [search for more assignments](#).

File Download

Do you want to open or save this file?

Name: Today's Lesson Plans.doc  
 Type: Microsoft Word Document, 25.51KB  
 From: staging.aesopline.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save the file. [What's the risk?](#)

Your home page will automatically be updated with the newly-accepted assignment. The **Interactive Calendar** and the **Upcoming Assignments for the next 30 days** sections will reflect the new information.

### Accepting a Job with Captcha\*

Captcha is a code that has to be entered in before accepting an absence. Your district may be using this option to verify that a real person is accepting the assignment and not an auto accept program. All you need to do is first enter the code that appears on your screen then click "Accept Job"

In order for you to accept this Job, please click the 'Accept Job' button below.

School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Dell Middle School	Barnes, Matt	Main Office				April 23 2010	8:00 AM-3:00 PM	Full Day

Notes:

**This is your Captcha code** → 8C

Enter the characters in the image to accept the Job:  [Choose another Captcha](#)

Reject Job Accept Job Cancel

**If you have trouble reading the code you can always choose another**

\* Indicates functions that might not be used by your school

## Other Home Page Features

### Messages

Any messages from the district office will appear in the **Messages** section.

#### Messages

Posted:12/25/2009

Have a Merry Christmas and a Happy New Year! ☺

#### Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
43466411	Massanutten School District	<a href="#">Map</a> Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43471179	Massanutten School District	<a href="#">Map</a> Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43471175	Massanutten School District	<a href="#">Map</a> Killy Court High School - No Nuts	Norwin, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM
43024525	Massanutten School District	<a href="#">Map</a> Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

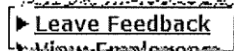
### Upcoming Assignments for the next 30 days

Aesop will show you absences you have already accepted up to 30 days in advance. Aesop will also show you the name of the employee and school. A map icon indicates that directions to the school are available from MapQuest.com.\* Clicking on the "map" icon will open your default web browser and display the school on a map.

### Assignments requiring feedback\*

Click the link in green next to your name or the "Leave Feedback link in your action menu to write a review regarding the assignment.

1 Assignment is awaiting your feedback.



### Questions

**Questions**  
If you have questions about the rules or setup of the system contact School Secretary ext 10 at (555) 555-5555 or email: suboffice@yourdistrict.org

If you have any questions regarding Aesop please contact the individual listed or e-mail the contact at your school district.

\* Indicates functions that might not be used by your school

## Manage my Schedule

### Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu or you can choose a specific date on the **Interactive Calendar**.

Aesop displays two types of days on the calendar:

- **Non-Work Day** – days/hours you have indicated you are unable to work
- **Working** – jobs for which you are scheduled to work

Interactive Calendar						
January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2	3	4	5	6

Use the calendar arrows to select different months

\* Indicates functions that might not be used by your school

### View My Schedule

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a numbered day in the 3-month calendar view, and the weekly schedule will change to that week.

Use the **Change Date** drop-down window to review absences further in the past or future.

The screenshot displays the Substitute QuickStart interface. At the top, it says "Change View: Month View | Go to Current Week" and "Week View from 1/4/2010 - 1/8/2010".

**Weekly Schedule:** A grid showing assignments for Monday, Jan 4 to Friday, Jan 8. The time slots range from 7:00 AM to 4:00 PM. Assignments include CONF#s and "Non-Work Day: Dr. Appointment 9:00 AM-4:00 PM".

**3-month calendar view:** Three calendar grids for January 2010, February 2010, and March 2010. A "Change Date" dropdown menu is positioned above them, currently set to "January 2010".

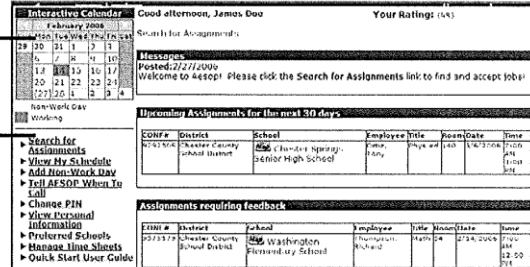
**Absences scheduled for the current month:** A table titled "Schedule for January 2010" with columns: CONF#, District, School, Employee, Title, Room, Location, Date, and Time. One absence is listed for 1/4/2010 at 8:00 AM to 12:00 PM.

Annotations with arrows point to the "Weekly Schedule" grid, the "Absences scheduled for the current month" table, and the "3-month calendar view" area.

\* Indicates functions that might not be used by your school

**Remove Myself from an Assignment\***

First, view your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab on the home page. On the calendar, clicking on a numbered day will take you to that week's schedule. The current date will be shown in parentheses.



	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation:	CONF#: 43477176 8:00 AM-3:30 PM Cancellation:	CONF#: 43477178 8:00 AM-12:00 PM Cancellation:		Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

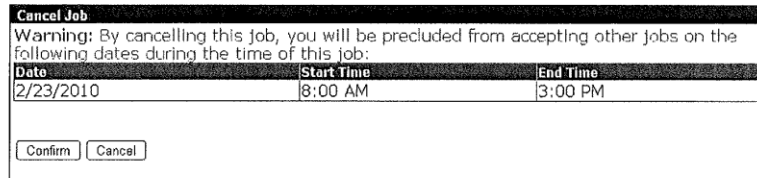
You can remove yourself from an accepted job or a Non-Work Day by clicking the trash can in the assignment you wish to cancel.

**NOTE: If you remove yourself from a job, you will not be able to see it again!**

A warning message will appear: "Are you sure you want to cancel this job?" Click **OK** to cancel.



Depending on your district settings you may also have to confirm a Warning like this



	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation:	CONF#: 43477176 8:00 AM-3:30 PM Cancellation:			Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

The canceled assignment no longer appears on your calendar or list of assignments.


\* Indicates functions that might not be used by your school

## Add Non-Work Day

Click the **Add Non-Work Day** link on your action menu to indicate days or portions of days that you are unavailable to work.

For a single non-work day, select the date you will be unable to work. Enter a description if desired.

Adjust the **Start Time** and **End Time** if you will be unavailable for only a portion of the day.

 **NOTE:** Leave all of the fields in the "Repeat Event" area of this page blank if you are entering a Non-Work Day for a single day.

**Add Non-Work Day**

Date: 4/12/2010

Description: My Birthday

Start Time: 8 AM : 00

End Time: 4 PM : 00

Repeat Event

Until:

Every

Monday  Tuesday  Wednesday

Thursday  Friday

All Week

Save Save and Add Another Cancel

You can use the **Repeat Event** feature if you have a recurring unavailability status.

**Add Non-Work Day**

Date: 04/01/2010 **1**

Description:

Start Time: 8 AM : 00

End Time: 4 PM : 00 **2**

Repeat Event

Until: 06/01/2010 **3**

Every

Monday  Tuesday  Wednesday **4**

Thursday  Friday

All Week

Save Save and Add Another Cancel **5**


1. Select the date for your first non-work day.

2. Fill in the Start and End Times.

3. Select the date for your last non-work day.

4. Check the box for the day(s) of the week that you will not be between your first and last non-work days. Select "All Week" to mark everyday in this date range as a Non-Work Day.

5. Click **Save** to save your information, **Save and Add Another** to save your changes and create another non-work day, or **Cancel** if you do not wish to save the information.

 **NOTE:** You can still be called by Aesop on Non-Work days for available jobs in the future or notifications of removal from a future absence.

\* Indicates functions that might not be used by your school



### Deleting a Non-Work Day

You are able to delete any Non-Work day that has not already started.

To delete a single Non-Work day, find the Non-Work day on your Interactive Calendar and click on it. You will be brought to the weekly view for that week. Click on the single trash can icon for that day to delete that single day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM
9:00 AM					
10:00 AM					

You are now available to work this day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM		Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM
9:00 AM					

To delete an entire repeating Non-Work day, click on the trash can with the arrows pointing away from it. This will delete the selected Non-Work day as well as all other Non-Work days that were created at the same time.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM		Non-Work Day! Vacation 8:00 AM-4:00 PM	Non-Work Day! Vacation 8:00 AM-4:00 PM
9:00 AM					

You are now available to work on every Non-Work day that was deleted.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM					
9:00 AM					

\* Indicates functions that might not be used by your school

**System Generated Non-Work Day \***

Some districts have opted to not allow a sub to cancel a job too close to the start time and then accept another job on the same day.

When this is the case if you cancel a job too close to the job's start time Aesop will automatically generate a Non Work Day. This will prevent you from accepting other jobs for an amount of time.

This Non-Work Day cannot be deleted

Add Non-Work Day				
Monday, Feb 22	Tuesday, Feb 23	Wednesday, Feb 24	Thursday, Feb 25	Friday, Feb 26
7:00 AM				
8:00 AM	Non-Work Day: System Generated 8:00 AM-3:00 PM			
9:00 AM				
10:00 AM				

Aesop will give you a warning when you cancel an absence detailing when you will not be able to accept other jobs

Cancel Job		
Warning: By cancelling this job, you will be precluded from accepting other jobs on the following dates during the time of this job:		
Date	Start Time	End Time
2/23/2010	8:00 AM	3:00 PM
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		

\* Indicates functions that might not be used by your school

### Tell Aesop When to Call

Select **Tell Aesop When to Call** on the home page to ask Aesop not to call during certain hours of the day or an entire day. These restrictions will repeat every week until you change or remove the restriction.

Select **Specify call times** and enter the start and end times for when you would like to receive calls. Then select the day(s) of the week for this time range.

**Apply changes** to save or click **Cancel** to return to the home page. The setting you created will repeat until changed.

Your new call time will appear on the schedule. If you wish to delete this time, click on the trash can next to the time.

To create another call time, select **Specify call times** again and repeat the process.

Select **Specify No Call Days** to choose days when you do not want Aesop to call you.

Select **I Prefer not to be called by Aesop** if you wish never to be called.

\* Indicates functions that might not be used by your school

### Change PIN

You can change your PIN at any time. The PIN is used both on the Web site and the phone system.

**Change your PIN**

Current PIN

New PIN

Retype PIN

[Need help? PIN Guidelines.](#)

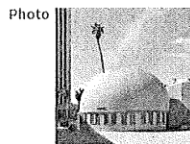
#### Change Personal Information

Internal ID 556620  
 First Name Brown  
 Middle  
 Last Name Derby  
 Phone (999) 555-9999  
 E-Mail derby@aesoponline.com

Calendar Earliest Start Time  
 Calendar Latest End Time

#### Resume and Photograph

Resume No Resume on file



#### Address

Address 1  
 Address 2  
 Address 3  
 Address 4  
 City  
 State/Province  
 Zip

[Edit Info](#)

### View Personal Information

Review the demographic information the district has on file for you.

\*You can change the information by clicking the [Edit Info](#) link.



**NOTE:** You will only be allowed to edit the information the district allows you to edit. If you need to edit any information that you are unable to edit on this page, please contact your district's Aesop Administrator.

\* Indicates functions that might not be used by your school

# Absence Feedback\*

Good afternoon, Brown Derby 1 Assignment is awaiting your feedback.

Search for Jobs

**Messages**  
Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! 🎄

**Upcoming Assignments for the next 30 days**

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	<del>Map</del> Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	<del>Map</del> Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/3/2010	8:00 AM 3:30 PM
43224525	Massanutten School District	<del>Map</del> Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

**Interactive Calendar**  
December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	(29)	30	31	1	2	

Non-Work Day  
Work Day

- Search for Jobs
- View My Schedule
- Add Non-Work Day
- Leave Feedback
- View Employees Feedback
- Tell Aesop When To Call
- Change Pin
- View Personal Information
- Preferred Schools
- Manage District List
- Quick Start User Guide
- Basic Training Video
- Advanced Training

Click to enter Feedback

Click to View Feedback from an Employee\*

## Jobs awaiting your Feedback

CONF#	Replacing/Filled	School	Start Date	End Date	
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009	<a href="#">Leave Feedback</a>

Click here to leave feedback for this assignment. **The employee you subbed for may or may not be allowed to view your ratings and comments depending on district settings for this feature.**

\* Indicates functions that might not be used by your school

Feedback about Substitute Experience

CONF#	Replacing/Filled	School	Start Date	End Date
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009

Select an overall score that represents how you would rate the experience you had in this position.

★★★★★ (Outstanding)  
 ★★★★☆ (Above average)  
 ★★★☆☆ (Average)  
 ★★☆☆☆ (Below Average)  
 ★☆☆☆☆ (Poor)

Rate your experience in the assignment

Please Answer the following questions:  
(Questions marked with an \* are required)

Did you eat all of the candy off of my desk?

Notes regarding lesson plans

I also taught

Messages for the permanent teacher

Notes regarding behavior

Students who were absent

Terrific helpers

Did you fill out your Incidence report?

Save Cancel

Answer questions regarding the assignment

Feedback about Substitute Experience

CONF#	Replacing/Filled	School	Start Date	End Date
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009

Select an overall score that represents how you would rate the experience you had in this position.

★★★★★ (Outstanding)  
 ★★★★☆ (Above average)  
 ★★★☆☆ (Average)  
 ★★☆☆☆ (Below Average)  
 ★☆☆☆☆ (Poor)

**Substitute Experience Survey**

You can rate your experience (1-5 stars) and give details by answering a series of questions. These questions may have been customized for the position you filled in for in this instance (i.e. questions for "teachers", questions for "paras", etc.).

Please Answer the following questions:  
(Questions marked with an \* are required)

Did you eat all of the candy off of my desk?

Notes regarding lesson plans

I also taught

Messages for the permanent teacher

Notes regarding behavior

Students who were absent

Terrific helpers

Did you fill out your incidence report?

Save Cancel

Click Save when finished

\* Indicates functions that might not be used by your school

**Interactive Calendar**

December 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	(29)	30	31	1	2	

Non-Work Day  
 Non-Work Day  
 Work Day

Good afternoon, Brown Derby

1 Assignment is awaiting your feedback.

Click "View Employees' Feedback" to see a list of assignments where feedback has been left for you.

- ▶ Search for Jobs
- ▶ View My Schedule
- ▶ Add Non-Work Day
- ▶ Leave Feedback
- ▶ View Employees Feedback
- ▶ Tell Aesop When To Call
- ▶ Change Pin
- ▶ View Personal Information
- ▶ Preferred Schools
- ▶ Manage District List
- ▶ Quick Start User Guide
- ▶ Basic Training Video
- ▶ Advanced Training

Search for Jobs

Messages  
 Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! ☺

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
43466411	Massanutten School District	Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	3:00 AM 12:00 PM
43477176	Massanutten School District	Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43224525	Massanutten School District	Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

Feedback about your Performance

CONF#	Replacing/Filled	School	Start Date	End Date	Rating	
39841705	Brad Francis	Killy Court High School - No Nuts	10/13/2009	10/13/2009	★ ★ ★ ★	<a href="#">Review Feedback</a>

Click "Review Feedback" to view the feedback left by the employee you subbed for in this assignment.

Feedback about Substitute Performance

CONF#	Substitute	Replacing/Filled	School	Start Date	End Date
39841705	Brown Derby	Brad Francis	Killy Court High School - No Nuts	10/13/2009	10/13/2009

Rating: ★ ★ ★ ★

- Was all classroom work collected?
- Was the room left as neat and clean as it was found?
- Was classroom work explained satisfactorily?
- Did students report that they were treated fairly and consistently?
- Were any disciplinary issues reported?
- General Notes/Comments
- If we had a staring contest, who would win?

\* Indicates functions that might not be used by your school

## 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. The important factor is the number. If the phone number is Aesop's 1-800 number, it is a call about a job in a district you work in.

Answer the phone with a "hello." You must speak into the phone. Aesop is voice activated and will hang up if it does not detect your response.

If you hang up on Aesop, or if Aesop gets your answering machine/voice mail, 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, in this case, press **1** to hear about the job(s).

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.

For each available assignment, Aesop will provide the details, including the number of days of the assignment, the school name, the name and title of the absent teacher, the start and end times and the room or office to report to.

### 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 and no other substitute has accepted the job in the meantime, 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.

\* Indicates functions that might not be used by your school



**NOTE:** Aesop will not leave details of jobs or notifications it was calling you about on an answering machine/voicemail. If you miss a call, you can always call right back into Aesop and hear that same information if it is still available at the time you call back in.



## Receiving Notifications

You may receive notifications by phone, web and/or e-mail for the following:

- A single-day absence is canceled or modified
- Any or All days of a multiple-day absence are canceled
- The times of any day in an absence is modified
- You are completely removed from a job
- You are assigned to a job

### Web Notification\*

Notifications for all of the above reasons will appear on your home page when you login to Aesop. You will need to click the **Confirm Notifications** button to confirm you have read the notice before you can do anything else within the site. **Web notifications will be posted for all of the reasons listed above.**

Substitute Notification Page

You must click the CONFIRM button at the bottom of the page to indicate you have read the following notifications.

Notifications for Massanutten School District  
REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Jobs.

Confirmation #	Removed Date/Time	Employee Name
43481014	12/30/2009 8:07 AM	Dobler, Lloyd

Date Start End Room  
2009-12-31T00:00:00 8:00:00 AM 4:00:00 PM Catastrophe Canyon

>Job Modified notifications: The Following Jobs have been Modified.

Job#	Assigned Date/Time
43480936	12/30/2009 8:07 AM

Date Start End Room  
2009-12-30T00:00:00 8:30:00 AM 3:00:00 PM Kingdom of Nye

You must click the CONFIRM button to indicate you have read the preceding notifications.

Substitute Notification Page

2 entries were confirmed.

No notifications found.

Click Home (on the navigation line) or the Back button or here to continue.

Aesop will show you a confirmation page indicating you have successfully confirmed the Web notification.

### E-mail Notification\*

If Aesop has your e-mail address on file, you may receive notifications through e-mail.

**Email notifications are sent for all of the reasons listed above**

A following job that you are assigned to starting on 01/27/2010 has been notified.  
The following are the details of the Job:

\*\*\*\*\*  
Job Summary  
\*\*\*\*\*  
Starting on : 01/27/2010  
School District : Eagle Trace High  
Title : Middle English  
Teacher : Barbara Mikulaj  
Substitute : Doris Brown  
Confirmation # : 4322521

\*\*\*\*\*  
Job Days  
\*\*\*\*\*  
School : Eagle Trace High  
Date from to : 01/27/2010 5:00AM 4:00PM

Click the following link to confirm you have received this email.  
Clicking will also stop future notification attempts (email and/or phone calls)  
<http://www.aesopllc.com/confirmat111e31e10n.asp?JOBID=11786010-511545341-66C10-51662040E-6320425AL-20>

Please do not reply to this system generated message. If you need help or have additional questions, please send an email to [support@aesopllc.com](mailto:support@aesopllc.com).

Thank you for using the substitute assignment system. Powered by Aesop.

### Notification Confirmation



**NOTE:** No phone notifications are sent if a day is "closed" within a multiple-day absence (even if it's the first day). This most commonly happens when school is closed due to weather (i.e. Snow Day). If school could possibly be closed due to weather, it is **your responsibility** to check your local news sources for information on whether or not you should report for your job that day. Aesop will not necessarily be up-to-date with this crucial information.

### Phone Notification\*

Aesop can call you when you are completely removed from an absence. These calls are typically placed in the evening up to 2 nights in advance, but these calls can take place in the morning if you are removed from an absence that starts that same morning. **Phone notifications are ONLY placed when you are completely removed from an absence. Phone notifications are not made if the job is modified.**

\* Indicates functions that might not be used by your school

## User Guides and Training Videos

### QuickStart User Guide

Print out your [Web Guide](#) and the [Phone Guide](#).

[Web Guide](#) (Revised March 2009)

#### • Phone Guides

[English](#) (Revised January 2007)

[French \(NEW\)](#) (Revised November 2009)

[Spanish \(NEW\)](#) (Revised November 2009)

Adobe Acrobat reader is required to view the manual.

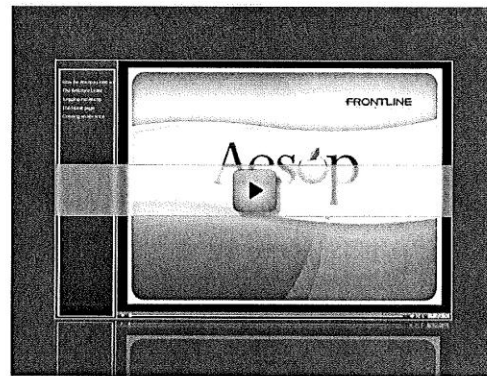


### Basic Training Video

Watch a short video to help you get started with Aesop.

### Advanced Training Video

This video walks you through many of the basic functions of Aesop covered in the QuickStart Guide.



\* Indicates functions that might not be used by your school

The following pertains to long term assignments of at least 90 days.

Statement Concerning Your Employment in a Job  
Not Covered by Social Security

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Employer Name Katy ISD Employer ID# 74-6001484

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

**Windfall Elimination Provision**

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

**Government Pension Offset Provision**

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

**For More Information**

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

**Information about Social Security Form SSA-1945**  
**Statement Concerning Your Employment in a Job Not Covered by Social Security**

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945). Paper copies can be requested by email at [oplm.oswm.rqct.orders@ssa.gov](mailto:oplm.oswm.rqct.orders@ssa.gov) or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.

The following pertains to long term assignments of at least 90 days.



Katy Independent School District

Mike Robinson  
DIRECTOR OF RISK MANAGEMENT

Dear Employee:

Several voluntary benefits are available to you as a benefit eligible Katy I.S.D. employee. Those benefits include medical, dental, vision, life, disability, cancer, and legal protection plans. These benefits are explained at benefit meetings held by the Risk Management Department. **You may register to attend one of the upcoming benefits meetings (Newly Benefits Eligible Information Meetings) by going online to [www.katyisd.org](http://www.katyisd.org). Click on "District Services" located on the left side of the Katy ISD home page. From "District Services" you will be able to access the Insurance/Risk Management website allowing you to register for benefits meetings.** Benefit information can be obtained by accessing the Katy Benefits website at [www.katybenefits.org](http://www.katybenefits.org). This is also the site where you may enroll or you may call 1-866-222-KISD if you wish to enroll by phone. Once your personal information is in the Katy Benefits system, you will receive an enrollment packet at your home. Because you will receive the packet at your home it is very important that you give the most accurate address to Human Resources. Once you receive your packet you may either enroll by going online at [www.katybenefits.org](http://www.katybenefits.org) or by calling 1-866-222-KISD. You are eligible to participate in any of the available benefits effective on the first day of the month following the first day worked or first day benefits eligible. If the first day worked or benefits eligible is the first day of the month, your benefits will be effective on that day. You must enroll within one month of your eligibility date in order to participate in any voluntary benefits. Premiums will be payroll deducted from your effective date which could be prior to your actual enrollment. If you do not enroll within the first month of eligibility you will only have Basic Life coverage. This coverage is provided by the district with no cost to the employee. In most cases, the amount is \$20,000.

After reading this letter, please sign below.

I understand that I am responsible for my enrollment by the date specified in the benefit packet.

Signature	Social Security #	Date
-----------	-------------------	------

If you have questions regarding your benefits, you may call 1-866-222-KISD.

Welcome to Katy ISD.

Jo Ann Tilton  
Insurance Coordinator

Katy Independent School District • 6301 South Stadium Lane • PO Box 159 • Katy, Texas 77492-0159  
281-396-2241 • Fax: 281-396-6142 • [williamrobinson@katyisd.org](mailto:williamrobinson@katyisd.org)

WHITE COPY: Human Resources  
YELLOW COPY: Employee  
PINK COPY: Insurance

## IMPORTANT!

Please read the following statements, fill out the information below, sign and **return this page to the Temporary Employment Office and/or Human Resources.**

I have received a copy of the Katy ISD 2010-2011 Substitute Handbook and/or have accessed it through the Katy ISD website. The Substitute Handbook can be accessed at [www.katyisd.org](http://www.katyisd.org); click on "Employment"; click on "Substituting in KISD".

I acknowledge that I have reviewed the written information on Communicable Diseases, Reporting Child Abuse, Hazard Communication Training Program, and Computer/Network/Internet Acceptable Use Guidelines which was sent to the email address on file with the Temporary Employment Office.

I further acknowledge that I have received, read, and understand the Substitute Advisory Notice along with the 2010-2011 Scholastic Calendar that indicates which dates I **may be able** to accept jobs in Katy ISD. Substituting is an 'at will' position without a guarantee of a specific number of available assignments.

By signing this form, I have read, understand, and hold myself professionally responsible for the contents.

---

(Print your name)

---

(Your signature)

---

(Last four digits of your Social Security Number)

---

(Date)

**\*Please note that failure to return this page, signed and dated, will result in restriction to work until this form is received in the Temporary Employment Office.**

**\*Returning substitutes must attend a refresher training session in July or September.**



