

Fort Bend Independent School District

2013-2014
Substitute
Handbook



Thank you for serving as a substitute teacher with the Fort Bend Independent School District (FBISD). This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting in FBISD. We want your time with FBISD to be beneficial for the students and rewarding for you.

As a substitute teacher, you share with all educational professionals the task of strengthening our society by preparing children for responsible citizenship. You play a major role in carrying out the activities planned by our teachers when they are absent. Principals and teachers value effective substitute teachers and recognize that your efforts to provide continuity, in the regular teacher's absence, are extremely important and appreciated.

All substitutes are required to familiarize themselves with this handbook. This handbook is neither a contract nor a substitute for official District Policy nor the District Employee Handbook. It is not intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide and a brief explanation of District Policies and Procedures related to employment as a substitute teacher. References made to District Policies in this Substitute Handbook consist of summaries or partial excerpts from the complete policy text. The official policy adopted by the Board of Trustees remains the authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook. The Human Resources Department has sole authority to modify the contents of this handbook.

We trust your substituting experiences will be professionally fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted when the regular teacher is absent.

Thank you for your time, creativity, and enthusiasm required to work in a stimulating environment where excellence is an expectation.

Sincerely,

The Human Resources Department – Substitute Office

Diane Rodriguez, Substitute Specialist
Cannell Tyson, Substitute Specialist
Kepreta Taylor, Secretary
Sheron Blaylock, HR Substitute Administrator

The purpose of this Substitute Handbook is to provide you with the information needed to ensure continuity in the instructional program when our teachers are absent from their classrooms. This handbook aims to answer questions you may have and help you with the information you need to have a successful experience as a substitute.

A substitute teacher is required to follow the instructions of a teacher and ensure that the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the staff and substitute teachers.

Substitute assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. Substitutes may also be asked to cover classes during the regular teacher's planning period. When the substitute arrives for an assignment, the school needs may have changed (i.e., the substitute accepted a math job but the school needs them in an English class). Being flexible with assignments is greatly appreciated by the campus. The staff will assist you with any questions and provide you with additional information needed for the assignment.

Please note that substituting is an on-call employment relationship. Fort Bend Independent School District is under no obligation to provide employment nor is it obligated to provide continued employment. The Human Resources Department and campus principals have the right to exclude substitutes from future jobs or remove substitutes from long-term assignments in the best interest of the staff and students.

IMPORTANT CONTACT INFORMATION THE HUMAN RESOURCES DEPARTMENT SUBSTITUTE OFFICE

Substitute Specialist:

Diane Rodriguez, Alpha Split M-Z (last name)

Contact hours: 7:00 a.m. to 3:30 p.m

Phone# 281.634.1287; Diana.Rodriguez2@fortbendisd.com

Cannell Tyson, Alpha Split is A-L (last name)

Contact hours: 8:00 a.m. to 4:30 p.m.

Phone# 281.634.8778; Cannell.Tyson@fortbendisd.com

Substitute employees should contact a specialist for answers to the following questions:

- Status of their substitute new employee paperwork if it has been over 10 business days since submission.
- Paycheck discrepancies concerning daily rate of pay
- Long-term assignment/discrepancies
- Aesop issues
- Resignation
- Substitute teaching concerns and general questions

Sheron Blaylock, HR Substitute Administrator 281.634.1274; Sheron.Blaylock@fortbendisd.com

Very Important: Substitutes are required to contact Ms. Blaylock in writing for approval if they are in a long-term assignment over 10 days and need to request a day off (emergency, illness, death in the family, etc.). Mondays and Fridays absences are hard to fill; thus your request to take one of these days off will not be approved unless it is an emergency.

Table of Contents

Substitute Job Responsibilities.....	4
Salary Information, Long Term Assignments, Summer School Subs.....	5-6
Pay Schedule 2013-2014.....	7
Reporting to the Campus.....	8-9
My Self-Serve and Fingerprinting Information	10
Criminal History Information	11
Computer Use Policy	12-13
Substitute Progressive Discipline.....	14-18
Workplace Conduct.....	19-21
Reporting Suspected Child Abuse	22
Substitute Resources	23
Teaching Strategies, Classroom Management	24-27
Special Education Program Descriptions, Nurse Substitutes	28-30
Frequently Asked Questions	31-35
2013-2014 Calendar	36
Emergency Procedures Quick Reference Guide.....	37-38
Campus Locator	39
Campus Contact Information	40-42
Aesop System (Web/Phone)	43-60

SUBSTITUTE JOB RESPONSIBILITIES - 2013-2014

As a substitute I understand my responsibilities include, but are not limited to those listed below:

- ✓ I will agree with the terms and conditions for Substitute Use of Internet and the Computer Systems, Acceptable Use Agreement. (AUA)
- ✓ I will be punctual and adhere to the classroom schedule.
- ✓ I will maintain order in the classroom.
- ✓ I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.
- ✓ I will supervise the students assigned to the regular classroom teacher at all times (i.e., home room, hallways, dismissal, cafeteria, etc.).
- ✓ I understand I cannot leave the campus during work hours.
- ✓ I understand I am not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.
- ✓ I understand the campus may change my assignment once I arrive.
- ✓ I understand that I cannot work as an Assistant Site Coordinator or Intervention Specialist and also be a substitute teacher concurrently during the school year.
- ✓ I understand that I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- ✓ I understand that I must never sexually harass a student or employee, whether verbally or physically.
- ✓ I understand that I must wear my Substitute ID Badge at all times on the campus. If I lose my badge, I understand I cannot work until I obtain a replacement badge.
- ✓ I understand that if I fail to work for three consecutive months, I may be removed from the substitute roster unless I make myself unavailable in Aesop and notify the HR Administrator.
- ✓ I understand that I must follow all FBISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook and with all District Policies and Procedures, which can be accessed on the FBISD Homepage at www.fortbendisd.com.
- ✓ I understand that substituting is part-time and that work hours are not guaranteed as I am contacted based on a need at a campus. I also understand that I am not eligible for unemployment compensation benefits during any scheduled school breaks including, but not limited to: Summer break: June 10, 2014 through August 23, 2014; September 2, 2013; September 27, 2013; November 25, 2013 through November 29, 2013; December 23, 2013 through January 3, 2014; January 20, 2014; March 10, 2014 through March 14, 2014; April 18, 2014; May 26, 2014 and Summer break June 10, 2014 – August 23, 2014.
- ✓ I understand that I have no employment contract with FBISD, and I may be dismissed at any time for any reason not prohibited by law or without cause, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.

Substitute Signature

Date

Rate of Pay for Substitute Teachers

Texas Certified Teacher* (Registered Nurse/Aides)

\$95.00 Full Day /\$47.50 Half Day

Must hold a current, valid Texas teaching certificate

*Certification must be viewable in SBEC in order to receive the above rate

Important: It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.).

Degreed and/or Non-Degreed with 60+ Hours (Includes Aides)

\$85.00 Full Day/\$42.50 Half Day

Includes ACP applicants with passing scores in content area(s)

Long Term Assignments (10 or more days)

30 days or more for the same teacher

\$160.00 Full Day/\$80 Half Day

Substitute must be certified in the subject area for the assignment. The salary starts on day one (1) of the 30 consecutive-day assignment. The District may be entitled to receive reimbursement of wages from the substitute teacher if one of the following occurs:

1. Certified Long Term substitute teacher chooses to terminate the assignment before working at least 30 consecutive days
2. Teacher unexpectedly returns to work before 30 days have passed
3. Principal deems the substitute is not meeting campus expectations

Less than 30 day assignment Day 1-10 \$85/95 day for the first 10 consecutive full days Day 11 and after \$120

The substitute will owe the school district the overpayment of the long-term certified daily rate for days not worked in the assignment if one of the above reasons occur.

A Certified Long Term substitute teacher who substitutes for a teacher for an extended period (10+ days) must adhere to the following guidelines:

1. Validate that principal has submitted a Long-Term Substitute Request Form to Human Resources. **Substitutes must have a valid, personal e-mail address listed on their online substitute application.**
2. Note: If you should miss one day within your 10 consecutive full day count, the 10 day count starts over again when you return to the same assignment/same campus unless you are requesting to be absent due to Jury Duty and/or emergency. A long-term assignment is not a contract and a principal may choose to terminate the assignment at any time.

All certified substitutes are eligible for long-term assignments when they substitute for the same teacher over 10 consecutive full days. Exceptions may be considered on a case by case basis.

The Substitute Office's expectation for substitute absences is that a substitute may not have more than two (2) absences during a long term assignment. However, if there are extenuating circumstances, the substitute must consult with the substitute representative on the campus and the HR Administrator. Failure to notify the campus and the HR Administrator in advance or prior to taking the allowed two (2) absences could result in the long term assignment being cancelled. Any decision regarding the number of absences approved will be made by the HR Administrator in conjunction with the campus administrator.

The campus representative will generally contacts individuals on their campus' preferred list of substitutes for a long-term assignment. Once the substitute agrees to take the assignment and commits to working the assignment the campus representative is required to submit a Substitute Recommendation Form to the Human Resources Department.

The principal will make every reasonable effort to utilize substitutes certified in the State of Texas to fill a teaching position. If a substitute with a valid Texas teaching certificate cannot be assigned, the principal may contact a substitute with a degree or a substitute currently enrolled in an ACP program, after obtaining approval from the HR Administrator. Long-term substitutes can attend professional development sessions at the request of the campus administrator and the long term sub will be paid for those days.

Very Important: Substitutes are required to contact Ms. Blaylock in writing for approval if they are in a long-term assignment over 10 days and need to request a day off for an emergency, illness, death in the family, etc.. Mondays and Fridays absences are hard to fill; thus your request to take one of these days off will not be approved unless it is an emergency.

NOTICE TO SUBSTITUTES REGARDING PAYCHECKS

PLEASE NOTE - It is the substitute's responsibility to monitor their jobs in Aesop to ensure all jobs worked during a pay period have been entered. The substitute must notify the Substitute Office before the next pay period if he/she notices a mistake in days worked so the following paycheck can reflect the adjustment. It is imperative that all substitutes "sign in and out" on the Campus Absence Report, include arrival/departure times, and monitor their absences weekly in Aesop.

SUMMER and SUBSTITUTES

Substitutes do not work in the summer or in FBISD's summer school program. The District's expectation is that you will be ready to substitute in the following school year. Please take the time in the summer to update your online application with a current email address and other contact information. Also, review the Current FBISD Substitute Information web page for monthly newsletters and announcements. If you will not be substituting the following school year, please notify the Substitute Office by email.

A substitute meeting for existing substitutes will be held in August of each year to review updates and changes for incoming substitutes for the upcoming school year. You will be notified by your personal substitute online email address and AESOP web message alert when you log in of August dates to pick up a new badge, new Substitute Handbook, sign the 2013-14 Letter of Assurance and the Job Responsibilities page. Failure to do this may result in being removed from the substitute list for the upcoming school year.

Letters of Assurance for the 2014-15 school year will be distributed during May 2014.

2013 - 2014 Pay Schedule

Begin Date	End Date	Pay Date
August 12	September 1	September 13*
September 2	September 15	September 30
September 16	September 29	October 15
September 30	October 13	October 31
October 14	October 27	November 15
October 28	November 10	November 29
November 11	November 24	December 13
November 25	December 8	December 31
December 9	December 22	January 15
December 23	January 12	January 31*
January 13	January 26	February 14
January 27	February 9	February 28
February 10	February 23	March 14
February 24	March 9	March 31
March 10	March 30	April 15*
March 31	April 13	April 30
April 14	April 27	May 15
April 28	May 11	May 30
May 12	May 25	June 13
May 26	June 8	June 30

* Indicates a three week payroll

Reporting to the Assigned Campus

Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. The schedule listed below should be followed for campus arrival and dismissal times. :

High School 7:00 a.m. – 3:00 p.m.
½ day a.m. 7:00 a.m. – 11:00 a.m.
½ day p.m. 11:00 a.m. – 3:00 p.m.

Middle School 8:10 a.m. – 4:10 p.m.
½ day a.m. 8:10 a.m. – 12:10 p.m.
½ day p.m. 12:10 p.m. – 4:10 p.m.

Elementary 7:45 a.m. – 3:45 p.m.
½ day a.m. 7:45 a.m. – 11:45 a.m.
½ day p.m. 11:45 a.m. – 3:45 p.m.

Be prompt in order to start your duties at the scheduled time. If you anticipate that you will be late, you must call the school office so they can plan accordingly. You are expected to remain at school until the end of the school day. Remain at the campus until the end of your work assignment, which may include the teacher's end-of-the-day duties. Be sure to check with the school site administrator for instructions regarding classroom access, etc.

Upon arrival at the campus you must do the following:

- Make sure your FBISD substitute ID badge is clearly visible.
- **Sign in at the front office and write down your arrival time.** Pick up the teacher's substitute folder.
- Receive directions, information (procedures, keys), instructions concerning the campus and your classroom
- Receive applicable emergency and non-emergency procedures/routes for (weather, fire drills, film, assembly, field trip, etc).

Classroom Etiquette

- Put your personal belongings in a secure place when you arrive. (Do not leave your belongings sitting out. It is your responsibility to keep them secure as the District is not responsible for lost or stolen items.)
- Write your name on the board.
- Let a neighboring teacher know you are assigned to the classroom for the day.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- Locate and review emergency plans and specific behavior intervention plans for students.
- If there are missing materials or supplies that you need, immediately contact the team leader, department head, or campus administrator.

Confidentiality

- All information about students is confidential. Divulging information to unauthorized persons can result in termination from employment.
- Check with the campus principal if you wish to substitute on your child's campus or in their classroom. You must receive approval from principal before accepting an assignment on the campus.

During the School Day

- Follow the teacher's lesson plans to the best of your ability.
- Use positive reinforcement for good behavior.
- Be fair, firm and consistent as you follow the teacher's classroom rules and consequences.
- Be positive and find different ways to pull students into the lesson. Your passion is contagious.
- Act at once if an accident occurs that is serious enough to require immediate attention. Report the accident to the principal immediately and refer first aid concerns to the school nurse, if applicable.
- Allow a student to see the nurse even if you are not convinced that they are not feeling well, since you do not know their medical history.

At the End of the Assignment

- Complete a Substitute's Report to the Classroom Teacher Form or leave detailed notes and your phone number should the teacher have any questions. Consider the questions below when completing your report:
 - What were you able to complete in the lesson plan?
 - What were you unable to complete and why?
 - What did you add to the lesson plan and why?
 - Which students were helpful? Be specific and provide details)
 - Were there any problems? (Be specific and provide details)
- Leave student work organized and on the teacher's desk. If the teacher left an answer sheet and you have the time, you can review the students' work.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner. Ask students to help clean around their area before dismissal.
- Re-lock any cabinets that were locked when you arrived.
- Make sure the students made it safely to the bus or designated areas for pick up, if applicable.
- Leave the teacher's desk and room as you found them.
- Sign out at the front office and include departure time. Turn in any money, keys, folders, etc.
- Check to see if you are needed for the next day.

WE CANNOT PAY YOU IF YOU DO NOT SIGN IN AND OUT AT THE FRONT OFFICE.

My Self Serve Information

My Self Serve access begins once the Substitute Office emails you the “Welcome Letter”. Make sure you keep a copy of the “Welcome Letter” as you will use this information to access your paycheck stubs and update your personal information in My Self Serve.

My Self Serve can be accessed as follows; FBISD Homepage (www.fortbendisd.com), click **Employee/Staff Information** from the menu on the right side of the page. Scroll down and click on **My Self Serve** link.

Your User ID is your Network ID. Generally it is your firstname.lastname in all lowercase letters. Your Password is your PeopleSoft ID number as listed on your “Welcome Letter” and the last 4 numbers of your social security. If you do not know your PeopleSoft number and/or network ID, click ‘Employee ID Lookup’ located on right side of the menu. If you have difficulty logging in, call **281.634.1300 for assistance with your password.** All PeopleSoft passwords expire every 42 days; 2 weeks before it expires you will start to receive a change password prompt each time you log in My Self Serve. If your password is not changed before it expires, you must contact Service Desk @ 281-634-1300 to have your password reset.

Fingerprinting Information

Senate Bill 9 requires all certified employees and substitute teachers, both certified and non-certified to be fingerprinted. Substitutes must go to an off-site location to be fingerprinted. The fingerprinting fee for all applicants will be \$47.45. Scheduling information and L-1 fingerprinting locations are given to substitutes during their substitute orientation session.

Criminal History Information

Criminal History Background Checks

Policy DBAA

Employees, including substitutes and student teachers, will be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and State Board of Educator Certification (SBEC) with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

A District employee shall report in writing to General Counsel within three calendar days any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
4. Acts constituting abuse or neglect under the Texas Family Code;
5. Acts constituting public intoxication, operating a motor vehicle under the influence of alcohol, or disorderly conduct; or
6. Crimes involving moral turpitude, which include but is not limited to:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code; or
 - Felony driving while intoxicated (DWI).

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses.

Being convicted of or receiving adjudication for a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication for or is convicted of a crime during employment with the District:

1. The nature of the offense
2. The date of the offense
3. The relationship between the offense and the position to which the employee is assigned

Fort Bend Independent School District

TERMS AND CONDITIONS FOR EMPLOYEE USE OF INTERNET AND COMPUTER SYSTEMS

The substitute may be granted access by the campus principal during a long-term subbing assignment. If a substitute is granted access to a District computer, they must follow the FBISD Acceptable Use Agreement. All substitutes sign a FBISD Acceptable Use Agreement to be placed in their files. Failure to follow the District's guidelines may be cause for dismissal.

Internet - Terms and Conditions

1. **Acceptable Use** - The purpose of the FBISD network, which is the backbone network to the Internet, is to support research and education in and among academic instructions in the U.S. by providing access to unique resources and the opportunity for collaborative work.

- Access to the District's electronic communications system, including the Internet, shall be made available to employees exclusively for the instructional and administrative purposes and in accordance with administrative regulations.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but it not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities or political lobbying is prohibited.

2. **Privileges** - Access to the District's electronic communications system is a privilege, not a right. Noncompliance with applicable regulations may result in suspension or termination of privileges or other disciplinary action consistent with District policies.

3. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

4. **Disclaimer of Liability** - The District shall not be liable for users' inappropriate use of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for insuring the accuracy or usability of any information found on the Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or that the system will be uninterrupted or error-free. For additional information regarding the District's Electronic Communication and Data Management policy CQ (Local) and procedures CQ-R, refer to the Fort Bend ISD Board Policy Manual.

5. Security - Use of the FBISD electronic communications systems shall not be considered confidential and may be monitored. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

- System users may not use another person's system account.
- System user passwords should remain confidential
- Attempts to log in to any computer network beyond the user's authorized level of access may result in immediate cancellation of user privileges.

6. Vandalism -Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative procedures and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

7. Agreement - I understand and will abide by the Fort Bend Independent School District Terms and Conditions for Employee Use of Internet and Computer Systems. I further understand noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

FBISD substitute teachers must sign and place on file with the Human Resources Department an Acceptable Use Agreement (AUA). Electronic communication is provided for the purpose of exchanging and accessing information consistent with the mission of the Fort Bend Independent School District. Personal e-mail, Internet usage, faxes, and phone calls must not be conducted during working hours (except for emergency purposes). **At no time should the classroom teacher's computer be used by a substitute unless the substitute is in a long-term assignment over ten (10) days or has approval from the campus to log in for lesson plan usage. Computers are monitored by our Technology Department.**

Substitute Progressive Discipline

What is Progressive Discipline?

- A tool to identify and address employee and employment related problems;
- A tool used to encourage employees to modify behavior or performance to acceptable standards;
- A uniform model to address employee counseling, discipline, and documentation throughout the district.

Progressive Discipline is NOT...

- Expected to address each and every situation requiring corrective action that may arise in the workplace;
- A tool to harass, intimidate, or punish employees;
- A way to force an employee to resign.

Please Note

- Although the progressive discipline policy applies to “at will” employees, the District reserves the right to alter or eliminate the policy as circumstances may warrant.
- The policy is not meant to guarantee that only these measures will be taken. Sometimes circumstances arise that warrant some flexibility within the policy.

An employee may be terminated for any legally permissible reason, and the District may skip or change any progressive step, or group in the discipline policy, as deemed necessary. Please understand that it is not guaranteed that a supervisor will start with the verbal warning. If an employee has received previous warnings or campuses have reported issues, these will be taken into consideration. The severity of the offense will also determine the outcome.

Discipline Groups

	Group I	Group II	Group III
1st violation	verbal warning	suspension	termination or suspension
2nd violation	written warning	termination	termination
3rd violation	suspension		
4th violation	termination		

Verbal Warnings

- Repeated violations for which an employee was given personal counseling.
- Employee will be asked to sign as receipt of the verbal warning (for subs, the verbal warning will come in the form on an email or phone call and will be documented).

Written Warnings

- Repeated violations for which an employee was given a verbal warning.
- Employee will be asked to sign and return the written warning or respond to the email to acknowledge receipt.

Suspension

- Employee will be marked unavailable in the Aesop system for at least five days. Employee will not be allowed to accept jobs.
- An employee is NOT paid during this time and cannot access District property as an employee.

Termination

- Employee will be called in to meet with an administrator in Human Resources. Employee will receive a follow up letter with the decision.

Verbal Warning Violations (Group One)

The verbal warning is given when a Group One violation has occurred.

Below is a partial list of Group One violations:

- Failure to report an absence within the necessary/approved timeframe
- Chronic tardiness
- Failure to attend scheduled or called meetings
- Mischief, horseplay, wrestling, or other misconduct
- Unnecessary shouting or disruption in the work area
- Careless or inefficient use of District property
- Failure to follow safety rules or procedures
- Failure to work cooperatively with other employees
- Failure to wear passenger restraint while traveling in a motor vehicle on District business
- Using District scheduled work time to engage in social media activity; see District policies CQ (LOCAL) and DH (LOCAL)

Written Warning Violations (Group One)

The written warning violations are the same as the verbal warning violations, except they are repeated violations. Listed below is a partial list of repeat violations that warrant a written violation:

- Failure to call in an absence within the necessary/approved timeframe
- Chronic tardiness
- Failure to attend scheduled or called meetings
- Mischief, horseplay, wrestling, or other misconduct
- Unnecessary shouting or disruption in the work area
- Careless or inefficient use of District property
- Failure to follow safety rules or procedures
- Failure to work cooperatively with other employees
- Failure to wear passenger restraint while traveling in a motor vehicle on District business
- Using District scheduled work time to engage in social media activity; see CQ (LOCAL) and DH (LOCAL)

Decision Making Suspension Violations (Group Two)

Below is a partial list of violations that may result in a suspension:

- Refusing to perform assigned work, or comply with written or verbal instruction or directives of a supervisor
- Disorderly conduct toward anyone
- Discourteous treatment of members of the public, students, or other employees
- Reporting for work, or working while unfit for duty, which includes inappropriate mental and/or physical condition and physical appearance
- Using tobacco products on District premises or at school or school-related activities
- Creating a hostile work place
- Sleeping during work hours
- Disregarding District rules, regulations, policies, or procedures
- Failure to report equipment that is malfunctioning, damaged, or defective
- Negligence resulting in damage to equipment or a person, while on District business
- Using profane or abusive language
- Mischief, horseplay, wrestling, or other misconduct
- Soliciting money

- Causing harm to students or other employees
- Contributing to an unsafe environment for students or other employees
- Unsatisfactory or incomplete work, or failing to maintain required standards of performance
- Failure to complete work or job tasks in a timely manner or as scheduled
- Using District resources to access personal social media platforms of students or other staff
- Using personal electronic communication devices to send or receive calls, text messages, picture messages, or video messages during scheduled work hours unless there is an emergency, or the use is authorized by a supervisor to conduct District business. An emergency shall be defined as a circumstance that is threatening to one's life or safety that warrants immediate action.
- Leaving assigned work area without authorization
- Staying late or leaving early without following proper procedures
- Failure to maintain discipline in the classroom or follow district policy with regards to student discipline

Termination Violations (Group Three)

Below is a partial list of violations that may result in termination of the employee:

- Engaging in prohibited harassment, including sexual harassment
- Failure to maintain required licenses or registration
- Possessing a firearm or weapon on District property
- Insubordination by refusing to perform assigned work or comply with written or verbal instructions of supervisor
- Wanton or willful neglect of duties
- Failure to request a leave of absence for days missed or violation of any of Leave Policy DEC (LOCAL/LEGAL)
- Instigating or participating in any illegal walkout, strike, or sit-down
- Gambling during work hours
- Fighting or attempting to injure other employees, students, supervisors, or the public
- Stealing, destroying, damaging, or concealing property of the District or another employee
- Dishonesty, or dishonest action, such as theft, pilfering, opening desks assigned to others, inaccurate timekeeping outside of actual work hours, making false statements, etc.
- Giving a false statement or incomplete information during an investigation
- Use of abusive or threatening language toward a supervisor or anyone else
- Causing harm to students, other employees, or supervisors

- Manufacturing, distributing, dispensing, possessing, using, or being under the influence of any of the following substances during work hours, or at school-related activities during or outside of usual working hours:
 1. controlled substances or dangerous drugs as defined by law;
 2. alcohol or any alcoholic beverages;
 3. inhalable chemicals, including but not limited to, abusable glue and aerosol paint; and
 4. intoxicants, or mood-changing, mind-altering, or behavior-altering drugs. An employee need not be legally intoxicated to be considered “under the influence”
- Failure to return to work after unpaid personal leave has expired
- Failure to provide a medical certification when returning from leave
- Falsifying District documents

Substitute Exclusions

- A substitute can be excluded from any school site for any reason deemed necessary by the campus principal.
- If a substitute is excluded from a school, a Special Report on Substitute Teacher Form is sent to the HR Administrator. The substitute is placed on the school’s exclusion list by the HR administrator and the substitute may not substitute at that site again unless approved by the building administrator.
- An e-mail from the HR Administrator describing the campus’ concerns will be sent to the substitute, so they can improve as a classroom substitute.
- A substitute has the right to send a rebuttal letter to the HR Administrator.

WORKPLACE CONDUCT

The following are the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive or cover every possible situation. Violations of these standards will result in corrective action, ranging from a verbal/written warning to dismissal of employment. The severity of the corrective action will depend on the seriousness of the violation, and the frequency of infractions committed by the employee. Minimum standards of conduct include, but are not limited to:

- A substitute abides by all federal, state, and local laws and statutes.
- A substitute maintains a professional relationship with all students, both inside and outside the classroom.
- A substitute will not take pictures (digital, photographic, video or any electronic media) of students.
- A substitute refrains from the abuse or inappropriate use of alcohol or drugs during the course of substitute assignments.
- Cell phones need to be turned off during instruction when the students are in the classroom. Laptop computers, MP3 players, hand held video games, magazines, books, newspapers and food and drink, other than water, are not permitted in the classroom.
- A substitute is prohibited from using the teacher's computer unless they are in a long-term assignment over 10 days and have received permission from the proper authorities.
- A substitute will follow all policies and procedures related to social media found in Policy DH.

Satisfactory Job Performance

- Work with employees and students in a productive, cooperative, and positive manner. Negativity, absence of a sense of humor, or an unwillingness to be flexible, cooperative, or helpful may result in not being invited back as a substitute teacher on that campus and/or being removed from the substitute roster.
- Follow the teacher's lesson plan.
- Render honest, efficient, and effective services in the performance of duties.
- Obtain materials, equipment, and tools needed for the job in the prescribed manner.
- Provide the teacher with a completed 'Substitute Report to the Classroom Teacher' form.
- Be courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.

Attendance

- Report for work at least 15 to 20 minutes before the start of school.
- Never leave the students alone in the classroom.
- Do not leave the campus during working hours. In the case of emergency, notify the campus administrator or front office before leaving the campus.
- Remain at work until the end of your work assignment, which may include the teacher's end-of-the-day duties.
- You are not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.

Appearance and dress

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors. Inappropriate attire is any item that causes a distraction to other employees/students, or creates an unsafe environment. This includes, but it not limited to, low-cut blouses, clothing that exposes the navel, short dresses, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts (except ears). *See* Policy DH.

Maintain Safety and Security Standards

- Observe and comply with safety regulations and procedures.
- Immediately report all personal injuries as the result of work-related duties to the supervisor and on the appropriate form available on each campus.
- Wear your Substitute ID Badge at all times on the campus.
- Exercise proper care of District facilities and property. Failure to maintain this standard will result in the employee being required to reimburse the District for necessary repairs and/or replacement through payroll deduction.
- Report damage to, or theft of, District property immediately upon discovery.

Refrain from Inappropriate Behavior:

- Using work time, material, and/or District facilities and equipment for personal work and activities including excessive use of District telephones
- Using the teacher's computer
- Removing or borrowing District property without permission
- Threatening, intimidating, using profanity, or interfering with other employees on District property, at any time
- Distributing or posting literature on District property or posting/ removing bulletin board notices without proper authorization from the Community Relations Department
- Unauthorized soliciting or selling on District premises during hours of duty
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork
- Allowing any unauthorized individual into any District facility
- Smoking tobacco, using or being under the influence of illegal drugs, or using alcoholic beverages on District property
- Sexually harassing another District employee or student
- Sleeping while on duty in the classroom
- Failure to follow the teacher's lesson plans
- Verbally or physically abusing or harassing students or staff
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc. in the classroom. Do not provide students with your personal contact information or ask for their personal information
- Unauthorized use of the computer or Internet; printing or copying of any documents not authorized by the teacher and not directly related to the classroom assignments
- Working on personal business during the school day
- Leaving the students unattended at any time or leaving school prior to job end time without authorization from the building administrator
- Soliciting students for private enterprises (i.e., if you have a tutoring business or language school as a private business)

Cancellation of Assignments

When a substitute teacher accepts an assignment, he/she is making a commitment to the school. Assignments should only be cancelled in case of an emergency. If an emergency arises, the substitute should cancel the job as soon as possible. **The substitute must also notify the school of the cancellation.**

To notify Aesop that you will no longer be able to fill an assignment:

- You must know the specific confirmation number
- Cancel the job as soon as know that you cannot meet the commitment. If you need to cancel within 24 hours of the job start time, please call the school to let them know why you had to cancel your assignment. If it is after school hours, leave a voice message indicating that you are no longer available.
- If you attempt to cancel within one hour before the job starts, Aesop will prompt you to notify the school so that they can remove you from the assignment and start the process to obtain another substitute. If you cancel within 12 hours of an absence, the system will generate an automatic Non-work day, which cannot be removed. You will not be able to accept any other job for that same work day you cancelled.

We monitor the activity of cancelled jobs. If we identify a pattern of “last minute” cancellations (within 24 hours of job start time) or see jobs cancelled so a different job can be accepted, the substitute will be notified and may possibly be denied further employment.

Religion in the Public Schools

Fort Bend ISD strongly supports the separation of religion and government. Do not share your personal religious beliefs with the students. Fort Bend ISD is a very diverse school district in many ways, including religious beliefs.

Shortly after the school day begins, students in all schools recite the pledge of allegiance to the U.S. and Texas flags. Immediately after, the students have the opportunity to take part in ‘a moment of silence.’ This is an individual activity required by the Texas Education Code and is not an attempt to influence one’s thoughts or views. During the minute of silence all students are expected to remain silent.

Reporting Suspected Child Abuse

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by law to report any suspected child abuse or neglect to a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Abuse is defined by the Texas Family Code and includes the following acts or omissions by a person:

1. mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
2. causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
3. physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
4. failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
5. sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
6. failure to make a reasonable effort to prevent sexual conduct harmful to a child;
7. compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;
8. causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
9. the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
10. causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code; or
11. causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concerns to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement duty to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological treating or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

Substitute Resources

Wisdom of 4th Graders

A FBISD administrator recently asked a group of 4th graders to describe the type of substitutes they liked to have when their teacher was out and the type of substitute they did not want back when their teacher was absent. Here's what they had to say.

What we want in a substitute:

- Be kind
- Respect us
- Reward us when we behave with stickers, stamps and other fun stuff
- Speak clearly so we can understand you
- Have a sense of humor
- Be exciting and passionate about teaching us
- Help us if we have questions and do not understand something

What we do not want in a substitute:

- Don't punish the whole class if just a few students misbehave
- Don't be hard to understand
- Don't be boring
- Don't disrespect us
- Don't fall asleep, read the newspaper or talk on your cell phone
- Don't be mean and don't yell
- Don't send us away if we have a question
- Don't ignore us

<http://www.stedi.org/> - is a great resource for substitutes. Please take the time to visit the site and take the SubStrength Finder assessment, read the free substitute newsletters, get on their email listserve, and visit helpful substitute web sites listed on this web site.

STEDI also offers an informative and helpful substitute blog - 'The bus stop' <http://busstop.stedi.org/>
We encourage substitutes to sign up for this and to visit often to hear ideas, concerns, answers and more from substitutes across the nation.



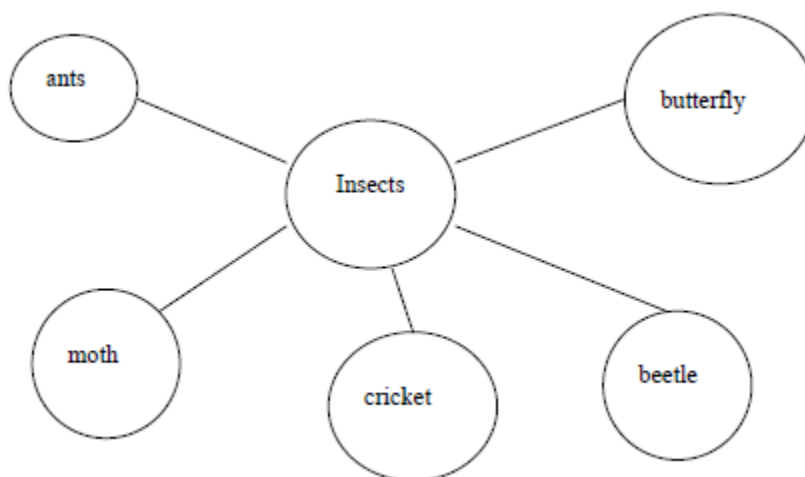
TEACHING / DISCIPLINE STRATEGIES

Brainstorming:

This is a method of sharing ideas in which all students contribute ideas. There is no right or wrong idea. You want to generate as many ideas as possible from the students within a short time frame. Students can generate ideas in large groups, small groups, or individually. This is a great way to help students get started on writing a paper or to generate ideas on a particular subject before you teach the lesson. Everyone participates and it helps get the students involved and interested in learning.

Concept Mapping

This strategy is used to introduce ideas or to evaluate various educational concepts. Teachers begin by listing main concepts and by branching related items to the main concept. Put a word in the middle and let the students contribute answers. A concept mapping example might look like this:



K-W-L

(What students KNOW; What students WANT to know; What students have LEARNED)

This activity calls for students to first list what they know about a particular topic. Students then list what they want to know about a topic and then list what they have learned about the topic after the instruction or video has been presented. This is helpful before: showing a movie, assigning a reading assignment; introducing something new. Below is a sample chart.

K – What do I KNOW?	W – What do I WANT to know?	L – What have I LEARNED?

--	--	--

Questioning

It's important for teachers to ask questions that encourage student thinking and problem solving. Questioning is a great way to get students to think. Asking the students - 'who? what? when? why? where? how? - pulls them into a lesson and gets all students to participate. Bloom's Taxonomy provides a questioning structure that addresses various levels of students' intellectual abilities.

Bloom's Taxonomy

1. Knowledge: Ability to recognize, recall, and state facts, terms, basic concepts, and answers.
2. Comprehension: Ability to understand concepts at a very basic level.
3. Applications: Ability to apply learned knowledge in a particular concrete manner.
4. Analysis: The ability to understand concepts by breaking those concepts into component parts.
5. Synthesis: Ability to assemble elements or parts into a whole.
6. Evaluation: The ability to evaluate or judge the value of concepts, materials, or ideas.

Student/Teacher Proximity

Students are less likely to misbehave when you are moving about the classroom. Stand at the front of the room, move around the room when the students are working on an assignment and while you are presenting the lesson, and stand at the back of the room when showing a video.

Respect Students

Remember that each student is a person deserving to be treated with kindness and respect regardless of his/ her language, social training, culture, personal circumstances, etc. Students respect an adult who can respect them. One way to show respect for the students is to respect yourself and your role as a substitute teacher. When a student observes a substitute who sits at the desk reading a paper, texting on their phone, falling asleep, or refusing to help the students, they lose respect for that substitute. It sends a message to them ---'If you don't care, why should I?' "Adults do not have to follow the rules." Keep this thought in mind --**Would you want to be a student in your class?**

Staying In Control

It is extremely important for the substitute teacher not to lose his or her temper or lose control of his/her emotions. Substitutes must model appropriate behavior even under highly stressful situations. When teachers lose self-control, it becomes more difficult to make proper decisions and to retain the respect of students. When teachers lose self-control, their behavior often becomes the focus of attention rather than the student's behavior. **The most important behavior you need to control is your own.**

Follow the Teacher's Rules and Consequences

It is wise to let the class know that you are aware of the teacher's rules and consequences by going over them before you start teaching the lesson. Remember to be fair, firm and consistent. Students will know if you reprimand one student for an infraction but did not reprimand another student for the same infraction. Also, remember not to punish the whole class

because a few students misbehaved. This only teaches the behaving students that it is not important to follow the rules since all will be punished any way.

Positive Reinforcement

Students, like adults, respond better to positive reinforcement than to sarcasm and negative comments or discipline. Praising desired behavior is much more effective than punishing undesired behavior (i.e., if a student keeps turning around in his/her seat to talk to a student behind them, praise a neighboring student for working quietly on his/her assignment without talking to others and give them a reward.)

Pick Your Battles: Most behavior problems are inconsequential, meaning it does not harm another student or disrupt the whole class. Spending a great deal of time on inconsequential behavior is what disrupts the whole class. Minor unacceptable student behaviors are often best dealt with by using a technique known as extinction (ignoring minor negative behavior so it is not reinforced by providing desired attention). This technique usually results in minor unacceptable student behavior disappearing.

In some cases it may be appropriate to isolate a student from other students, due to a pattern of consistent disruptive behavior. Remember that the teacher needs to maintain visual contact and the ability to directly supervise all students.

Arguing With Students: Students should not be allowed to argue with the substitute in front of other students or to publicly challenge the substitute's authority. Remember that it takes two people to argue.

Dignifying Students: Students will generally accept fair and reasonable rules and consequences when they know that the substitute is genuinely concerned about their well being. Students must not be singled out or used as an example. When a substitute has had to repeatedly or strongly correct a student, it is important that before the student leaves for the day, that the substitute reinforces with the student that he/she cares about them, believes in them, and sincerely wants what is best for them. Substitutes need to use role model terms such as please, thank you, excuse me, I'm sorry, etc.

Listen Before You Discipline: It is important to listen carefully to students and to consider their point of view before taking disciplinary action. Listening to students is particularly important when there is a situation where the teacher may not have all the information. The process of listening will not only assist the teacher in making proper decisions but will often result in a teachable moment for that student.

Seating Charts: The ability to call students by name is a very powerful tool in classroom management. The use of a seating chart can be invaluable in helping the substitute teacher to call students by their names.

Communicate The Significance of Learning: Minimize the time spent on procedural matters. The substitute teacher must always require students' attention and participation. Students must be allowed, when appropriate, to provide feedback about their work. Remember to always provide closure at the end of class.

Ignore behaviors at first: Students may just be asking a neighbor a simple question. If problems persist, then start with a positive reminder. Making eye contact can sometimes be a reminder to students that you have an idea they are causing a problem. Making eye contact or moving close to the student can stop problems very quickly.

Proximity is a strategy that is effective for good classroom management. Moving around the room will help keep all students involved in the lesson. Often moving to students who are causing problems will get them to stop acting inappropriately. When you are close to the students, you can also see if they are struggling with the assignment and may need some help from you.

Relocating students may be done but should only be done if other requests to stop the undesired action fail. Asking students to change seat locations may be disruptive and challenging.

Private conferences or talking one-on-one to students is a good option for disruptive students. Never degrade or intimidate students when disciplining. Always follow the teacher's rules and consequences.

Common sense should be used anytime you are working with students. Make all consequences fit the infraction and remember to be fair and consistent with all students.

Exercise self control by always being in control. As the adult in the classroom, the substitute is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions or judgments. Remember that most often the behavior you have to control is your own.

Discipline

- Be fair, firm and consistent when working with students. Review the seating charts (if any) and identify the student helpers.
- Refer all severe disciplinary problems to the principal or person in charge. Review the teacher's notes regarding specific students (e.g., special education, individual health problems, and behavior problems).
- Aim to make eight positive comments to one negative comment when dealing with the students.
- Try to refrain from sitting at the teacher's desk when students are present. Moving around the classroom is one of the most effective means of maintaining classroom control.
- Begin instruction immediately.
- Make the problem student your helper.
- Stand at the back of the line when taking your students to recess, lunch, etc.
- Stand in the back of the room when showing a film.
- Visit our website for Current FBISD Substitute Information and visit STEDI.org for newsletters

Preschool Program for Children with Disabilities (PPCD): A half-day preschool program for 3-5 year olds with a variety of developmental delays affecting communication, motor, and pre-academic learning skills. PPCD classes typically have 8-10 students and one classroom assistant.

Resource Room Program: Students in grades K-12 receive part-time special education instruction on an individual or small-group basis to support their advancement in the general education curriculum. Students may come to the Resource Room from their general education classrooms for supplemental instruction, pre-teaching or reviewing vocabulary, modified assessments, or general assistance.

Co-Teaching: Co-teaching allows the student to remain in the general education classroom with a special education teacher supporting the student, clarifying directions and modifying curriculum as stated in the child's Individualized Education Program (IEP).

Life Skills Program: Self-contained moderate/severe special education classrooms for students with a variety of moderate to severe disabilities. The majority of the student's instruction is in a setting outside the general education classroom. Instruction in pre-academic, basic academic, social, and behavioral skills is provided on an individual and small-group basis. Students assigned to these classes are often mainstreamed on a part-time basis into general education classes. These classrooms typically have 10-12 students and one or more classroom assistants.

Functional Living and Independent Teaching (FLITE) Program: Self-contained severe/profound special education classrooms for students with a variety of severe-profound disabilities that receive the majority of their instruction in a setting outside the general education classroom. Instruction in functional academics, communication, and independent living skills is provided on an individual and small-group basis. Students may require assistance with personal care and mobility, which may require lifting or physical support. Students assigned to these classes often mainstream on a part-time basis with an assistant or teacher into general education classes. These classrooms typically have 6-10 students and one or more classroom assistants.

Adaptive Behavior Class (ABC): Self-contained classrooms for students with Autism who require a high degree of structure in their school program. Students receive individual and small group instruction in a setting outside the general education classroom. Instruction in pre-academic, academic, functional, communication, social, behavioral, and independent living skills is provided on an individual and small-group basis. Students assigned to these classrooms mainstream into general education classes and environments, when appropriate. These classrooms typically have 6-8 students and one or more classroom assistants.

Behavior Intervention Class (BIC): Students with emotional and behavioral disabilities receive instruction in a setting outside of the general education classroom and are provided special education supports within general education classrooms, as appropriate. Specialized instruction in academic, social, and behavioral skills is provided on an individual and small-group basis. These classrooms typically have 8-10 students and one or more classroom assistants.

Regional Day School Program for the Deaf (RDSPD): Students who are deaf or hard of hearing may receive the support of sign language interpreters within their general education classes. Specialized instruction may be provided on an individual or small group basis in the RDSPD classroom to support their advancement in the general curriculum and increase sign language skills. These classrooms typically have 6-8 students and one or more sign language interpreters.

Procedures for Licensed Registered Nurse Substitutes

Administrative:

1. Know the principal's and assistant principal's name.
2. Be certain you know how to dial out on the school telephone; also know the school phone and fax numbers.
3. Wear your substitute name badge showing Nurse RN.
4. Locate the Health Services Substitute yellow binder.
5. Remember that all health information is confidential. Be sensitive to the fact that others are listening including your elementary students.
6. Familiarize yourself with the major health concerns of the school. These are listed in the yellow binder.
7. Obtain the keys to the medicine cabinets and remember that the cabinets must stay locked unless you are administering medicine. The exception is the inhaler and epipen cabinet which may be left unlocked during the day for easy access in an emergency but it differs per campus. The keys must be kept on your person at all times and need to be placed in a safe place at the end of the day.
8. Keep in mind the 6 Rights when administering any medication:
 - i. Right person
 - ii. Right medication
 - iii. Right time
 - iv. Right amount
 - v. Right route
 - vi. Right documentation
9. Check the medication log to see which medications are to be given on a regular basis and locate the student if he/she does not report to the clinic. If a child routinely receives medicine, it is essential for his/her functioning in the school setting and must be administered on time each day.
10. Remember that you **MUST** have written physician orders to administer any long-term prescription medicine: **NO** exceptions. If this problem occurs, call the Student Support Services office at 281.634.1228; 832.647.8745 or call the neighboring campus school nurse for advice. Board Policy FFCA (Local) states:

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below. Only nurses and other employees who have received orientation, instruction, and supervised practice from the school nurse are authorized to administer to students:

- i. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
 - ii. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
11. Remember that you must have written instructions from the parent/guardian to administer any over-the-counter medication. The medication can only be given according to the directions on the label. If a parents wants a larger dose to be given than is instructed on the label, a physician's order must be provided.
 12. All medications should be in their original containers. No medication in baggies, etc, can be given. New medications and refills should be counted and recorded on the medication log. Controlled medication (Ritalin, Dexedrine, Adderal, etc.) must be counted every day with another person at the end of the day before you leave.
 13. Find out if any field trips are planned for the day or the next day, as medication may need to be prepared. If you are unsure of what needs to be done to prepare for the field trip or what is to be sent with the teachers, call a neighboring nurse or the Lead Nurse.

Clinic Procedures

14. Identify the first-aid bag. Know the location of the AED (Automatic External Defibrillator). The names of staff trained in CPR/AED can be located in the yellow binder.
15. Ask an administrator or secretary if issues other than health-related ones need to be identified (example: custody issues)
16. All emergencies are seen first.
17. Students may lie down for 20-30 minutes. After that time, they must either return to class or you must call the parent to pick them up from school.
18. At the elementary level, if you send a student home, a parent/guardian or emergency contact must sign the student out in the office. At the secondary level, check with a secretary or administrator as to the policy for that school and for students over 18.
19. For all bumps on the head/head injuries:
 - The student should be observed for at least 20 minutes in the clinic
 - The parent should be notified.
 - A Head Injury Form should be completed and sent home.
 - An Accident Form should be completed only if a Doctor's care is anticipated or needed.
 - All students with head injuries need to return to the clinic after two hours for evaluation.
20. Keep health notes on each child who comes to the clinic. This includes signing the Medication Log for any medication administered (on SNAP).
21. If you have questions or concerns, call Student Support Services at 281.634.1228 or a neighboring school nurse.

FREQUENTLY ASKED QUESTIONS

Please read this section before contacting the Substitute Office.

Q. What are the Substitute Office hours, and contact information?

A. The Substitute Office hours are 7:00 am – 4:30 pm.

Diana.Rodriguez2@fortbendisd.com - 281.634.1287 from 7:00 a.m. to 3:30 p.m. or

Cannell.Tyson@fortbendisd.com - 281.634.8778 from 8:00 a.m. to 4:30 p.m.

Substitutes@fortbendisd.com

Q. When can I begin substituting?

A. After you are officially hired as a substitute teacher and you have received your welcome email. Attendance at a Substitute Orientation does not guarantee hire. You are not an official employee until you have an employee ID and you can log into both the Aesop system and into My Self Serve. Substitute teachers must attend a three-hour substitute orientation, complete and submit new hire paperwork including fingerprinting. Once applicable new hire paperwork is received, the substitute teacher will receive a welcome mail with PeopleSoft Employee ID# and Aesop log in information. The “Welcome Letter” is generally received 7-10 days after the substitute orientation if all paperwork is received. The “Welcome Letter” you are an official employee of FBISD. Once you receive the, “Welcome Letter” the substitute can register with the Aesop web/calling system to start accepting jobs. (Please keep your PIN# number confidential.) Refer to this Substitute Handbook for detailed instructions on using Aesop.

Q. How do I find out what jobs are available?

A. Aesop will call you from 5:00 AM to 12:00 PM for jobs for that day. It will also call you between the hours of 5:30 PM – 9:30 PM for future jobs. After the schools and teachers get to know you, they may ask for your User ID (your phone number with the area code), so they can request you in Aesop. You may also view available jobs on Aesop, which is highly encouraged. Always ensure that you received a confirmation number for any job you agree to take. If the job is prearranged with a teacher, please confirm the assignment in Aesop and get your confirmation number. **You will not be paid for any job without having the confirmation number.**

Q. What do I do when I arrive at the school?

A. Before you leave for the school, verify your assignment information in Aesop. As soon as you arrive at the school, please sign in with the staff assigned to substitutes and give them your confirmation number. If you were not given confirmation # - you do NOT have the assignment. Ask for the substitute folder. Inside the folder are lesson plans, seating charts and emergency plans.

Q. What do I do if my substitute status changes?

A. You can call Aesop at any time to update your changes in your availability. If you must make changes to your substitute profile (add/remove campuses), you can do this in Aesop. If you want to be removed from the substitute list, please send an email to Diane and/or Cannell. You will not be able to request monies from your 457 Plan until we receive and process your resignation letter.

Q. How will I know how I’m doing as a substitute?

A. Principals and teachers can complete a Special Report form to let us know if you are doing a great job or if there is a problem. We will email you a letter informing you of the problem(s) and provide you directives to follow in order to continue substituting. Substitutes are subject to Progressive Discipline. Please refer to the section called Progressive Discipline in this handbook for more information.

Q. If I reject a job for a particular day, will Aesop quit calling me for that day?

A. No. Aesop may still call you for other jobs if it matches your campus information you entered or if you are a preferred substitute for a certain campus or teacher.

Q. Can an employee assign me to, or request me for, his/her absence?

A. Yes. If an employee prearranges with you to substitute for them, they will enter the absence in Aesop as a prearranged substitute. Aesop will list a confirmation number that proves you have been entered by the teacher as their substitute. It is your responsibility to ensure you have a confirmation number before you go to the assignment. If the teacher forgets to note in Aesop they prearranged for a substitute, then the system will call out and the substitute who accepts the job and receives the confirmation number is the one who remains on the campus and is paid for the assignment. If you arrived at the campus without a confirmation number, you will not be paid unless we locate a different assignment for you. This is why it is important for substitutes to check their assignment in the system before leaving home.

Q. How can I be in a teacher assignment when I did not accept nor agree to take the assignment?

A. The teacher can automatically assign you to the assignment without first confirming with you, please contact the campus staff that handles substitutes and advise them of what has occurred since this is not standard procedure.

Q. What should I do if AESOP calls me for an assignment in the summer months when “school” is not in session?

A. Do not accept the assignment; what occurs at times is that there are teachers at campuses that work during the summer months and when creating the teacher may forget to enter “no substitute required” for the absence.

Q. As a substitute am I allowed to work in the summer?

A. No, only full-time employees are allowed to work during the summer months in summer school.

Q. What if the days I am available to work changes from week to week?

A. You can change this information yourself in Aesop. Refer to the instructions listed in this substitute handbook for detailed information on making changes.

Q. Can I call Aesop and listen for jobs?

A. Yes. We would like for you to be proactive in looking for and accepting jobs. Job hunting can be done 24 hours a day, seven days a week. You may use the phone or web to do this.

Q. How many jobs must I work to remain active as a substitute?

A. We prefer our substitutes work at least 2 days a week when jobs are available. We have unfilled jobs every day. However, if you do not work for three months and did not make yourself “unavailable” in the sub system during that time, it may result in your removal from the Sub System. Once removed, you will need to reapply to the District.

Q. If I reject or cancel jobs, will I be automatically removed from the substitute list?

A. Aesop will still call you for other jobs if you meet the criteria. However, we do monitor the activity of cancelled jobs. If we identify a pattern of cancellations, we will contact you in order to review the reasons for cancellation. This could result in your removal from the substitute list. If you cancel a job within 12 hours of the start time, Aesop will create an automatic Non-Work Day and you will not be able to search or accept jobs for that same time frame.

Q. What is the difference between marking myself “Unavailable” and “Do Not Call”?

A. *Do Not Call* means that Aesop will not call your telephone to offer any jobs during the call-out period. It does not mean that you are not available to work. You can still call into Aesop or go online to search for jobs.

- *Unavailable* means that Aesop will not offer you any jobs for the day or during the date range that you have entered. It does not mean that you are not taking calls for future dates. Aesop may still call you during the evening callout period to offer work for a future date. Example: If you say that you are unavailable on Monday, Aesop will not offer you a job for Monday but it may call you Monday evening to offer you future jobs.

Q. Do I need to remember my confirmation number?

A. Yes. The confirmation number is your assurance that Aesop has registered your acceptance of the job. You will also need this number if you need to cancel the job. Each job is given a unique number so carry your printed job assignment

and number with you to the campus. Remember that if two substitutes show up for the same job, the substitute with proof of the confirmation number will be granted the assignment.

Q. Can I cancel a previously accepted job in the event of an emergency?

A. Yes. If you are canceling a job within 24 hours of the start time of the job, you must call the school and inform them. If it is after school hours, leave a voice message. To cancel a job within 12 hours of the start time, you **MUST** call the school to inform them and the system will generate a Non-Work Day. Always try to cancel your jobs as early as possible, so a new substitute can accept the position. You can cancel a job up to one hour before the start time, but the school **MUST** be notified.

Q. Will I ever be offered jobs on campuses I did not request?

A. You may be called for jobs outside your stated campuses if a special request for you is made or to fill last minute unfilled jobs. Aesop calls out in this order:

- 1) Teacher preference list
- 2) Campus preference list
- 3) District preference list

Q. Does Aesop call on the weekends?

A. Aesop will not call on Saturday. Aesop will call on Sunday night for Monday and Tuesday absences.

Q. Do I call the Sub Office if I need directions to a campus?

A. No. It is your responsibility to print out a map or get directions before you go to the campus. We suggest you also put the campus phone number on the map should you have problems finding the school. Often campus staff is familiar with the area and can give you more detailed directions if you are lost.

Q. When I became a substitute, I did not have a teaching certificate but now I've passed my content area TExES exam. Can I start to receive the certified daily pay rate?

A. No. To receive the certified daily pay rate, you must hold a valid Texas teaching certificate Probationary, Standard, Lifetime/Provisional. If you are in an Alternative Certification Program (ACP), you must pass your content area(s) and pedagogy exams **AND** receive a Probationary certificate from SBEC. It is your responsibility to notify us when you receive your Texas certificate. *Certification must be viewable in SBEC in order to receive the higher rate. Important: It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.). This new rate will go into effect the pay period following the date certification can be viewed in SBEC. We will not retro pay.

Q. I have a valid out-of-state teaching certificate? Will I receive the certified daily pay rate?

A. No. Only holders of a Texas teaching certificate receive the certified daily pay rate. Once you have your out-of-state certificate evaluated by SBEC and you receive your one-year Texas certificate, you can receive the certified daily rate. It is your responsibility to notify us when you receive your one-year certificate. . *Certification must be viewable in SBEC in order to receive the higher rate. Important: It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.). This new rate will go into effect the pay period following the date certification can be viewed in SBEC. We will not retro pay.

Q. I just started substituting after I finished student teaching. I have passed my content area exam and PPR exam? Will I receive the certified daily pay rate?

A. No. We need a copy of your official transcripts with your degree posted, since you will finish student teaching before you receive your degree. Once we have the degreed transcripts and see that SBEC has recommended you for a Standard teaching certificate, we can pay you the certified daily rate. It is your responsibility to notify us when you are recommended for your Standard certificate and/or to let us know when you submitted a copy of your degreed transcripts.

*Certification must be viewable in SBEC in order to receive the higher rate. Important: It is the substitute's responsibility to know what their certification covers (Example: Gen 4-8 would not cover P.E.). This new rate will go into effect the pay period following the date certification can be viewed in SBEC. We will not retro pay.

Q. I am a retired Texas teacher, can I take long-term assignments?

A. That depends on the type of long-term assignment. You can take a long-term assignment for an absent employee but you **cannot substitute in a vacant position**. Retirees should carefully review all requirements that apply to long-term temporary work. If the retiree's work is not in compliance with TRS requirements, TRS could revoke your retirement entirely or you could 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 their benefits.

Employees that have retired from TRS should ask the principal or campus representative if the long-term assignment is for a current employee or for an employee who resigned or separated from the District. It is the retiree's responsibility to understand and follow the guidelines for returning to work after they retire. You can contact TRS at www.trs.state.tx.us or view the online document pertaining to employment after retirement at http://www.trs.state.tx.us/benefits/documents/employment_after_retirement.pdf. and/or call 1(800)223-8778. **For TRS purposes, a substitute is a person who serves on a temporary basis in the place of a current employee and NOT in a vacant position.**

Q. I am working in a long-term assignment and need to take a day off, what is the process for requesting time off?

A. The Substitute Office's expectation is that a substitute may not have more than two (2) absences during a long term assignment. However, if there are extenuating circumstances, the substitute must consult with the substitute representative on the campus who will then contact the HR Administrator. Failure to notify the campus and the HR Administrator in advance or exceeding the allowed two (2) absences could result in the long term assignment being cancelled and the substitute not receiving full compensation. Any decision regarding the number of absences approved will be made by the HR Administrator, in conjunction with the campus administrator. If you have a pay rate of \$95/120 or \$85/120 for the assignment you are in and have an approved absence within the first ten consecutive full days, you will not receive the higher rate of \$120 until you have worked a total of 10 consecutive full days. Mondays and Fridays absences are hard to fill; thus your request to take one of these days off will not be approved unless it is an emergency.

Q. I am working in a long-term assignment and the principal wants me to have computer/email access. What do I need to do?

A. Substitutes in a long-term assignment over 10 consecutive full days receive computer/email access. Once the Sub Office receives the principal's Substitute Recommendation Form (SRF), the assignment information will be updated in the system and you will be granted computer and email access. The SRF request is generally processed within a few business days. It is imperative for HR to know about the long-term assignment at the beginning of the assignment to avoid delays with computer and email access.

Q. I need to update my address/phone number and last name due to a recent marriage. How do I get these changed in Aesop?

A. Please update your online substitute application. Your application should always have your current contact information - phone numbers, address, email. You also need to change your address and phone number through My Self Serve (page 10). You must complete a Name Change Form in the Human Resources Department and bring the appropriate documentation (marriage license, divorce papers, etc.)

Q. I accepted a job through Aesop and have a confirmation number. However, when I arrived at the campus, the teacher was there but forgot to cancel her assignment. What do I do?

A. The campus will offer you an unfilled assignment on the same campus upon your arrival, if available. You will need to accept the new assignment or choose to go home without pay. You may also log back into or call Aesop (once the campus has taken you out of the assignment) to search for unfilled jobs on other campuses. If this situation happens to you more than once, then please call and discuss the situation with the HR Administrator. Please be aware that teachers can cancel an absence up to two hours before school starts and a campus verifier can cancel a job any time prior to the start time. It is your responsibility to make sure the status of your confirmed job is still active before you are in route to the campus. If

you choose to leave the campus without pay or to look for an assignment on another campus, please ask the campus verifier to take you out of the absence before you leave the campus.

Q. I have a form from TRS for buying back years; who fills this out?

A. The form gets filled out by the Payroll Department supervisor.

Q. I need to get a letter from the District verifying employment; who do I contact?

A. Please call 281-634-1270 and the receptionist in Human Resources can assist you. Please keep in mind that there may be a 48 hour turn-around time.

Q. Can substitutes attend District staff development?

A. If you are in a long term assignment, a campus administrator may request approval for you to take staff development or provide campus staff development as required by the assignment you are in.

Q. If I am an Intervention Specialist and my contract has ended, can I begin to substitute teach?

A. In order to work as a substitute the campus that you worked at as an Intervention Specialist must submit a “change form” to the Human Resource Department moving your position form Intervention Specialist to Substitute Teacher. Once that form is received and entered into the system, you will begin to receive substitute teaching assignment phone calls from our Aesop system.

HELPFUL HINT

Put your Aesop PIN number in your cell phone!
Do not delete your “Welcome Letter”

Approved Revised
FBISD
A Global Tomorrow
2013-2014 Calendar

August
 15, 16 District Professional Development
 19-22 .. Campus Professional Development/District Focus
 23 Teacher Work Day
 26 First Day of Classes

September
 2 Holiday/Labor Day
 27 Holiday/Fort Bend County Fair Day

October
 3 Elem Parent Conf. & Early Release
 18 End of Nine Week Period

November
 25 -29 Holiday/Thanksgiving Break

December
 17 -20 Exams
 19, 20 Early Release - MS/HS students only
 20 End of First Semester
 23 -31 Holiday/Winter Break

January
 1 - 3 Holiday/Winter Break
 6 Campus Staff Development/Student Holiday
 7 District Staff Development/Student Holiday
 8 First Day of Classes 2nd Semester
 20 Holiday/Martin L. King Day

February
 12 Elem Parent Conf. & Early Release

March
 10 -14 Holiday/Spring Break
 21 End of Nine Week Period

April
 18 Holiday/Good Friday

May
 26 Holiday/Memorial Day

June
 2-5 Exams
 4 Early Release - MS/HS Students only
 5 Last Student Day
 Early Release - All Students
 Teacher Work Day
 6, 7 Graduation
 (Pending Toyota Center availability based on NBA Playoff Schedule)

July
 4 Independence Day

- District Professional Development
(14 Hours Mandatory PD Gold Standard)
- Campus Professional Development Day
- Campus Professional Development/District Focus
- Parent Teacher Conference
- Holiday
- ▼ Teacher Work Day
- End of Nine Week Period
- ◆ First Day of Semester
- Last Day of Semester
- ✦ Graduation
- Exams

Student	1st	2nd	Sem	3rd	4th	Sem	Total
Days	38	40	78	47	52	99	177

In the event that severe weather causes the closing of schools, and the school district is required to make up the missed day(s), the district will choose the most appropriate and timely day(s) from designated holidays to use as a make-up day(s).

S	M	T	W	T	F	S
August 2013						
				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

S	M	T	W	T	F	S
September 2013						
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					

S	M	T	W	T	F	S
October 2013						
			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	

S	M	T	W	T	F	S
November 2013						
				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

S	M	T	W	T	F	S
December 2013						
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				

S	M	T	W	T	F	S
January 2014						
			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	

S	M	T	W	T	F	S
February 2014						
						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	

S	M	T	W	T	F	S
March 2014						
						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					

S	M	T	W	T	F	S
April 2014						
			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		

S	M	T	W	T	F	S
May 2014						
				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

S	M	T	W	T	F	S
June 2014						
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					

S	M	T	W	T	F	S
July 2014						
				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

Cultural and Religious Observances of Families in FBISD can be accessed on the Anti-Defamation League website www.adl.org/education/calendar_of_observances.asp or the Interfaith Calendar website at www.interfaithcalendar.org.



Quick Reference Guide

Evacuations & Lockdowns

EVACUATION

Fire / Explosion / Smell of Smoke /
Gas Odor / Bomb Threat

- When you hear the fire alarm or other emergency announcement, begin campus building evacuation and student accountability procedures.
 - If needed, pre-assign additional personnel to help with special needs students.
 - Instruct students to calmly leave the building.
 - Check room for any suspicious items.
 - Take class roster, go kit and emergency status cards with you.
 - Make sure classroom door is closed and preferably unlocked.
- Assemble class at assigned evacuation location.
 - Take roll to account for all students.
 - If all students are accounted for, hold **GREEN** status card up.
 - Hold up **RED** status card if you cannot account for all students, have a medical emergency, or have noted something suspicious.
 - Don't let any students leave.
- Follow instructions given by campus administrator.
 - Do not re-enter building until directed by the campus administrator.
- If relocation is necessary, account for all the students before they get on the bus and again when they get to the new location.

REVERSE EVACUATION

(For use when conditions inside are safer than outside)

When the announcement is made:

- Move students and staff inside as quickly as possible.
- Assist those needing special assistances.
- Report to classroom.
- Check for injuries.
- Make sure all students are accounted for.

LOCKDOWN (Interior and Exterior)

Intruder / Weapon / Hostage / Active Shooter / Hostile Individual /
Criminal Activity / Dangerous Animal

- A campus administrator will announce *Lockdown*.
 - If anyone hears or sees a situation that requires lockdown, immediately begin procedures and call the front office to report the emergency.
 - Get all students out of hallways and into classrooms.
 - Lock classroom doors and turn off lights.
 - Make sure all windows are locked and blinds are closed.
- If you cannot lock classroom door:
 - Take students to the neighboring classroom that can be locked.
 - Join that class and follow teacher's instruction.
- Keep students quiet and out of view. If necessary, cover door window.
- Take roll to account for all students.
- If students are accounted for post **GREEN** status card in door window.
- Post **RED** status card in door window if you cannot account for all students, have a medical emergency, or have noted something suspicious.
 - If there is no door window, slide the card under the door into the hallway.
- Keep students silent and calm.
 - Do not let any students leave.
- Phones (including cell phones) are not to be used unless communicating critical information to front office.
- Remain in locked classrooms until campus administrator announces lockdown is over.

If confronted by a suspicious person, be courteous and confident. **Keep a distance** between yourself and the individual and **avoid confrontation**. Provide law enforcement with as much detail as possible about incident. Quickly and specifically, follow law enforcement instructions.

If students are outside the building, supervising staff should move them to the nearest room within the building or to a portable and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated a safe distance off campus and the police and / or campus administrator notified of their whereabouts as soon as possible.



Quick Reference Guide

Evacuations & Lockdowns

SHELTER IN PLACE

Hazardous chemical spill outside building

1. Announcement will be made to initiate *Shelter In Place* procedures.
2. If time and situation permits, bring portable building occupants into main building. If instructed, move class to pre-designated safe area.
3. Check hallways and bring students into classrooms.
4. Shut down HVAC systems.
5. Take class roll to account for all students and initiate student accountability procedures using status cards:
 - If all students are accounted for post **GREEN** status card in door window.
 - Post **RED** status card in door window if you cannot account for all students or have a medical emergency.
 - If there is no door window, slide the card under the door into hallway.
6. Do not let any students leave.
7. Follow instructions given by campus administrator.
8. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.

SEVERE WEATHER

1. Announcement will be made to initiate campus severe weather procedures:
 - Based on the severity of storm and current weather conditions, portable building occupants will be instructed to move inside building.
 - If instructed, move to pre-designated safe area.
2. Follow instructions given by the campus administrator.
3. If time permits move students to pre-designated safe areas:
 - The designated areas should be on the ground floor and at least 30 feet from exterior windows and glass doors.
 - Avoid gyms or large areas with high walls and roofs.
 - Students should quickly drop to the floor and cover their heads with their arms and hands.
4. If moving to pre-designated area is not possible, students and staff can duck and take cover under their desks, away from exterior windows.

5. Maintain control, keeping students as calm and quiet as possible.

6. Do not let any students leave.

DROP, COVER AND HOLD

(For use when there is an imminent danger to building or immediate surroundings)

Drop: To floor, take cover under nearby desk or table away from windows.

Cover: Your eyes by leaning your face against your arms.

Hold: On to the table or desk legs, and maintain present location/ position.

- Assist those needing assistance.
- Wait for further instructions.

MEDICAL EMERGENCIES

1. Check the scene for safety:
CHECK the ill or injured person.

CHECK the scene:

- a. Is it safe?
- b. What happened?
- c. How many people are involved?
- d. Is anyone else available to help?

CHECK for life-threatening condition such as:

- a. Unconsciousness
- b. No breathing, or trouble breathing
- c. No signs of life (breathing or movement)
- d. Severe bleeding

2. Notify 911, when appropriate (preferably on land line when possible for confirmation of location), and notify your school nurse, campus police and administrator. Tell them the nature of the emergency.

You may designate a by-stander to call for you. Be sure they understand what information is to be shared. Assign someone to direct EMS to the victim's location.

3. CARE for the ill or injured person. Do not move the victim unless it is absolutely necessary for their safety or to determine if they are breathing. Care for breathing emergencies first, severe bleeding second.

After School Hours

Follow the above protocol with the exception that the school will not be called. Be sure to notify the school nurse the next day of the incident.

Fort Bend ISD campus location information:

Be proactive and review the location of the campus prior to leaving for your assignment.

Refer to the instructions below;

Go to the Fort Bend ISD homepage at

www.fortbendisd.com

Scroll down, on the left hand side click on “Attendance Zone”

Click on “Attendance Boundary Maps”

Locate the campus and click on “Google Map” as listed below; it will provide you with the specific location of the school/address/main school phone#

To view school attendance zones by address please use the link to the right.



Elementary School Zone Maps

Middle School Zone Maps

High School Zone Maps

Armstrong



[Google Map](#), [Printable Version](#)

Baines



[Google Map](#), [Printable Version](#)

Austin High School

[Google Map](#), [Printable Version](#)

CAMPUS INFORMATION

High Schools

Austin 3434 Pheasant Creek Drive Sugar Land, TX 77498 281-634-2000	Kempner 14777 Voss Road Sugar Land, TX 77498 281-634-2300	Specialized Schools
Bush 6707 FM 1464 Richmond, TX 77469 281-634-6060	Marshall 1220 Buffalo Run Missouri City, TX 77489 281-634-6630	Progressive HS 1555 Independence Blvd. Missouri City, TX 77489 281-634-2900
Clements 4200 Elkins Drive Sugar Land, TX 77479 281-634-2150	Ridge Point 500 Waters Lake Blvd. Missouri City, TX 77459 281-327-5200	Technical Education Center 540 Dulles Ave. Sugar Land, TX 77478 281-634-5671
Dulles 550 Dulles Ave Sugar Land, TX 77478 281-634-5600	Travis 11111 Harlem Road Richmond, TX 77469 281-634-7000	M.R. Wood 138 Ave F Sugar Land, TX 77498 281-634-3320
Elkins 7007 Knights Court Missouri City, TX 77459 281-634-2600	Willowridge 16301 Chimney Rock Houston, TX 77053 281-634-2450	Ferndell Henry 7447 FM 251 Rd. Rosharon, TX 77583 281-327-6000
Hightower 3333 Hurricane Lane Missouri City, TX 77459 281-634-5240		JJAEP 400 Coen Rd Arcola, TX 77583 281-431-3430

Middle Schools

Baines 9000 Sienna Ranch Rd. Missouri City, TX 77459 281-634-6870	First Colony 3225 Austin Parkway Sugar Land, TX 77479 281-634-3240	Lake Olympia 3100 Lake Olympia Pkwy Missouri City, TX 77459 281-634-3520	Sartartia 8125 Homeward Way Sugar Land, TX 77479 281-634-6310
Bowie 700 Plantation Drive Richmond, Texas 77406 281-327-6200	Fort Settlement 5440 Elkins Road Sugar Land, TX 77479 281-634-6440	McAuliffe 16650 S. Post Oak Houston, TX 77053 281-634-3360	Sugar Land 321 Seventh Street Sugar Land, TX 77498 281-634-3080
Crockett 19001 Beechnut Richmond, TX 77469 281-634-6380	Garcia 18550 Old Richmond Rd. Sugar Land, TX 77498 281-634-3160	Missouri City 202 Martin Lane Missouri City, TX 77459 281-634-3440	
Dulles 500 Dulles Ave Sugar Land, TX 77478 281-634-5750	Hodges Bend 16510 Bissonnet Houston, TX 77083 281-634-3000	Quail Valley 3019 FM 1092 Missouri City, TX 77459 281-634-3600	

Elementary Schools

<p>Armstrong 3440 Independence Blvd Missouri City, TX 77459 281-634-9410</p>	<p>Colony Meadows 4510 Sweetwater Blvd Sugar Land, TX 77479 281-634-4120</p>	<p>Goodman 1100 W. Sycamore Fresno, TX 77545 281-634-5985</p>
<p>Austin Parkway 4400 Austin Parkway Sugar Land, TX 77479 281-634-4001</p>	<p>Commonwealth 4909 Commonwealth Blvd. Sugar Land, TX 77479 281-634-5120</p>	<p>Heritage Rose 636 Glendale Lakes Dr. Rosharon, TX 77583 281-327-5400</p>
<p>Barrington Place 2100 Squire Dobbins Drive Sugar Land, TX 77478 281-634-4040</p>	<p>Cornerstone 1800 Chatham Ave. Sugar Land, TX 77479 281-634-6400</p>	<p>Highlands 2022 Colonist Park Sugar Land, TX 77478 281-634-4160</p>
<p>Blue Ridge 6241 McHard Road Houston, TX 77053 281-634-4520</p>	<p>Drabek 11325 Lake Woodbridge Dr. Sugar Land, TX 77498 281-634-6570</p>	<p>Holley 16655 Bissonnet Houston, TX 77083 281-634-3850</p>
<p>Brazos Bend 621 Cunningham Creek Blvd. Sugar Land, TX 77479 281-634-5180</p>	<p>Dulles 630 Dulles Avenue Sugar Land, TX 77478 281-634-5830</p>	<p>Hunters Glen 695 Independence Blvd Missouri City, TX 77489 281-634-4640</p>
<p>Briargate 15817 Blue Ridge Road Missouri City, TX 77489 281-634-4560</p>	<p>E. A. Jones 302 Martin Lane Missouri City, TX 77489 281-634-4960</p>	<p>Jordan 17800 West Oaks Village Dr. Richmond, TX 77469 281-634-2800</p>
<p>Burton 1625 Hunter Green Lane Fresno, TX 77489 281-634-5080</p>	<p>Fleming 14850 Bissonnet Houston, TX 77083 281-634-4600</p>	<p>Lakeview 314 Lakeview Drive Sugar Land, TX 77498 281-634-4200</p>
<p>Colony Bend 2720 Planters Street Sugar Land, TX 77479 281-634-4080</p>	<p>Glover 1510 Columbia Blue Dr. Missouri City, TX 77489 281-634-4920</p>	<p>Lantern Lane 3323 Mission Valley Drive Missouri City, TX 77459 281-634-4680</p>

Lexington Creek 2335 Dulles Avenue Missouri City, TX 77459 281-634-5000	Palmer 4208 Crow Valley Drive Missouri City, TX 77459 281-634-4760	Schiff 7400 Discovery Lane Missouri City, TX 77459 281-634-9450
Meadows 12037 Pender Lane Meadows Place, TX 77477 281-634-4720	Pecan Grove 3330 Old South Drive Richmond, TX 77469 281-634-4800	Seguin 7817 Grand Mission Blvd Richmond, TX 77407 281-634-9850
Mission Bend 16200 Beechnut Houston, TX 77083 281-634-4240	Quail Valley 3500 Quail Village Dr. Missouri City, TX 77459 281-634-5040	Settlers Way 3015 Settlers Way Drive Sugar Land, TX 77479 281-634-4360
Mission Glen 16053 Mission Glen Houston, TX 77083 281-634-4280	Ridgegate 6015 West Ridgeway Drive Houston, TX 77053 281-634-4840	Sienna Crossing 10011 Steep Bank Trace Missouri City, TX 77459 281-634-3680
Mission West 7325 Clodine-Reddick Road Houston, TX 77083 281-634-4320	Ridgemont 4910 Raven Ridge Drive Houston, TX 77053 281-634-4880	Sugar Mill 13707 Jess Pirtle Sugar Land, TX 77498 281-634-4440
Oakland 4455 Waterside Estates Dr. Richmond, TX 77469 281-634-3730	Rosa Parks 19101 Chimney Rock Road Fresno, TX 77545 281-634-6390	Townwest 13927 Old Richmond Road Sugar Land, TX 77498 281-634-4480
Oyster Creek 16425 Mellow Oaks Lane Sugar Land, TX 77498 281-634-5910	Scanlan Oaks 9000 Camp Sienna Trail Missouri City, TX 77459 281-634-3950	Walker Station 6200 Homeward Way Blvd. Sugar Land, TX 77479 2 81-634-4400

Aesop

The Aesop system allows you to proactively fill your schedule by web or phone. Substitutes can call in toll free at 1-800-942-3767 or log in at www.FrontlineK12.com/Aesop.

With Aesop, you can not only plan your schedule ahead of time, you can also choose Non-Work Days, specify school preferences, and adjust call times to fit your schedule. You can also review your work history and receive phone and email notifications of available jobs.

Aesop will notify you of available jobs for which you qualify. You may be able to view jobs days, weeks, or even months in advance. Aesop can alert you through phone. You can then choose to accept or reject assignments. Aesop will notify a substitute in a long term assignment if the assignment has changed through email services. The notification for long term substitute's changes will be sent to your Distract email account.

NOTE: You are not able to do anything in Aesop until you receive your "Welcome Letter" (sample below) which will be sent to your personal email address listed on your online application. Your Welcome Letter will contain your PeopleSoft/Employee ID number, your Aesop ID # (your 10 digit home or cell phone number is your AESOP ID), and your Aesop PIN#. New substitute hires, allow 7-10 business days to receive your Welcome Letter via email. *Save your email for future reference.*

To: Your personal email address

Date: 12/12/2012

Subject: Welcome

Message:

Dear John Doe,

Welcome to Fort Bend Independent School District, your PeopleSoft Employee ID # is 100000.

We have the pleasure of notifying you that Fort Bend ISD is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Aesop, utilizes both the telephone and the Internet to assist you in locating jobs in this school district.

The Aesop system is available 24 hours a day, 7 days a week. Aesop uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Aesop on the internet at <http://www.frontlinek12.com/aesop>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
2. You may interact with the Aesop system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
3. Aesop will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Aesop service may call for substitutes: 5:00:00 AM - 11:59:00 AM in the morning and 5:30:00 PM - 9:30:00 PM in the evening.

If you would like to change your phone number, you will only be able to do it through My Self Serve (please refer to page 10 of your Substitute handbook. Once you make change, please give the system 24 hours to load into Aesop).

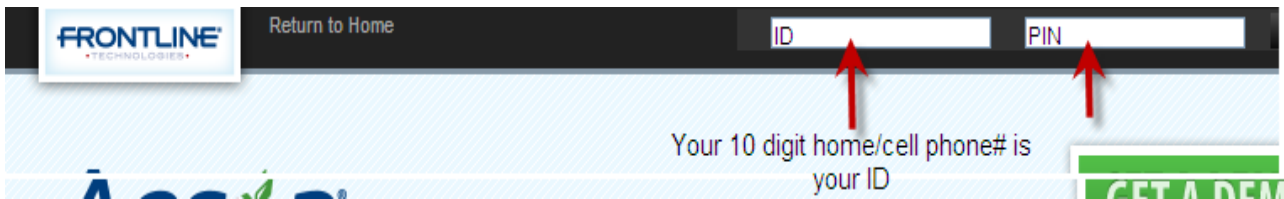
Important Notes:

* In order to access the Aesop system, you will need to enter your Aesop ID and PIN numbers as follows:

Aesop login ID Number 1234567890
PIN Number 12345

AESOP ID will be your 10 digit
phone/cell#

HELPFUL HINT: Place your PeopleSoft Employee ID # and your PIN# in your Cell phone.



Aesop User License Agreement

The first time you log into Aesop you will have to agree to the terms of use. Please read through the terms and click the "I Agree" button at the bottom of the page. You will not be able to access Aesop online without agreeing to these terms.

Good Morning, David Caughill

Before using the system further, please accept the following End User License Agreement

AESOP® USER LICENSE AGREEMENT

THIS AESOP® USER LICENSE AGREEMENT ("Agreement") is made for the benefit of FRONTLINE PLACEMENT TECHNOLOGIES, INC., a Pennsylvania business corporation ("Frontline"), by YOU, the person who indicates your acceptance of the terms of this Agreement by indicating your agreement to the terms and conditions of this Agreement when prompted ("User").

RECITALS

WHEREAS, Frontline provides its clients with a subscription to its proprietary product, Aesop®, which allows its clients to access Aesop® for the purpose of automating substitute employee placement;

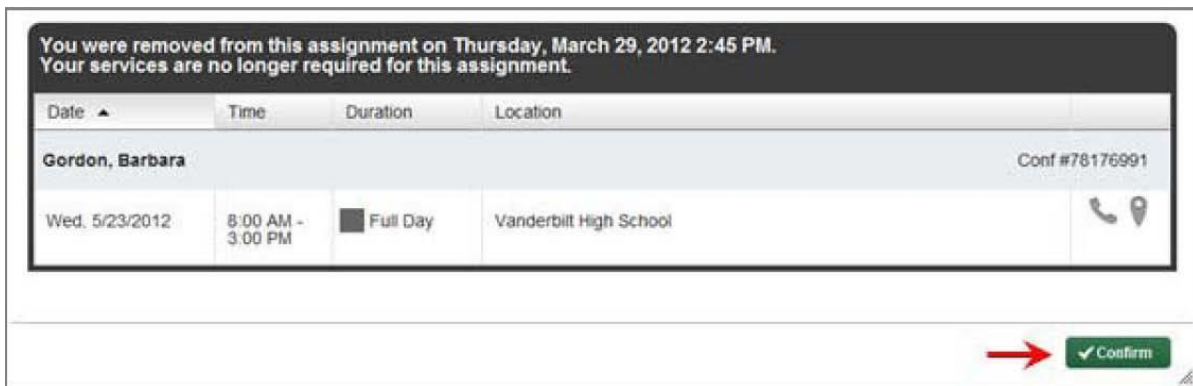
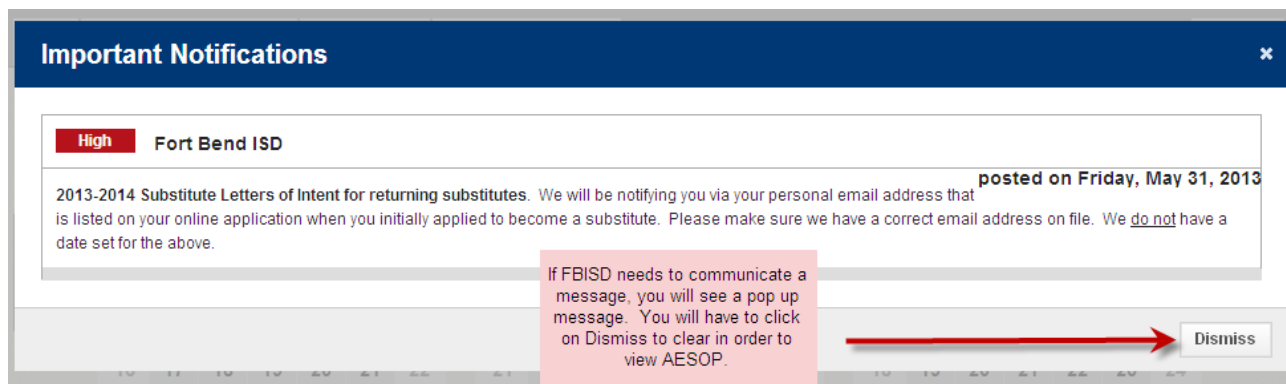
Aesop Home Page

Once you have logged into Aesop you will be taken to your home page. You may initially get a couple of pop-ups of your important notifications. There are two types of notifications you can receive.

Notifications

Web Alerts - These are alerts that have been created by your district for substitutes to see. They can contain important general information that may be useful to you. Once you have read the alerts you can click the **Dismiss** button to move on. These web alerts can be revisited at any time from your website.

Confirmations - You also may receive notifications that you need to confirm. The example below is a notification that the sub has been removed from a job and their services are no longer needed. These notifications are very important and must be confirmed before you can move on to your home page.



Once you have dismissed or confirmed all of your notifications you will be able to view your home page.



Top Bar

At the very top of your home page you will see the black bar listed below with four different buttons you can elect.



Your Name - Clicking on your name will take you to the Preferences tab where you can change your personal information and PIN and other settings. (**NOTE:** Disregard email address listed, this will be for long term substitutes in assignments over 10 days or more.)

Available Jobs - The number of current available jobs in which you qualify and you are available to sub in will be displayed in the green box.

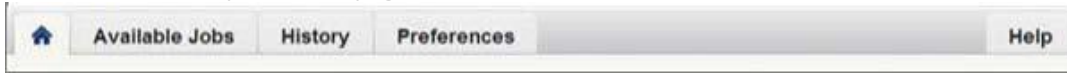
Clicking on this option will bring you to the available jobs tab where you will see a list of the available jobs.

Notifications - The number of notifications (web alerts) you have will be displayed in the green circle. Clicking on this option bring up a list of your current web alerts.

Logout - Clicking the Logout option will log you out of Aesop.

Main Tabs

The next section of your home page is the Main Tabs.



Home Tab - The tab with the blue house icon is your home tab. You can click this tab from anywhere in the website to be taken back to the home page.

Available Jobs – Will list all of the current available jobs in which you qualify for.

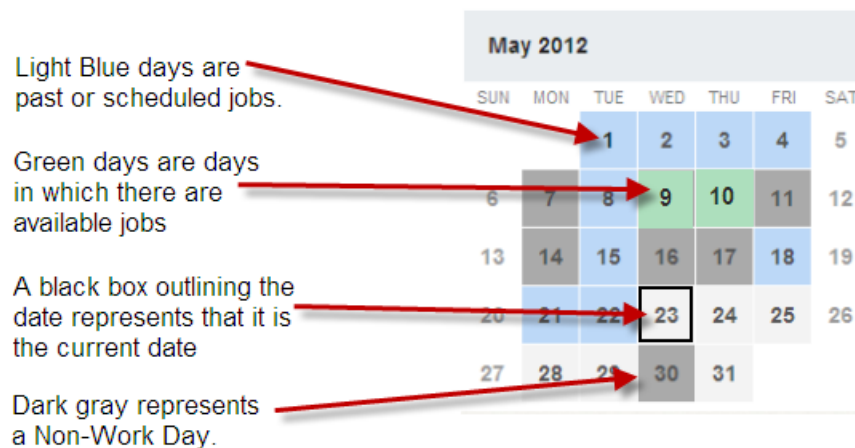
History - Will list all of the assignments that you have worked in and all non-work days you have had.

Preferences – You will be able to change some of your personal information, PIN, preferred schools to work at, and call times.

Help - You can find the **User Guide** as well as the contact information for your district's Aesop Administrator.

Calendar

Below the Main Tabs is your Calendar. The Calendar is color coded to show the different types of days.



Light Blue days are past or scheduled jobs.

Green days are days in which there are available jobs

A black box outlining the date represents that it is the current date

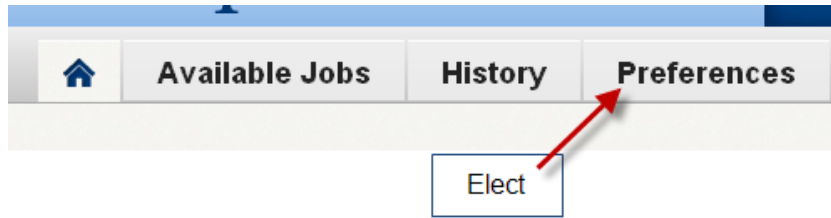
Dark gray represents a Non-Work Day.

May 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
		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		

Use the back and forward arrows on either side of the calendar to view other months.



Making Modifications to your AESOP Personal Profile



Personal Info Tab

Personal Info	John Doe			Long Term subs in assignments for over 10 days or more will have an FBISD email address. The Substitute Office communicates via your email address located on your Online Substitute Application. Please keep it updated.	Personalize your AESOP calls times
Change Pin	Name	Phone	Email	Address	
Schools	Fort Bend ISD			Specify Call Times	
Call Times	John Doe	(281) 111-1111	MySelfServe@fortbendis.com		
District List					

NOTE: You cannot change your *phone number* in Aesop. To change your *phone number* please log on My Self Serve. Change will take effect overnight when PeopleSoft files get uploaded into Aesop. Your *new phone number* will be your new Aesop Login ID.

For Security purposes we cannot have personal email addresses listed in Aesop. The Substitute Office will communicate with you via email listed on your Substitute Online Application.

Change PIN Tab

On Friday, May 17, Aesop showed
229,964 TEACHER ABSENCES

TRY IT FREE >>

Home
Available Jobs
History
Preferences
Help

- Personal Info
- Change Pin
- Schools
- Call Times
- District List

Change your Pin

Old Pin:

New Pin:

Confirm New Pin:

Clear Form
Apply

Clicking on Preference Tab allows modifications to the tabs listed on the left

Make sure that when you make any modifications to click on Apply

Choosing your Preferred Schools

The screenshot shows a web interface for selecting preferred schools. On the left is a sidebar with menu items: 'Personal Info', 'Change Pin', 'Schools' (highlighted), 'Call Times', and 'District List'. The main area is titled 'Schools' and contains a message box: 'You are able to elect campuses you prefer or do not prefer to sub for, but you cannot choose the subjects.' Below this are two radio buttons: 'Show me assignments at the schools selected below.' (selected) and 'I don't want to see assignments at the schools selected below.' To the right are 'Cancel' and 'Save' buttons. A 'Select' dropdown menu is set to 'All'. A list of schools and departments follows, with 'FORT BEND ISD' checked and highlighted by a red arrow. Other items include 'ACCOUNTABILITY', 'ACCOUNTABILITY & ORG DEV', 'ADMINISTRATION BUILDING', 'ADMINISTRATION BUILDING ANNEX', 'ADMINISTRATION-SUPERINTENDENT', and 'APPLICATION DEV & MAINTENANCE'. A second red arrow points to the 'Save' button. A text box explains: 'To view assignments for the entire District, you would enter a check mark here. Please be aware that as a substitute, you cannot work in any department as a sub aside from campuses, with the exception of administrative subs.'

- BARBARA JORDAN ELEMENTARY
- BARRINGTON PLACE ELEMENTARY
- BILLY BAINES MIDDLE SCHOOL
- BLUE RIDGE ELEMENTARY

Elect campuses by entering check marks; the green SAVE button will appear on the top right of the screen once you have entered the check mark(s). Make sure you click on the green SAVE button once you are done.

Choose what times you prefer AESOP to call

Please note the Fort Bend ISD call out times; click on Edit if you choose to change the times.

If you do not want AESOP to call, elect "No". Electing "No" does not mean you will not sub. If you decide later to receive AESOP calls, you can elect "Yes"

Accept phone calls for available jobs? Yes No

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Fort Bend ISD							
Morning							
No Calls	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	5:00 AM - 11:59 AM	No Calls
Evening							
5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	5:30 PM - 9:30 PM	No Calls	No Calls
My Preferences							
No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls	No Calls
Edit	Edit	Edit	Edit	Edit	Edit	Edit	Edit

Use the above menu to make Modifications

AESOP call times for the days listed above

Working in two or more school districts that have AESOP

If you are going to sub in 2 school districts, once you log into AESOP you will see the pop up below. You will have to create a PIN# in order to access both school districts. Click on the green button.

Additional Districts

We think we found you in the following districts.

Houston, TX

Creating a multiple district pin allows you to unite your Aesop access for all of the districts for which you work.

Save your PIN# in your cell phone.

Click on this

Maybe Later

Job Tabs

In the center of your home page will be your Job Tabs. They are located beneath the Calendar.



Available Jobs - Will allow you to view current available jobs. The number in parenthesis represents how many available jobs there are.

Scheduled Jobs - List the currently scheduled jobs you have already accepted. The number in parenthesis represents the number of currently scheduled jobs.

Past Jobs – Will list your job history for the past 30 days. The number in parenthesis represents the number of past jobs in the last 30 days.

Non Work Days – A list of your upcoming Non Work Days, also your Non Work Days for the past 30 days. You can also create Non Work Days from here. The number in parenthesis represents upcoming non work days and non work days from up to 30 days in the past.

Available Jobs

The screenshot displays the Aesop job portal interface. At the top, the user is logged in as JOHN DOE with 85 Available Jobs and 0 Notifications. A banner for 'A NEW LOOK for Aesop!' is visible. The main navigation includes 'Available Jobs', 'History', 'Preferences', and 'Help'. Below this are three calendar views for May, June, and July 2012. A red callout box points to the calendar with the text 'Find Available Jobs by clicking any of these'. Below the calendar is a summary bar showing 2 Available Jobs, 4 Scheduled Jobs, 8 Past Jobs, and 17 Non Work Days. The job list below shows two available jobs: 'MICKEY MOUSE' (TEACHER SPECIAL EDUCATION) and 'MINNIE MOUSE' (TEACHER VOCATIONAL 188).

Date	Time	Duration	Location	Actions
MICKEY MOUSE TEACHER SPECIAL EDUCATION				
Wed, 5/9/2012	7:00 AM - 3:00 PM	Full Day	FIRST ELEMENTARY SCHOOL	Reject Accept
MINNIE MOUSE TEACHER VOCATIONAL 188				
Wed, 5/9/2012 - Thu, 5/10/2012	7:00 AM - 3:00 PM	Full Day	FIRST HIGH SCHOOL	Reject See Details

Job Details

Once in Available Jobs you can view all the details of the job (Teacher name/title, job date, job time, location, etc...) without having to go to another screen.

Accepting or rejecting with a single click, but there are other job details you can view as well.

The screenshot shows a calendar at the top and a list of job listings below. Callouts provide the following information:

- Phone icon:** Phone icon will show you the campus phone number.
- Orange ball icon:** Click on the Orange ball icon and it will open a new window showing a Google Map for this campus.
- Notes icon:** View Notes - You can view Teacher's notes. OR if it's a vacancy you can see the subject.
- Multi-Day Job icon:** Multi-Day Job - Advises you that this assignment is for multiple days. Click See Details to show all dates and times for this assignment.

Date	Time	Duration	Location	Reject	Accept
SNOWWHITE AIDE SPECIAL ED SEVERE				<input type="checkbox"/>	<input type="checkbox"/>
Thu, 5/10/2012	7:00 AM - 3:00 PM	Full Day		<input type="checkbox"/>	<input type="checkbox"/>
MICKY MOUSE TEACHER HS SCIENCE				<input type="checkbox"/>	<input type="checkbox"/>
Thu, 5/10/2012	7:00 AM - 3:00 PM	Full Day		<input type="checkbox"/>	<input type="checkbox"/>
MINNIE MOUSE TEACHER HS CHORAL MUSIC				<input type="checkbox"/>	<input type="checkbox"/>
Thu, 5/10/2012 - Fri, 5/11/2012	7:00 AM - 3:00 PM	Full Day		<input type="checkbox"/>	<input type="checkbox"/>

Accepting or Rejecting a Job

Reject

To reject a job all you have to do is click the Reject button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

Smith, Matt 3rd Grade Teacher

Mon, 4/30/2012 8:00 AM - 3:00 PM Full Day Sawyer Elementary School

Reject **Accept**

Accept

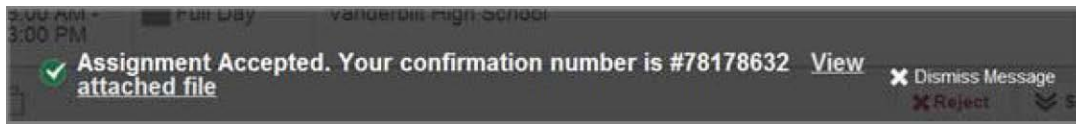
To accept a job, click the green Accept button.

Barnes, Matt Science Teacher

Wed, 4/18/2012 7:45 AM - 4:45 PM Full Day Dell Middle School

Reject **Accept**

Once you have accepted the job you will receive a pop-up at the top of your screen with the confirmation number. If there is a file attached to the absence you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. You can dismiss it by clicking the "X" next to Dismiss Message.



Once you have a confirmation number you know that the job is yours and no other sub will be able to accept this job.

Schedule Jobs

These are in light blue boxes

Scheduled Jobs tab shows future assignments that you accepted or were assigned to you by teacher/campus

You are able to **Cancel** any assignment you have previously accepted up to 1 hour before assignment starts.
NOTE: if you cancel assignment within 24 hours before start time, you **MUST** contact campus to let them know. If you cancel assignment within 12 hours of the start time, Aesop will automatically create a Non-Work Day and you will not be able to search for jobs for that same time frame.

This icon will show all Scheduled Jobs. Teachers are able to attach files to their absences. Click on this icon to view.

Date	Time	Duration	Location	Conf #	Cancel
CINDERELLA QUEENS Report to: Main Office	TEACHER SPEECH/DRAMA	Full Day	FIRST	00000001	Cancel
Tue, 5/15/2012	8:10 AM - 4:10 PM				
MARY DOE Report to: Main Office	TEACHER KINDERGARTEN	Full Day	FIRST ELEMENTARY	00000032	Cancel
Fri, 5/18/2012	7:45 AM - 3:45 PM				

NOTE: Aesop will give you a warning when you cancel an absence that was scheduled to start within the next 12 hours detailing when you will NOT be able to accept other jobs.

Confirm ✕

Warning: By **cancelling** this job, you will be **precluded** from accepting other jobs on Tue, 5/15/2012 From 11:00 AM to 3:00 PM.

Are you sure you want to cancel Job # 00000001?

✔ You have successfully cancelled assignment # 00000001
 ✕ Dismiss Message

Past Jobs

These are also shown in light blue boxes.

The screenshot shows a web interface with a top navigation bar containing a home icon, 'Available Jobs', 'History', 'Preferences', and 'Help' tabs. The 'History' tab is active. Below the navigation bar are three calendar views: July 2012, August 2012, and September 2012. The August calendar has several dates highlighted in light blue. A red arrow points from the 'History' tab to a pink callout box that says 'Click on History to view your assignments'. Another red arrow points from a white callout box that says 'Click on a date range then scroll down to view the assignments' to the date range selector at the bottom. The date range selector is labeled 'Displaying: 7/1/2012 to 6/5/2013' and includes options: 'Last 60 days', 'Last 90 days', 'Last 120 days', 'This School Year' (which is highlighted in dark blue), 'Last School Year', and 'Custom'. Red arrows point from each of these options to the callout box.

SUN	MON	TUE	WED	THU	FRI	SAT
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				

SUN	MON	TUE	WED	THU	FRI	SAT
			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	

SUN	MON	TUE	WED	THU	FRI	SAT
						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						

Displaying: 7/1/2012 to 6/5/2013

Select a date range: Last 60 days Last 90 days Last 120 days **This School Year** Last School Year Custom

Non Work Days (Add/Remove days)

Navigation: Home, Available Jobs, History, Preferences, Help

Calendars: June 2013, July 2013, August 2013

Bottom Navigation: 0 Available Jobs, 0 Scheduled Jobs, 11 Past Jobs, 0 Non Work Days

Header: 0 Available Jobs, 0 Scheduled Jobs, 11 Past Jobs, 0 Non Work Days

Text: This list shows non-work days for the past 30 days. View more by...

Callout: To Add Non-Work Day, click on

Button: + Add Non-Work Day

Date	Time	Reason
No data to display		

Add Non-Work Day

Date

Repeat For a 1 (one) day, enter date, times and reason. Click save

From All Day

to

Reason

Add Non-Work Day

Date

Repeat every day

Tuesday

Until

From All D

to

Reason

If you are not able to work on a certain day of the week. Click on repeat and enter a dot on the day of the week. Enter times/reason then click on save

Remove a Non Work Day

To cancel a Non-Work Day, just click "Remove."
NOTE: You cannot delete a Non-Work Day that is scheduled for today; or a Non-Work Day generated by the system due to you canceling a job within 12 hours of start time

Date	Time	Reason	Action
Wed, 5/16/2012	All Day		<input type="button" value="Remove"/>
Thu, 5/17/2012	All Day		<input type="button" value="Remove"/>
Fri, 5/18/2012	All Day		<input type="button" value="Remove"/>
Sat, 5/19/2012	All Day		<input type="button" value="Remove"/>

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.

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	Rooms
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 modified.

The following are the details of the job:

```

*****
Job Summary
*****
Starting on           : 01/27/2010
School District      : Eagle Trace High
Title                : Middle English
Teacher              : Romanov, Nicolai
Substitute           : Derby, Brown
Confirmation #       : 43224525
*****
Job Days
*****
School               Date      From    To
-----
Eagle Trace High    01/27/2010  9:00AM  4:00PM

Click the following link to CONFIRM you have received this email.
Clicking will also stop future notification attempts (emails and/or phone calls)
http://www.aesoponline.com/confirmnotification.asp?JOB=117948070D-611985387-04510-55662080C-43224525&w=20


Please do not reply to this system generated message. If you need help or have additional questions, please send an email to
mailto:scaps@ilca.net@onlineplacement.com.

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

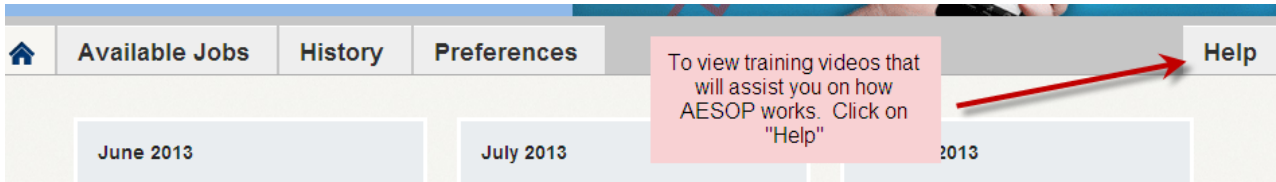
Phone Notification*

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.**

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.

User Guides and Videos



Substitute Help

Documents

- User Guide
- Phone Guide  Español  Français 
- Interactive Home Page Overview

Videos

- Video Tutorial 
- A Phone Call From Aesop

Put your cursor over the words that arrows are pointing to.

Thank you for becoming a Fort Bend ISD substitute teacher.

**Fort Bend Independent School District
Fort Bend ISD 2013 - 2014 Board of Trustees**

Jim Rice	President
Susan Hohnbaum	Vice President
Bruce Albright	Secretary
Grayle James	Assistant Secretary
Jenny Bailey	Member
Dave Rosenthal	Member
Patsy Taylor, Ph.D.	Member

Charles E. Dupre · Superintendent of Schools