

Substitute Teacher Handbook 2011-2012



Carroll Independent School District

3051 Dove Road

Grapevine, Texas 76051

Personnel Services

817-949-8212

Substitute.Teachers@southlakecarroll.edu

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CARROLL

INDEPENDENT SCHOOL DISTRICT



AS DRAGONS, WE VALUE. . .

**EXCELLENCE • RELATIONSHIPS • CHARACTER & INTEGRITY
INNOVATION • OPEN & HONEST COMMUNICATION**

OUR VISION

CREATING AN ENVIRONMENT THAT FOSTERS EXCELLENCE



OUR MISSION

To provide a caring and creative learning environment that promotes excellence, fosters integrity and encourages each student to reach his or her academic, extracurricular and social potential.

DISTRICT GOALS

- Goal #1** Raise the academic challenge and performance of each student
- Goal #2** Ensure quality personnel in all positions
- Goal #3** Provide a school environment supportive of learning
- Goal #4** Effectively manage and further develop financial resources
- Goal #5** Improve public understanding and support of our schools

CARROLL INDEPENDENT SCHOOL DISTRICT
Southlake, Texas
SUBSTITUTE HANDBOOK RECEIPT
2011-2012

PLEASE PRINT

Name: _____

I hereby acknowledge receipt of my personal copy of the Carroll ISD Substitute Handbook. **I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.**

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. In addition, changes to Federal, State, and CISD Board Policy take precedence and supersede information in this handbook.

I understand that I have an obligation to inform the Personnel Department of any changes in personal information, such as phone number, address, or if I wish to be removed from the substitute list. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation.

Signature

Date

FORWARD

The purpose of this handbook is to help you have an understanding of the requirements, policies, and procedures for being a substitute teacher for the Carroll Independent School District.

Carroll ISD, its Board of Education, and professional staff consider substitute teaching an important phase of our total school program. The substitute teacher plays a vital role in upholding the high standards of teaching which we maintain in our school system, therefore, the presence of the substitute teacher must ensure a continuous program of quality instruction for all children. It is one in which you may face new and different situations several times each day and the work is not always easy. Substitute teachers are expected to meet these challenges with personal dedication and sincere, conscientious effort. Substitute teachers are welcome as members of our professional family and are to be treated with consideration, courtesy, and respect by all school personnel, parents, and pupils.

A substitute teacher is one of our most valuable assets at Carroll ISD. Our faculty could not deliver the level of instruction expected by our community without the help and support of dedicated substitute teachers like you. As a substitute teacher, you play an important role in the lives of the students we serve. Our students walk into our classrooms with the expectation that they will experience a quality learning environment.

We expect all of our substitute teachers to report early each day with a positive attitude and willingness to continue the instructional process established by our classroom teachers. We expect our staff to fully support you by providing detailed lesson plans in a manner which will allow you to understand and perform any and all tasks required.

This handbook will provide you with information to help you perform your responsibilities successfully. Please read the information carefully so that you will be able to work within our district policies and have the structure necessary for a positive experience for you and our students.

The information in this handbook is subject to change. Changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, you will be required to accept responsibility for reading and abiding by the changes. In addition, changes to Federal, State, and CISD Board Policy take precedence and supersede information in this handbook.

Please feel free to call upon members of the administrative staff for assistance at any time. Have a great year!

INTRODUCTION
TO
CARROLL ISD

School Contacts & Locations

*Carroll Senior High School (11-12)
1501 W. Southlake Blvd.
Southlake, TX 76092
817-949-5800 FAX 817-949-5858
Mike Rhodes, Principal

Carroll High School (9-10)
800 White Chapel Blvd.
Southlake, TX 76092
817-949-5600 FAX 817-949-5656
P.J. Giamanco, Principal

*Carroll Middle School (7-8)
1800 East Kirkwood Blvd.
Southlake, TX 76092
817-949-5400 FAX 817-949-5454
Matt Miller, Principal

Dawson Middle School (7-8)
400 S. Kimball Ave.
Southlake, TX 76092
817-949-5500 FAX 817-949-5555
Ryan Wilson, Principal

Eubanks Intermediate School (5-6)
500 S. Kimball Ave.
Southlake, TX 76092
817-949-5200 FAX 817-949-5252
Mark Terry, Principal

Durham Intermediate School (5-6)
801 Shady Oaks Drive
Southlake, TX 76092
817-949-5300 FAX 817-949-5353
Debra Moore, Principal

*Carroll Intermediate School
1101 N. Carroll Ave
Southlake, TX 76092
This Campus Closed
(Child Nutrition Services/Diagnosticians Office at CIS)

*Carroll Elementary School (PK-4)
1705 W. Continental Ave.
Southlake, TX 76092
817-949-4300 FAX 817-949-4343
Stacy Wagnon, Principal

Walnut Grove Elementary School (K-4)
2520 N. White Chapel Blvd.
Southlake, TX 76092
817-949-4400 FAX 817-949-4444
Betty McIlvain, Ed.D., Principal

*Johnson Elementary School (K-4)
1301 N. Carroll Ave.
Southlake, TX 76092
817-949-4500 FAX 817-949-4545
Lori Allison, Principal

Old Union Elementary School (K-4)
1050 S. Carroll Ave.
Southlake, TX 76092
817-949-4600 FAX 817-949-4646
Mary Johnston, Ed.D., Principal

*Rockenbaugh Elementary School (PK-4)
301 Byron Nelson Parkway
Southlake, TX 76092
817-949-4700 FAX 817-949-4747
Karen White, Principal

* National Blue Ribbon School

Aquatics Center
1501 W. Southlake Blvd.
Southlake, TX 76092
(817) 949-8200
Fax (817) 949-8208
Bill Christensen
Aquatics Center Manager

Dragon Stadium
1085 S. Kimball Ave.
Southlake, TX 76092
(817) 949-8300
Fax (817) 949-8313
Kevin Ozee
Director of Athletic Services

Transportation Center
1075 S. Kimball Ave.
Southlake, TX 76092
(817) 949-8333
Fax (817) 949-8338
Carol Barnhart
Director of Transportation

Board of Education

Read Ballew, President
Sue Armstrong, Vice President
John Thane, Secretary
Craig Rothmeier • Erin Shoupp
Fred Stovall • Sherri Williams

Carroll ISD Administration Center

3051 Dove Road • Grapevine, TX 76051
(817) 949-8222 • Fax (817) 949-8228

Superintendent's Cabinet

David J. Faltys, Ed.D.
Superintendent

Vacant

Assistant Superintendent for Student Services

Derek Citty, Ed.D.

Assistant Superintendent for Administrative Services

Robb Welch

Assistant Superintendent for Financial Services

Cathy Friar, Ed.D.

Executive Director for Special Programs & Assessment

Darrell Brown

Executive Director for Teaching & Learning Services

Julie Thannum, APR

Executive Director of Communications & Marketing

Kevin Ozee

Director of Athletic Services

CISD Administrative Contacts

Lisa Young

Coordinator for 21st Century Learning & Professional Development

René Moses, Ed.D.

Coordinator for 7-12 Math, Science & Electives

Vacant

Coordinator for K-6 Math, Science & Social Studies

Suzanne Newell

Coordinator for K-12 English, Language Arts & Reading

Gina Peddy

Coordinator for K-12 Gifted/Talented, 7-12 Social Studies

& Advanced Academics

Becci Rollins, Ph.D.

District Coordinator of Counseling

Susan Ebert

Director of Budget & Finance

Elaine Langston, Ph.D.

Director of Personnel Services

Lauren Wurman

Personnel Services Administrator

Chauncey Willingham

Director of Maintenance

Mary Brunig

Director of Child Nutrition Services

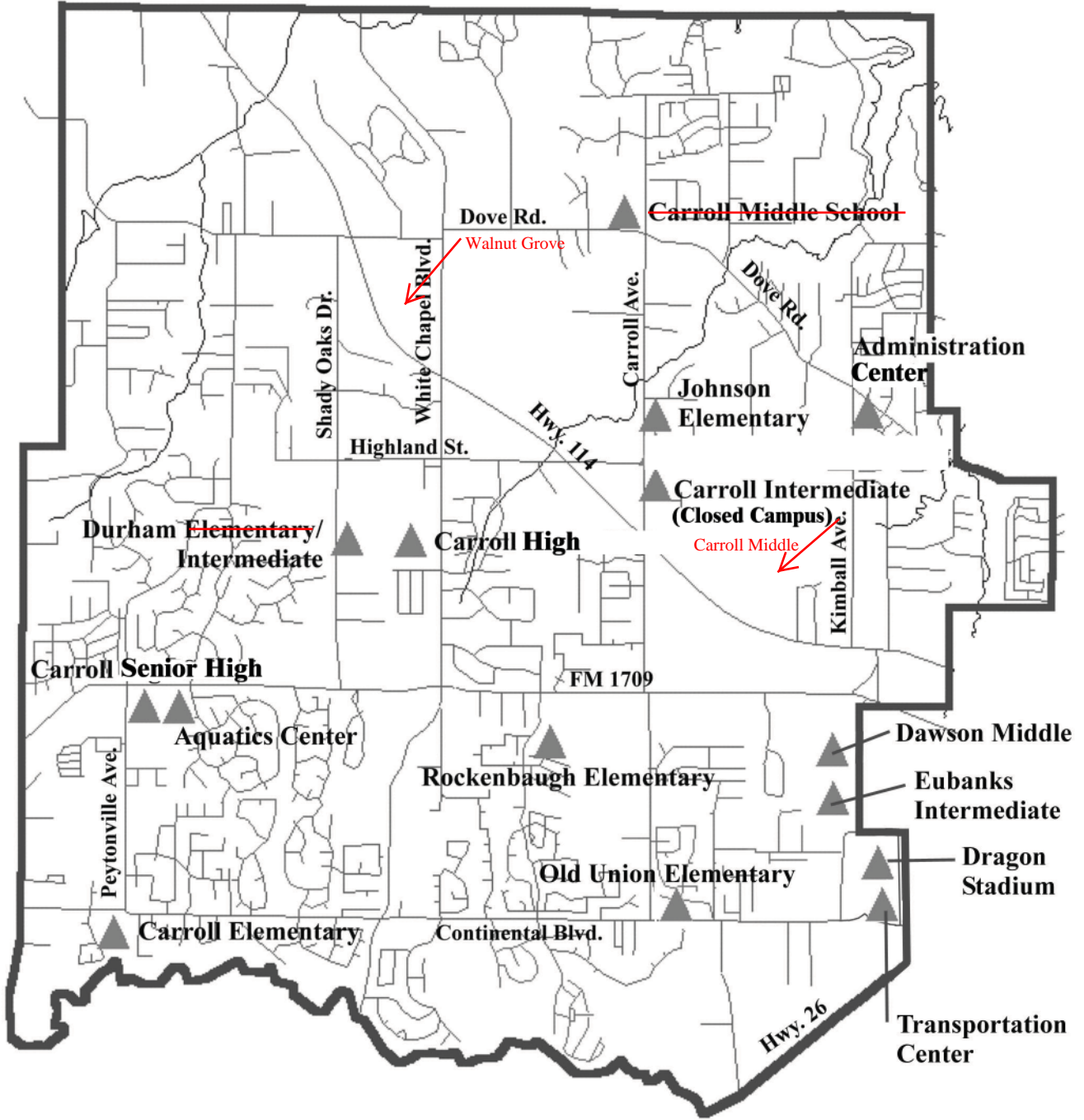
Jayme Rodriguez

Assistant Director of Communications & Marketing

Rick Herrin

Video Webmaster

Carroll ISD Boundary Map



VISIT OUR WEB SITE AT: www.southlakecarroll.edu



SUBSTITUTE CAMPUS COORDINATORS

CES 102	Sara Boehmer/Stacy Jones	817-949-4300
JES 101	Cindy Dumont	817-949-4502
OUES 107	Mary Dominguez	817-949-4605
RES 104	Paula Connor/Sandra Ruiz	817-949-4700
WGES 103	Pam Mason	817-949-4400
DIS 106	Sue Sapp/Kathy Turman	817-949-5300
EIS 108	Misty Valdez	817-949-5200
CMS 041	Traci Bass	817-949-5400
DMS 043	Trilby Lavender	817-949-5500
CHS 003	Sue Seitz	817-949-5600
CSHS 001	Kathy Lochrie	817-949-5801

School Hours

Elementary Schools

Carroll Elementary School	8:00 a.m. to 3:00 p.m.
Johnson Elementary School	8:00 a.m. to 3:00 p.m.
Old Union Elementary School	8:00 a.m. to 3:00 p.m.
Rockenbaugh Elementary School	8:00 a.m. to 3:00 p.m.
Walnut Grove Elementary School	8:00 a.m. to 3:00 p.m.

Intermediate Schools

Durham Intermediate School	8:40 a.m. to 3:40 p.m.
Eubanks Intermediate School	8:40 a.m. to 3:40 p.m.

Middle Schools

Carroll Middle School	8:40 a.m. to 3:40 p.m.
Dawson Middle School	8:40 a.m. to 3:40 p.m.

High School and Senior High School

Carroll High School	8:00 a.m. to 3:21 p.m.
Carroll Senior High School	8:00 a.m. to 3:21 p.m.

Please note: Substitutes need to report to school at least 20 minutes prior to the start of the scheduled bell.



ATHLETIC PASSES

Once you have completed your **fifth substitute assignment** you will be eligible for your athletic pass.

- All athletic passes will be picked up at the Athletic Services Office at Dragon Stadium.
 - 1085 S. Kimball Ave. (817) 949-8300

Athletic Office hours for pass pick-up will be between 8:00am to 12:00p.m. and 1:00pm to 4:30pm Monday through Thursday. Passes will also be available for pick up on non-home game Fridays.

Passes WILL NOT be issued on the following dates due to a home football game:

- **August 19**
- **August 26**
- **September 2**
- **September 23**
- **October 14**
- **October 28**

Please make note of the following guidelines and procedures when using your pass:

1. The pass is valid for general admission seats at any CISD home athletic event, except playoff games, for the substitute and three immediate relatives.
2. If you are bringing guests (immediate relatives) for Dragon Stadium varsity football games, you will need to present your new pass to the Will Call/Pass Window on the home side ticket booth. The Will Call/Pass Window will open at 6:00pm on game nights. You will be issued tickets at the window for your guest's admission.
3. If you are attending a home, varsity football game by yourself, you may enter in any ticket gate and have your bar code for admission. *We will no longer have a "pass gate" and all entry will be through the main ticket gates.
4. ***Please note that passes will not be issued on home game Fridays.***
5. Please note that the complimentary pass is a privilege for our substitutes and any abuse of the pass will result the loss of the pass.

2011-2012 School Calendar

August 2011						
Su	M	Tu	W	Th	F	Sa
	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			

September 2011						
Su	M	Tu	W	Th	F	Sa
				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	

October 2011						
Su	M	Tu	W	Th	F	Sa
						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					

November 2011						
Su	M	Tu	W	Th	F	Sa
		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			

December 2011						
Su	M	Tu	W	Th	F	Sa
				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

January 2012						
Su	M	Tu	W	Th	F	Sa
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				

February 2012						
Su	M	Tu	W	Th	F	Sa
			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			

March 2012						
Su	M	Tu	W	Th	F	Sa
				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

April 2012						
Su	M	Tu	W	Th	F	Sa
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					

May 2012						
Su	M	Tu	W	Th	F	Sa
		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		

June 2012						
Su	M	Tu	W	Th	F	Sa
					G1	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

July 2012						
Su	M	Tu	W	Th	F	Sa
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				

- School Closed
- Early Release Day
- K-4 Aug. 22-26
- K-4 May 31
- 5-12 Jan. 10-12
- 5-12 May 29-31
- First and Last Day of School

- Staff Development
- Staff Workday
- ✈ Bad Weather Days
- { } Beginning of Six Weeks
- } End of Six Weeks
- Days in 1st Semester - 87
- Days in 2nd Semester - 90

- ▲ Semester End - Jan. 12, May 31
- Semester Exams
- New Hire Orientation
- STAAR Testing Days
- G Graduation

Administration Center
 3051 Dove Road
 Grapevine, TX 76051
 817-949-7080
 817-949-7088 FAX
 David J. Faltys, Superintendent

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 relationships
 open & honest communication

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The printing of this calendar made possible through the generosity of Dragon sponsor Roxann Taylor.

RESPONSIBILITIES
OF THE
SUBSTITUTE

Professional Ethics

- Substitutes have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.
- Under no circumstances should a substitute criticize campus employees, except to those in authority, and even then, only when it is in the best interest of the students.
- Substitutes should exercise discretion and good judgment in their attire. No shorts, jeans, halter tops, or flip flops. Extremes should be avoided.
 - Some campuses have spirit day on Fridays. Spirit attire includes jeans and a Carroll ISD shirt. Please call the campus you are substituting at regarding the dress code if you are substituting on a Friday.

General Information for Substitutes

- Substitutes are expected to be on duty the same length of time as the regular teacher. This includes:
 - Arriving at least twenty (20) minutes prior to the start of school
 - Stay twenty (20) minutes after the last bell
 - Covering all duties as assigned (bus duty, lunch duty, etc)
 - **If a substitute is more than fifteen (15) minutes late, the campus has the right to reassign the job. If you will be late, please call the campus substitute coordinator.**
- Park in the visitor parking section at all campuses.
- Upon arriving, report directly to the campus substitute coordinator located in the front office to check in and obtain any instructions or other information needed to carry out the day's duties.
 - Substitute teachers are not given badges.
 - Please have your driver's license on you when you arrive at the school.
- The substitute should not leave the building during the day without checking with the campus substitute coordinator.
- There are no guaranteed conference periods for substitutes. You may be asked to work in another area during that time.
- Do not leave campus early.
- At the end of the day the following should occur:
 - Any materials and equipment borrowed should be returned to the proper authority.
 - A brief summary of the day, which should include details regarding any problems, should be left for the classroom teacher.
 - Before leaving campus, check out with the substitute coordinator.
- Do not plan to have anyone visit you while on duty as a substitute teacher.
- Cell phones should not be used during times of instruction.
- There may be times when you receive a call for a job that has already started. You may accept the job and you should immediately call the campus substitute coordinator to tell them what time to expect you.

Classroom Instruction

- Substitutes are to follow the lesson plans and instructions provided by the teacher.
- Under no circumstances should a substitute take a book or newspaper to read while on duty. Substitutes should be actively monitoring (up and moving around the classroom) the students at all times.
- Substitutes are responsible for the students, equipment, and materials assigned to their care.
- Substitutes are encouraged to review each campus student handbook to become familiar with policies and regulations of the school.
- Substitutes should never physically handle a student or administer corporal punishment.
- If a substitute is having a severe problem with a student or class, the office or an administrator should be contacted immediately.
- Substitutes should never leave a classroom unattended.
- Substitutes should not take pictures of students for personal use.
- At no time, under any circumstances, should students be released from the classroom without official notice from the building principal or campus designee. Any outsider who comes to the classroom for information about a student or asks for a student to be released from school must be directed to the front office. Please follow campus and classroom guidelines in regards to restroom breaks and ill students.
- When any doubt exists regarding the proper procedures to follow in carrying out the duties and responsibilities as a substitute teacher, please ask for assistance from the grade level chairperson, the department chair, or any available administrator.

Classroom Management

- Classroom management can be the most challenging aspect of substitute teaching. These suggestions may be helpful to you.
 - Maintain discipline in the classroom at all times. Each school has a disciplinary procedure, usually clearly posted in each classroom. Should discipline problems occur, follow the discipline plan.
 - Bring with you an attitude of respect for the students.
 - Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
 - Be friendly, firm and consistent.
 - Be sure students understand what is expected of them. Use praise generously and show respect for students.
 - Use vocabulary appropriate to the classroom. Inappropriate language will not be tolerated.
 - Document all instances of inappropriate behavior.

CARROLL ISD POLICIES

CARROLL ISD POLICIES

- **Equal Employment Opportunity** – Carroll ISD does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.
- **Smoking/Tobacco Products** – District policy prohibits the use of tobacco products on school property, as well as at school-sponsored events.
- **Drug-Free Workplace** – The District prohibits the manufacture, distribution, dispensation, possession, or use of a controlled substance, as that term is defined in state and federal law, in the employee workplace or any school-sponsored event.
- **Computers** - Substitutes should not be logged in or using school computers at any time. Failure to follow this guideline may be grounds for dismissal.
- **Public Relations** – All schools within Carroll ISD are operated under the same policies of the Board of Trustees. Differences may exist in the administration of the individual school in carrying out the policies. A substitute teacher is in a position to establish good school-community relationships for the school system and for the individual school in which he/she will be teaching. Reactions to the day's work will often be discussed with non-teaching, as well as teaching friends, and will result in good or poor impressions being made. At all times, we welcome your suggestions as to how we may better the school's services to the substitute and how the substitute can better serve the schools. Suggestions may be made to the Principals of the schools or, if you prefer, to Dr. Elaine Langston, Director of Personnel Services or Lauren Wurman, Personnel Services Administrator. All suggestions will be regarded as confidential.
- **Professional Confidence** – Substitute teachers are expected to keep any information confidential about the school (pupils, teachers, parents, staff and principals) which might be granted while substituting. Please be aware that any discussion of student information is against the Family Education Rights and Privacy Act (FERPA).
- **Removal from Service** – Carroll ISD reserves the right to remove an individual from the substitute list as it deems necessary. This may include individual campuses or the entire district.
- **Substitute Orientation** – All substitutes will complete a substitute orientation. **If a substitute does not fulfill at least 10 jobs during a school year, the substitute will be required to attend another orientation before being reactivated.**
- **Substitute Arrests and Convictions** – A substitute must notify the Office of Personnel Services within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony or an offense involving moral turpitude.
- **Cell Phones** – The State of Texas has banned the use of hand-held communication devices in active school zones.

PAYROLL

PAYROLL

Substitutes will be mailed their checks on the 22nd of each month (except when the 22nd falls on a weekend and in this case, the pay date will be the Friday before the 22nd). Pay dates for 2011-2012 school year is as follows:

Thursday, September 22, 2011
Friday, October 21, 2011
Friday, November 18, 2011
Friday, December 16, 2011
Friday, January 20, 2012
Wednesday, February 22, 2012
Thursday, March 22, 2012
Friday, April 20, 2012
Tuesday, May 22, 2012
Friday, June 22, 2012

- The cut-off day for each pay period will be the last working day of the previous month. Example: You will be paid in October for all jobs worked in September, in November for all jobs worked in October etc.

SUBSTITUTE PAY

<u>Position</u>	<u>Half Day*</u>	<u>Whole Day*</u>	<u>Long Term**</u>
Aide	\$30.00	\$60.00 \$60.00	
Clerical	\$30.00	\$60.00 \$60.00	
Teacher	\$37.50	\$75.00	\$105.00

*WHOLE DAY/HALF DAY GUIDELINES

- Substitutes who work **four (4) hours and 20 minutes or less** will be paid for a half day.
- Substitutes who work **more than four (4) hours and 20 minutes** will be paid for a whole day.

**LONG TERM ASSIGNMENTS

- Long term assignments are **six (6) consecutive weeks or more**.
- Long term aide assignments
 - Paid at regular daily rates
- Long term teacher assignments
 - The substitute must be a certified teacher in the state of Texas.
 - All long term substitutes must be approved by the campus principal.
 - Long term teacher assignments will be paid at \$105.00 per day.

HOW TO APPLY FOR A LONG TERM ASSIGNMENT

- All substitutes who are certified in Texas will automatically be placed on the Long Term Substitute List.
- The campus principal will make the decision regarding the substitute for the position.

Aesop

When you call Aesop

To Review or Change your Personal Information, Press **4**

- To review or change your name recording, Press **1**
- To change your Pin number, Press **2**
- To change your phone number, Press **3**

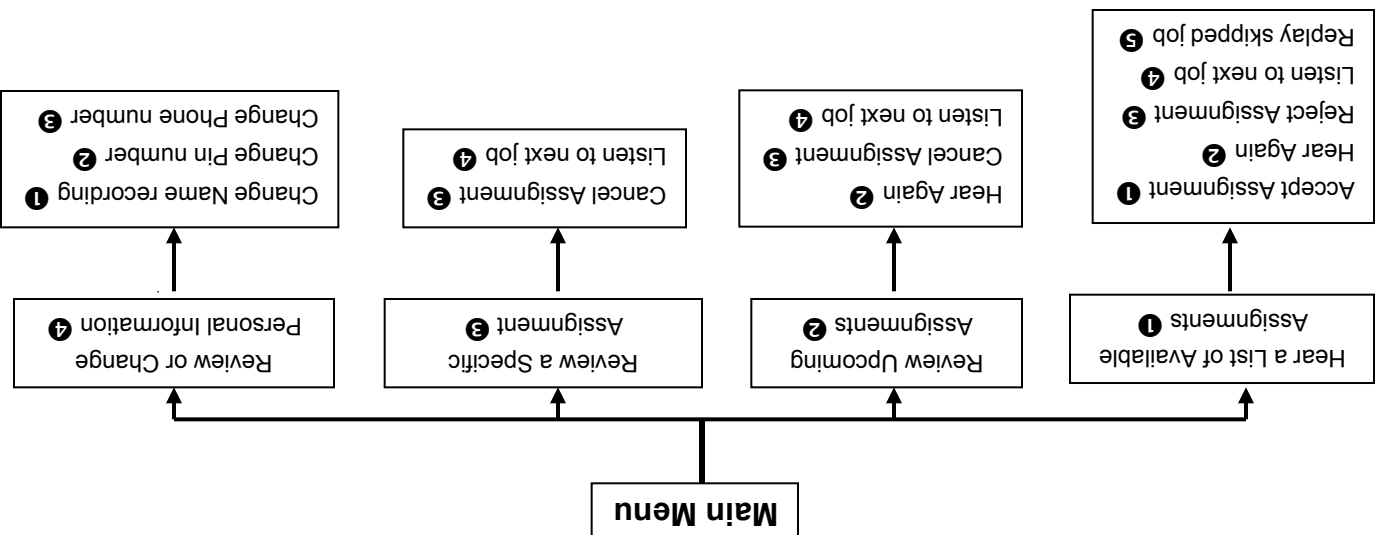
Special Things to Note

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press **2** - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

1.800.942.3767

Aesop Phone Menu at a Glance



19

Phone System Instructions for Substitutes

1.800.942.3767

Learn how to

- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system

FRONTLINE

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www.aesopeducation.com

When Aesop calls you

When you answer the phone, say "Hello" and Aesop will present the following options:


If you are interested in a job, Press **1**

Aesop will play you the School District Name and the School Name.

Enter your Pin number followed by the pound key (#)

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press **1**
- To hear the assignment again, Press **2**
- To reject but allow additional Calls today, Press **3**
- To reject this assignment and prevent additional calls today, Press **4**

 When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

To prevent further calls today, Press **2**

If you are unavailable, Press **3**


To prevent Aesop from ever calling, Press **9**

- If you select this option then Aesop will never call you again.

www.aesopeducation.com

When you call Aesop

1. Dial 1.800.942.3767
2. Enter your **ID number** followed by the pound key (#)
3. Enter your **PIN number** followed by the pound key (#)

 Pressing the star key (*) will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments, Press **1**

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press **1**
- To hear the assignment again, Press **2**
- To reject this assignment and not hear it again, Press **3**
- To listen to the next assignment, Press **4**
- To replay a bypassed assignment, Press **5**
- To return to the Main Menu, Press **6**

 When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

1.800.942.3767

When you call Aesop

To Review or Cancel your Upcoming Assignments, Press **2**

- To review your assignments for the next 7 days, Press **3**
- To return to the previous menu, Press **2**


Aesop will now read off all the details of the assignment.

- To hear this again, Press **2**
- To cancel this assignment , Press **3**
- To listen to the next assignment, Press **4**
- To return to the Main Menu, Press **6**

To Review or Cancel a Specific Assignment, Press **3**

Aesop will ask you to enter the confirmation number.

- To cancel this assignment , Press **3**
- To listen to the next assignment, Press **4**
- To return to the Main Menu, Press **6**

 Please note that some options may not be available to you.

Available 24/7

CARROLL ISD
SEXUAL
HARASSMENT
STATEMENT

SEXUAL HARASSMENT STATEMENT

Sexual Harassment (Employee-to-Employee) – Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. Sexual harassment includes but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently because of their sex, or the seeking of sexual favors.

Sexual Harassment (Employee-to-Student) – Sexual harassment of students include such activities as engaging in sexually-oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would be reasonably constructed as sexual in nature.

Sexual Harassment (Investigations) – The District shall investigate all allegations of sexual harassment and shall take appropriate disciplinary action up to and including termination.

If a substitute has a complaint concerning allegations of sexual harassment, the substitute should file a complaint detailing such claim to:

Dr. Elaine Langston
Director of Personnel Services
Carroll ISD
3051 Dove Road
Grapevine, TX 76051
(817) 949-8218

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

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

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

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

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1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District de-

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signates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Dr. W. Elaine Langston
Position: Director of Personnel Services
Address: 3051 Dove Road, Grapevine, TX 76051
Telephone: (817) 949-8218

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. Cathy Friar
Position: Executive Director of Special Programs and State Assessment
Address: 3051 Dove Road, Grapevine, TX 76051
Telephone: (817) 949-7050

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

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Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

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The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

WORKERS' COMPENSATION

EMPLOYEE NOTICE OF ALLIANCE REQUIREMENTS

Important Contact Information

To locate a provider, go to www.pswca.org.

To contact your adjuster at the TASB Risk Management Fund, visit www.tasbrmf.org or call (800) 482-7276.

Information, Instructions, Rights and Obligations

If you are injured at work, tell your supervisor or employer immediately. The information in this notice will help you to seek medical treatment for your injury. Your employer will also help with any questions about how to get treatment. You may also contact your adjuster at the TASB Risk Management Fund (the Fund) for any questions about treatment for a work related injury. The Fund is your employer's workers' compensation coverage provider and they are working with your employer to ensure you receive timely and appropriate health care. The goal is to return you to work as soon as it is safe to do so.

- **How do I choose a treating doctor?**

If you are hurt at work **and** you live in the Alliance service area, you are required to choose a treating doctor from the provider list. This is required for you to receive coverage of healthcare costs for your work related injury. A provider listing is available through the Alliance website at www.pswca.org and a link to that site is also contained on the Fund's website at www.tasbrmf.org. It identifies providers who are taking new patients.

If your treating doctor leaves the Alliance, we will tell you in writing. You will have the right to choose another treating doctor from the list of Alliance doctors. If your doctor leaves the Alliance and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request that you treat with him or her for an extra **90 days**.

- **What if I live outside the service area?**

If you believe you live outside of the service area, you may request a service area review by calling your adjuster.

- **How do I change treating doctors?**

If you become dissatisfied with your first choice of a treating doctor, you can select an alternate treating doctor from the list of direct contract treating doctors in the service area where you live. The Fund will not deny a choice of an alternate treating doctor. **Before you can change treating doctors a second time, you must obtain permission from your adjuster.**

- **How are treating doctor referrals handled?**

Referrals for health care services that you or your doctor request will be made available on a timely basis as required by your medical condition. Referrals will be made **no later than 21 days** after the request. Your doctor should refer you to another Alliance provider unless it becomes medically necessary to make a referral outside of the Alliance. You do not have to get a referral if you are in need of emergency care.

- **Who pays for the healthcare?**

Alliance providers have agreed to seek payment from the Fund for your health care. They should not request payment from you. If you obtain health care from a doctor who is not in the Alliance without prior approval from your adjuster, you may have to pay for the cost of that care and your income benefits may be disputed. You may treat with medical providers that are **not contracted** with the Alliance only if one of the following situations occurs:

- Emergencies: You should go to the nearest hospital or emergency care facility.
- You do not live within an Alliance service area.
- Your treating doctor refers you to a provider or facility outside of the Alliance. This referral must be approved by your adjuster.

EMPLOYEE NOTICE OF ALLIANCE REQUIREMENTS – PAGE 2

How to File a Complaint

You have the right to file a complaint with the Alliance. You may do this if you are dissatisfied with any aspect of direct contract program operations. This includes a complaint about the program and/or your Alliance doctor. It may also be a general complaint about the Alliance. A complainant can notify the Alliance Grievance Coordinator of a complaint by phone, from the Alliance website www.pswca.org or in writing via mail or fax. Complaints should be forwarded to:

PSWCA (The Alliance)
Attention: Grievance Coordinator
P.O. Box 763
Austin, TX 78767-0763
866-997-7922

A complaint must be filed with the program grievance coordinator **no later than 90 days from the date the issue occurred**. Texas law does not permit the Alliance to retaliate against you if you file a complaint against the program. Nor can the Alliance retaliate if you appeal the decision of the program. The law does not permit the Alliance to retaliate against your treating doctor if he or she files a complaint against the program or appeals the decision of the program on your behalf.

What to do when you are injured on the job

If you are injured while on the job, tell your employer as soon as possible. A list of Alliance treating doctors in your service area may be available from your employer. A complete list of Alliance treating doctors is also available online at www.pswca.org. Or, you may contact us directly at the following address and/or toll-free telephone number:

TASB Risk Management Fund
P.O. Box 2010
Austin, TX 78768
(800) 482-7276

In case of an emergency...

If you are hurt at work and it is a life threatening emergency, you should go to the nearest emergency room. If you are injured at work after normal business hours or while working outside your service area, you should go to the nearest care facility. After you receive emergency care, you may need ongoing care. You will need to select a treating doctor from the Alliance provider list. This list is available online at www.pswca.org. If you do not have internet access call (800) 482-7276 or contact your employer for a list. The doctor you choose will oversee the care you receive for your work related injury. Except for emergency care you must obtain all health care and specialist referrals through your treating doctor.

Emergency care does not need to be approved in advance. "Medical emergency" is defined in Texas laws. It is a medical condition that comes up suddenly with acute symptoms that are severe enough that a reasonable person would believe that you need immediate care or you would be harmed. That harm would include your health or bodily functions being in danger or a loss of function of any body organ or part.

EMPLOYEE NOTICE OF ALLIANCE REQUIREMENTS – PAGE 3

Non-emergency care...

Report your injury to your employer as soon as you can. Select a treating doctor from the Alliance provider list. This list is available online at www.pswca.org. If you do not have internet access, call 800-482-7276 or contact your employer for a list.

Treatments Requiring Advance Approval

Certain treatments or services prescribed by your doctor need to be approved in advance. Your doctor is required to request approval from the TASB Risk Management Fund before the specific treatment or service is provided. For example, you may need to stay more days in the hospital than what was first approved. If so, the added treatment must be approved in advance.

The following non-emergency healthcare treatment requests must be approved in advance:

Inpatient hospital admissions
Outpatient Surgical or ambulatory surgical services
Spinal Surgery
All non-exempted work hardening
All non-exempted work conditioning
Physical or occupational therapy except for the first six (6) visits if those six visits were done within the first 2 weeks immediately following date of injury or date of surgery
Any investigational or experimental service
All psychological testing and psychotherapy
Repeat diagnostic studies greater than \$350.
All durable medical equipment (DME) in excess of \$500
Chronic pain management and interdisciplinary pain rehabilitation
Drugs not included in the TDI Division of Workers' Compensation Formulary
All narcotic medications dispensed greater than 60 days
Any treatment or service that exceeds the Official Disability Guidelines.

The number your doctor must call to request one of these treatments is 800-482-7276, ext. 6654. If a treatment or service request is denied, we will tell you in writing. This written notice will have information about your right to request a reconsideration or appeal of the denied treatment. It will also tell you about your right to request review by an Independent Review Organization through the Texas Department of Insurance.

FINGERPRINTING

Substitute Fingerprinting Information

All substitute teachers must be fingerprinted before they start working.

You will be contacted via email with instructions after orientation.

The 80th Texas Legislature passed Senate Bill 9 (SB 9), which mandated the Texas Education Agency (TEA) to acquire criminal history reports on: (1) all certified educators who are currently employed, (2) all substitutes, and (3) non-certified employees hired after January 1, 2008. In addition, SB 9 created a criminal history clearinghouse to facilitate access to criminal history information and provide updates on any subsequent criminal history activity.

All substitutes will be required to be fingerprinted, **whether or not they are certified**. Even if you have been fingerprinted for other purposes in the past, you will be required to be fingerprinted again in order for the Texas Education Agency to have you in its clearinghouse. The only exception is for those who have been fingerprinted for another school district or for their Texas Teaching Certificate and are already in the criminal history clearinghouse managed by the Texas Education Agency.

SB 9 fingerprinting only has to be completed one time, even if you are substituting in several different districts. However, remember that even if you have been fingerprinted for other purposes in the past, you will have to be fingerprinted in compliance with the SB 9 requirements.

All substitutes will be required to pay for their fingerprinting. The district will **not** reimburse for fingerprinting expenses.

If you are a certified teacher or paraprofessional:

You must register on-line with TEA to get your FAST Pass and will pay at that time. The cost is **\$42.25 payable to TEA and must be paid via credit card** (included in this is a \$2.00 fee assessed by Texas On-line as a result of the credit card transaction). If you do not have a credit card, it is the district's understanding that you can purchase pre-paid Visa or MasterCard check cards at local retailers such as Wal-Mart and grocery stores. At the time of your appointment at an L-1 facility, you will be required to pay **\$9.95 via check or money order to L-1**.

If you are not certified:

You will be required to pay **\$50.20 via check or money order** at the time of your fingerprinting appointment with L-1.

If you are certified:

Certified substitutes will need to confirm that their first and last names on their certificate are correct and match exactly to their driver's license or state ID. Please note that a state-issued driver's license or state-issued ID card will be required to be fingerprinted.

To update your name via TEA's on-line system and have the change reflected on the "Official Record of Educator Certificates" on-line, you must submit a written request via e-mail.

You may e-mail your request from the TEA website <http://www.tea.state.tx.us>. Please select “Educator Certification” on the left side and then click “Educator Login/Account Setup.” Login or setup a new account. Instructions to change your name are found on the homepage once you log in. Please provide your date of birth, previous name, and new name in your e-mail. Please note, only **FIRST** and **LAST** names in the TEA system need to match your state-issued driver’s license or state-issued ID card in order to be fingerprinted. **Please note that any name changes must occur prior to you requesting a FAST Pass.** There is no charge to request a name change.

Notification and Scheduling of Appointment

If you are certified:

The district will notify you via email of the fingerprinting requirement. You will log on to TEA’s on-line to receive a FAST Pass, which you will be required to print out and bring with you to your appointment. You will also be required to submit payment of \$42.25, payable by credit card.

You will need to schedule a fingerprinting appointment at an L-1 facility

At the time of your appointment, you will be required to pay \$9.95 by check or money order to L-1.

If you are not certified:

The district will notify you by email of the fingerprinting requirement and will send you a FAST Pass, which you will be required to bring with you to your appointment.

You will need to schedule a fingerprinting appointment at an L-1 facility. At the time of fingerprinting you will be required to pay L-1 \$50.20 payable via check or money order.

On the day of your appointment:

In addition to having your fingerprints taken, be prepared to be photographed at the time of your fingerprinting appointment.

Your fingerprints will be digitally scanned, not done with ink.

Bring your FAST Pass to your appointment

Bring your state-issued driver’s license or state-issued identification card with you to your appointment.

What do I do once I have been fingerprinted?

After you have been fingerprinted your receipt must be brought to the Carroll ISD Personnel Office. Once your receipt has been received, you will be contacted via email with your user ID and PIN number for Aesop.