

Tuloso-Midway Independent School District

SUBSTITUTE GUIDE 2021-2022



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TULOSO-MIDWAY INDEPENDENT SCHOOL DISTRICT

2021 - 2022

Dr. Rick Fernandez, *Superintendent*

9760 LaBranch

Corpus Christi, TX 78410

361-903-6400

361-241-5836, FAX

www.tmisd.us

Academic Calendar

STATE ASSESSMENT

DECEMBER 7-10

- English 1 & 2 EOC
- Algebra 1 EOC
- Biology EOC
- U.S. History EOC

APRIL 5-8

- Reading & Math, Grade 5
- Reading & Math, Grade 8
- English 1 & 2 EOC

MAY 3-6

- Algebra 1 EOC
- Biology EOC
- U.S. History EOC
- Science: Grade 8
- Social Studies: Grade 8

MAY 10-13

- Math: Grades 3,4,6,7
- Reading: Grades 3,4,6,7
- Science: Grade 5
- Reading & Math Gr 5, RETEST
- Reading & Math Gr 8, RETEST

JUNE 21-24

- Retests

More information at

<https://tea.texas.gov/Home/>

GRADING PERIODS

July 14 - Aug 27

Sept 8 - Oct 22

Nov 2 - Dec 17

Jan 18 - Feb 25

March 7 - April 14

April 25 - May 27

INTERSESSIONS

Aug 30 - Sept 3

Oct. 25 - 29

January 10 - 14

Feb 28 - March 4

April 18 - 22

JULY						
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JUNE						
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IMPORTANT DATES

First Day of School

July 14

Staff Development Days

July 7, 8, 9 & 12, 13

September 7

November 1

January 17

May 31

Graduation

May 19

Last Day of School

May 27

HOLIDAYS

Labor Day Sept 6

Thanksgiving Nov 22-26

Winter Break Dec 20-Jan 7

Good Friday April 15

Memorial Day May 31

LEGEND

State Assessment
 Testing

Staff Development

Intercession

Holiday

178 Student Days

187 Staff Days

This calendar is subject to change pending revisions to the State Assessment calendar by the Texas Education Agency.

Board Approved: April 19, 2021

2020-2021 BI-WEEKLY PAYROLL SCHEDULE

September 20'							October 20'							November 20'							December 20'							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			
January 21'							February 21'							March 21'							April 21'							
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
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31																												
May 21'							June 21'							July 21'							August 21'							
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
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30	31																											

TULOSO-MIDWAY INDEPENDENT SCHOOL DISTRICT



Payroll Department

9760 La Branch
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*More payroll information, forms, links,
schedules found on the Payroll website

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

Substitute Employment Process

Tuloso-Midway will make every effort to employ the most qualified substitute teachers available. Substitute teachers are identified through the following process:

Requirements

- All substitutes are required to be fingerprinted through SBEC according to Senate Bill 9.
- All substitutes are required to provide an original high school or college transcript that includes the high school graduation date prior to employment.
- All degreed substitute teachers are required to provide an original college transcript that includes the highest degree earned.
- All certified substitute teachers are required to provide a copy of their teaching certificate and an original college transcript that includes the highest degree earned.

Personnel Records

Your personnel folder should be kept up to date. Report any changes in certification or qualifications as well as changes in address, telephone numbers, or income tax withholding status to the substitute office. If it becomes necessary for you to withdraw from substitute teaching, please notify the Substitute Office. Your name will then be removed from the substitute teacher list.

The following documents must be included in your personnel file before you are able to substitute:

- ◇ Completed application form
- ◇ Texas Teacher Certificate or official letter indicating recommendation (certified teacher)
- ◇ Transcripts (college, high school, or GED)
- ◇ W-4 Form
- ◇ I-9 Form
- ◇ 2 forms of Identification (drivers' license, social security card, etc.)
- ◇ Signed Substitute Teacher Job Description
- ◇ Public Information Access Notification Form
- ◇ Pre-Employment Affidavit

Substitutes become temporary employees of the District, but are not entitled to any TRS benefits or other benefits.

Certification

- ◇ Texas Education Agency Guidelines require that schools use the most qualified persons available each day that substitutes are required.
- ◇ The order of priority will be: certified teachers, college graduates, college hours, high school diploma or GED.

Benefits

- ◇ Provides employment on a part-time basis
- ◇ Offers opportunity to explore teaching as a career

Substitute Pay

Substitutes will be paid on an hourly basis for the amount of time they work. Substitute pay is \$11.25 an hour or \$90.00 a day. Substitutes will be paid bi-weekly. **Direct deposit is strongly encouraged.**

Workers Compensation

TMISD provides you workers' compensation coverage. As you know, you are covered by workers' compensation for any injury you sustain on the job.

It is to our mutual advantage to create and maintain a safe workplace. It is by far better for us all to avoid an injury than to deal with it once it occurs. Each of us should be safety minded and aware of the safety programs that we have at TMISD.

NOTICE TO EMPLOYEES REGARDING DRUG-FREE SCHOOLS

The standards of Conduct in the Tuloso-Midway Independent School District prohibits the unlawful manufacture, dispensation, possession, sale or use of a controlled substance, illicit drug and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the district activity. Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Substitute Office of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than 3 days after such violation.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Tobacco-Free School District

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities-

Technology Resources

Substitutes should not access the internet for personal reasons at any time during their assignments. Students may access the Internet for instructional purposes only. Student use should be closely monitored.

Phones in the Workplace

The use of electronic communication devices is not allowed during the designated workday of substitute employees.

Personal Use of Electronic Media

Electronic media includes all forms of social media. As role models for the district's students, substitutes are responsible for their public conduct even when they are not acting as district employees. Substitutes will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. **In adhering to professional standards, a substitute should not criticize the TM Staff, TM activities, or TM schools through social media.** If a substitute's use of electronic media interferes with the substitute's ability to effectively perform his or her job duties, the substitute is subject to disciplinary action, up to and including termination of employment.

A substitute who uses electronic media for personal purposes shall observe the following:

- The substitute may not set up or update the substitute's personal social network page(s) using the district's computers, network, or equipment.
- The substitute shall not use the district's logo or other copyrighted material of the district without express, written consent.

- The substitute continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for the Texas Educators, even when communicating regarding personal and private matters, regardless of whether the substitute is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records.
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system.

Use of Electronic Media with Students

Only certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student.

Electronic media includes all forms of social media. *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications

An employee who uses electronic media to communicate with students shall observe the following:

- The substitute is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators.
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

Videotapes, Cameras, Recording, Cell Phones

Substitutes may not use cell phones to text or call anyone while in the presence of students. Substitutes may not videotape, record, or take pictures of any student at any time using a camera or cell phone. Substitutes may not show internet videos, recordings without explicit instructions from the teacher to do so.

Transportation of Students in Private Vehicles

Students may not be transported by employees in private vehicles. Employee accepts all liability when using personal vehicle on any District Business.

Closed Campus

All District school campuses are closed campuses. Any student needing to leave campus during the school day due to illness or for any other reason must obtain permission to leave school from an appropriate school official after parent(s) or guardian(s) have been contacted. In the event parent(s) or guardian(s) cannot be contacted, the building principal may grant the student permission to leave.

Confidential Information

Employees often have contact with records and information of a confidential nature. This information must not be discussed or released to anyone. Failure to respect confidentiality is cause for disciplinary action. Student records are confidential and are protected from unauthorized inspection or use. Confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the record custodian. The principal is the custodian of all of the records.

Corporal Punishment

Corporal punishment may be administered by the school principal or assistant principal; and the instrument to be used in administering corporal punishment shall be approved by the principal; and the administration of corporal punishment shall be performed in the presence of one other professional employee of the District, and in a designated place out of the view of other students.

Illness

The substitute should refer a student who becomes ill during the school day to the school nurse. The nurse will decide whether the student should be sent home and will notify the student's parent or guardian.

Medication

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type.

Be On Time

Teachers and substitutes have a captive audience (students). You must be in the classroom before they get there. Kids will show up whether you are there or not. If you are not there, who supervises them? Once you accept a job, they are your responsibility. **DO NOT BE LATE!** If you miss an assignment or call in late, you will be removed from our substitute pool.

Student Supervision

Students should be under continuous supervision. Students are not to be left unattended for any reason. If an emergency requires the teacher to leave the classroom, the principal should be notified and the closest teacher should be asked to assist until someone arrives to supervise the class.

8 hour day

Do not leave early for appointments. Once you commit for 8 or 4 hours, the principals can assign other duties.

Timesheets

How will we pay you? You must sign in and out in order to receive a paycheck. If not, you might be short on your pay and we might think you are volunteering.

Deactivation

If you are deactivated from our substitute pool, you must hold a conference with the Director of Staff Services before you get activated to our substitute pool again.

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:

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

The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonable interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

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.

General

Riding lawn mowers are not motorized vehicles. Any damage caused by lawn equipment is not covered under the district insurance. Vehicle owner is responsible for repairing any damage.

Cafeteria

Meals are on a cash basis only, no credit is allowed.

References

The Personnel Department cannot provide references to other school districts or employers, as we do not observe a substitute in the performance of his/her duties on each campus. However, we can verify the total number of days worked and the beginning and/or ending date(s) of employment.

Duties and Responsibilities

1. The substitute teacher **shall perform all the duties** of the regular teacher.
2. The substitute teacher **shall follow the plans left by the regular teacher** (unless otherwise instructed by the principal).
3. The substitute **shall not receive money from children** unless instructed to do so.
If money is collected, the substitute teacher should deposit it with the secretary before leaving the building. If a substitute teacher has occasion to take up an item of value from any student, they are responsible for the article until it is returned to the student or turned in to the principal.
4. The **substitute teacher shall not leave the building** during the day without notifying the principal.
5. The substitute teacher **shall be familiar with emergency drill procedures** (see substitute packet).
 - a. Familiarize yourself with the fire exit map in the room.
 - b. During a shelter in place emergency, turn off the air in your room and do not let your students go outside.
6. The **substitute teacher shall be responsible for the conduct of all the students** in the classroom and is expected to maintain discipline in their classrooms and at any other time when they are in charge of students. Students are expected to follow all rules in the Student Code of Conduct.
7. The **substitute teacher shall never administer corporal punishment** to any child.
8. The substitute teacher **shall be** responsible for equipment and materials assigned to his/her care.
9. The substitute teacher **shall** not arrange for parent conferences, enter grades in the grade book, or leave assigned written work to be graded (except which was assigned by the regular classroom teacher).
10. **The substitute teacher shall leave a short summary of the day's activities should be prepared and left for the regular teacher.** (see "Substitute/Teacher Report")
11. **The substitute shall take attendance correctly. Attendance is critical to our district.**
12. **The substitute should dress at least one notch above the students. There should be no doubt who is the teacher. Students work harder and show more respect for a teacher who makes the effort to be in a professional manner (no low cut blouses, no tight clothing, no leggings, unless worn with a long shirt that covers the thigh area, no short skirts, & no see through blouses).**

Substitute Teacher Expectations and Standards

The substitute teacher has a professional obligation even though he/she is not a regular classroom teacher. We ask that the substitute teacher pay special attention to the following items:

1. Please come to school with a good attitude, one that will say to the principal and students, “I’m glad that I am here and have the opportunity to work with you today.” **Do smile, be friendly, and show enthusiasm!**
2. The substitute teacher should use extra caution in expressing personal opinions and reactions about any subject.
3. Under no circumstance should a substitute teacher criticize the regular teacher or a student in the presence of another teacher or students.
4. The substitute teacher should avoid comparing one school with another or comparing the children in one neighborhood with those in another neighborhood.
5. **Respect the boundaries of classroom confidentiality.** Test scores, disciplinary actions, student’s personal and family related problems should never be discussed either publicly or privately.
6. The substitute teacher should make every attempt to carry on the work of the regular classroom teacher. Under no circumstances should a substitute teacher take a book to read while on duty.
7. The substitute teacher should not leave the classroom unattended. Children need your full-time supervision.
8. Be prompt and professional in making and keeping agreements to work.
9. Complaints, comments, and/or questions should be directed to the building principal.
10. The substitute teacher should **never touch** a student while disciplining the student.
11. The substitute should release students only to persons who have a written authorization from the office.
12. The substitute should always document any situation that may cause you problems, or gives you a reason for concern. Leave those notes for the teacher or principal.
13. The substitute should **watch his/her language**—it should be above reproach.
14. The substitute shall deal considerately and justly with each student.
15. The substitute shall treat all situations with professionalism and dignity. This will give balance and security to the students.
16. Substitutes should never date or flirt with students or staff members.
17. The substitute should not use social media to criticize any TM schools, TM activities, or TM staff.

As a substitute teacher adhering to a professional code of ethics, you are part of the school team whose goal is to provide opportunities for all children to learn. The most important possession you have is your reputation. Protect it and keep it spotless.

Hints for Successful Classroom Management

1. Introduce yourself and be sure to use strong eye contact.
2. Start the day promptly, firmly and concisely. Be pleasant and appear confident. Let the students know “anything doesn’t go”.
3. Get the students busy at the beginning of the day or period. **Keep them busy.**
4. Children often feel more secure when they follow an established routine, so try to hold to the time schedule and other anchor routines.
5. Know their names! Pick out the “disruptive children” and have them help you (even the smallest task can put them on your side).
6. **Remain calm and relaxed. Don’t “lose your cool”.**
7. Be positive. Try and see that every student has some success or praise each day. Just a pleasant word or an appreciative smile works wonders.
8. Solve problems on the spot. Don’t degrade students in front of others, but do handle situations when they occur. Praise students out loud and reprimand in private.
9. Deal with the individual student, not the group. Be sure to have all the facts.
10. Be firm; however, rather than issuing an ultimatum, give the student a choice. Give the child only one chance, and if he/she makes the wrong choice, and cannot follow instructions, then follow through with natural consequences.
11. **Never touch or grab a student in anger.** If a student walks out of class, don’t try to stop them; however, you should notify the office or principal immediately about the situation.
12. Employ the three Fs: Be **friendly**, be **fair**, and be **firm**.
13. Be consistent, never discipline one time and ignore the next.
14. The student who has a behavior problem needs to be seated away from heavy congestion areas such as pencil sharpener, wastebaskets, learning centers, work tables, etc.
15. The substitute needs to be able to move in between and around student’s desks.
16. The substitute must be able to see every student. Each student must be able to see the substitute, the chalkboard, and overhead screen.
17. In order to be effective with discipline, **never use sarcasm**, ridicule, or other verbal abuse, because it is hurtful and ineffective.
18. The substitute should use humor carefully – don’t assume that your humor is acceptable to every audience. **Never use off-color humor.**
19. In the event you enter a classroom and there are not posted rules, the following is a quick set of rules that will cover most behavior.
 - a. Raise your hand before speaking.
 - b. Remain at desk unless given permission to leave.
 - c. Keep hands, feet and objects to yourself.
 - d. Listen to directions.
 - e. Treat others as you want to be treated.
 - f. Use respectful language.
20. **At the elementary levels, the duties include walking the students to the cafeteria, walking the students to other classrooms, and helping students load the buses.**

Substitute Teacher Information

Dear Substitute,

I hope your day goes well at Tuloso-Midway High School!

Here is all the information you will need while substituting at TMHS.

.....Contacts.....

Principal: Gabe Alvarado X 6701

Assistant Principals: Priscilla Vega – X 6703, Stacy Lucas – X 6702, and
- X 6774

Admin. Asst. to Principal: Marissa Ramirez-X 6704

Attendance Clerk: Cynthia Benavidez – X6776

Concierge: Joann De Luna - X 1570

Nurses: Maggie De Los Santos – X 6710 or Christel Cortez – X 3156

.....Locations.....

Teachers' Lounge: Located on first floor by the Commons (Cafeteria Area) or upstairs by room 205

Audio Visual Equipment: Located in the Library – Debbie Van Zandt Librarian
X 6715

School Supplies: Contact Janet Armstrong – X 6707

.....Campus Procedures.....

Your school day at TMHS is from 8:10 am until 4:10 pm, except Wednesday 8:10 am until 3:35 pm. Your contact person is Janet Armstrong at (903-6707) where your substitute folder with lesson plans, discipline procedures, and map of the school layout will be given to you.

TMHS is a closed campus. Breakfast is from 8:00-8:30. Lunch (A) 11:10 am-11:40 pm, (B) 11:45 am – 12:15 pm, (C) 12:20-12:50 pm. PLC (every Wednesday only) lunch schedule (A) 10:55-11:25 am, (B) 11:30 am-12:00 pm, (C) 12:05-12:35 pm. Please do not eat with students in the commons area.

Please dress professionally at TMHS. Please no nose piercings (women may wear earrings), cover all tattoos, and do not bring your children with you to substitute. Please turn off your cell phone completely (no vibration) and also do not leave any personal belongings including cell phones/purses where students can view them. We are not responsible if your personal items are stolen.

.....Classroom Management.....

1. Begin each class on time and have the attendance taken within the first 10 minutes of class and brought to the attendance office by a responsible student.
2. NEVER leave your class UNATTENDED.
3. Follow the student code of conduct (in your packet). Leave a detailed explanation for the classroom teacher on student(s) that are not compliant in the classroom on the teacher/substitute evaluation form. Include the student's name, ID#, and other student(s) that were involved and detailed explanation of the incident.
4. Student must come to the office if they need to use the phone as they may not use the phone in the teacher's classroom.
5. Please call Janet Armstrong (X 6707) if you need assistance with discipline problems and an assistant principal will come to the classroom.
6. Restroom and water fountain passes may be given to students but only one student at a time and no longer than 5 minutes may be given.
7. Report student illness to the RN Maggie De Los Santos (X 6710) or Nurse Cortez (X 3156).
8. Do not allow students to "visit" in your classroom during your instructional time, lunch or conference period.

SUBSTITUTE EXPECTATIONS
TULOSO MIDWAY MIDDLE SCHOOL
2021-2022 SCHOOL YEAR

Contact Information

Tuloso Midway Middle School

361-903-6600

Principal: Melanie Arias

Assistant Principals:

Ricardo Chapa

Connie Tierney

Administrative Assistant: Monica Garcia

Working Hours

8:00 am to 4:00 pm

Substitute teachers will be expected to maintain the regular teacher's class schedule and fulfill any additional assignment within the school day. Subs will be utilized during conference periods in other areas when needed.

Note: *If you are unable to make a substituting assignment you need to let Mr. Barrera know no later than 7:00 am of the assignment day or the night before the assignment.*

Reporting to and Completing an Assignment

All Substitutes will report to the Front Office where the following will take place:

- Sign In, sign Sub Time Sheet
- Attain Schedule and Assignment for the day, pick up sub folder
- Return all materials and information to the Administrative Assistant, return sub folder
- Sign Out

Professionalism, Dress, Accessories and Grooming:

Substitute teachers shall strictly adhere to lesson plans and shall comply with any instruction or directive from the principal, any administrator, or designee. Substitute teachers are also expected to conduct themselves with professionalism and cordiality in all interactions and communications at all times.

Professionalism includes the following but it is not limited to the following:

- Be punctual for all classes and assignments
- Cell phone must be on vibrate and not utilized during class time
- Keep room and teacher/school property safe and maintain secure environment
- Personal work is prohibited during work hours
- Follow all school procedures
- Keep all students in class unless it is a necessity

Appropriate professional appearance is essential for a strong working and learning environment that is conducive to high student and staff performance.

Attire that is not acceptable includes:

- Attire that is prohibited in the student dress code
- Sunglasses or hats inside the building
- Skirts and dresses shorter than mid-thigh
- House slippers
- Athletic wear, such as jogging suits, unless engaged in a physical education class or event
- Inappropriately sheer, tight or short clothing
- Garments that inappropriately expose traditionally private parts of the body, but not limited to, the stomach, buttocks, back and breasts. This includes tube tops, halter tops, midriffs, garments made of fishnet, mesh or similar material, tank tops and muscle tops.
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories or body adornments that contain advertisement, symbols, words, slogans, patches or pictures that are sexually suggestive, that are drug, tobacco or alcohol related or that are obscene, profane, vulgar, lewd, indecent or plainly offensive or pose a safety or welfare risk to the employee or other person.
- Any other similarly inappropriate clothing, accessory, body ornament, etc. or inappropriate grooming or hygiene.

Any school administrator has the authority to determine the appropriateness of dress, accessories, or grooming and may require a substitute teacher to be removed from an assignment.

Discipline Procedures:

Students should follow all rules listed in the student code of conduct. If a student violates the student code of conduct complete the pink referral in the sub folder, send the student to the front office and call the office (x-6612) to let them know the student is on their way.

Substitute Teacher Reporting Complaints

The building principal or designee is the substitute teacher's supervisor during the fulfillment of a teacher absence. Accordingly, any questions, concerns, or complaints regarding assignments or working conditions should be directed by the substitute teacher to the principal.

Tuloso-Midway Intermediate School

1921 Overland Trail
Corpus Christi, Texas 78410
Main Office Phone: (361) 903-6550
FAX: (361) 903-6572

Substitute Procedures

Substitute procedures are designed to acquaint you with our campus and some of the campus expectations in order to create a positive and successful experience for our students while in your charge. A seating chart is helpful in learning to know your students and to call them by name. Look for a seating chart and lesson plan book.

PARKING

Substitutes may park in the front of the building at any available space. We ask that substitutes do not park on the side of the school where the school buses load.

CHECK-IN PROCEDURES

Please report to the front office to check-in, sign the timesheet, obtain an ID badge, and pick up the substitute instructions from the secretary. All ID badges are required to be worn while on the job and must be returned to the office at the end of the day. Please report to the front office in a timely manner.

WORK-RELATED INJURIES

Injuries must be reported to the campus nurse and campus administrator immediately.

CAMPUS SECURITY

Principals are responsible for security on their campus. Principals will contact proper authorities should an emergency arise on our campus. Should an emergency arise in the classroom, call the front office.

CAFETERIA

Students must be escorted to the cafeteria and picked up in a timely manner.

THE STUDENT HANDBOOK

The student handbook may be accessed electronically on the website: www.tmisd.us

COMPUTER ACCESS AND USE

Substitutes who utilize campus computers must abide by the TMISD's Technology Acceptable User Guidelines. Please refer to www.tmisd.us for details. Due to the confidential information on the teacher's computer, access will be limited. Substitutes are advised not to access any employee's computer unless specific instructions have been given.

DRESS AND GROOMING

The District prohibits pictures, emblems, clothing, or writing on clothing that is lewd, offensive, vulgar, or obscene; that depict the occult; that represent gang membership; or that advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school district policy. The District also prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interfere with normal school operations.

SUBSTITUTE ATTIRE

Monday-Thursday: Business casual
Friday: Spirit day; blue jeans and school shirt or casual
PE teacher assignment: Appropriate athletic wear

CELL PHONES

Use of cell phones and texting during class is **NOT** allowed.

SUBSTITUTES LUNCH SCHEDULE

Lunch is 30 minutes duty free. Substitutes are encouraged not to leave campus; however, if you choose to leave, please remember to check in and out through the office.

CONFERENCE PERIOD

Substitutes do not have a conference period. Please report to the front office for instruction. Duties will include assisting in library, gym, front office or hall duty.

INTERMEDIATE TIMES-School starts at 7:30 a.m.

- 7:30-3:30 is a full day
- 7:30-11:30 is a half day AM
- 11:30-3:30 is a half day PM

(All substitutes are required to report to the front office for afternoon duty assignments)

Every Wednesday is a PLC day and students get released at 2:30; all substitutes are required to stay on campus until 3:30 to assist wherever needed i.e. office, library.

MASTER SCHEDULE/LUNCH SCHEDULES

A copy will be provided in the substitute folder.

SCHOOL CALENDAR

A copy of the school calendar will be placed in the substitute's folder.

STUDENT HANDBOOK/CODE OF CONDUCT

A copy of the student handbook/code of conduct will be placed in the substitute folder and can also be accessed from the district website: www.tmisd.us

SUBSTITUTE RESPONSIBILITIES AND PROCEDURES

The substitute is responsible for reporting attendance by 10:00 AM to the front office. An attendance student roster will be provided in the substitute folder. **The substitute is expected to follow the plans of the teacher as closely as possible.** The substitute is also responsible for the students' conduct in the classroom. When and if special problems arise, he/she should feel free to check with the partner teacher or administrator for help. In addition, the substitute is responsible for all duties such as lunch duty, playground duty, and any special duties performed by the absent teacher; the substitute is expected to leave adequate notes for the teachers review.

RELEASE OF A STUDENT

All releases from campus shall be originated by the front office.

Under **no** circumstances will the substitute release a student to leave campus from the classroom without permission from the front office.

PROCEDURE FOR ENDING THE DAY

In order to release students for the bus, the students line up in an orderly manner. Follow the bell schedule included in your substitute packet. Students that walk home and or picked up are released to the teacher in charge of walkers. TPM students are sent to the TPM classrooms with another teacher. After releasing the students, all substitutes must report to the front of the school for outside duty. Official release time for substitute teachers is 3:30pm. Please check out and return your badge to the front office.

Remember, class control is very important. Children follow your lead. The first ten minutes in a room can set the stage properly, or ruin your chance for success. Treat students with dignity and respect at all times.

RESPECT: One must give it to get it!

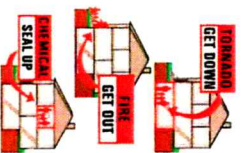
**THANK YOU FOR YOUR HARD WORK AND DEDICATION TO OUR
CAMPUS!!!!**

Tuloso-Midway Primary

Substitute Guidelines

1. The administrator in charge of subs is Guadalupe Chapa (903-6503). When Ms. Chapa cannot be reached, Mrs. De La Cerda will handle all sub issues (903-6502).
2. All subs will receive all assignments from our automated system on a first come first serve bases.
3. Administrators or Ms. Hungerford will be the only school personnel contacting subs. Contacting subs will be done in emergency situations after 7:00 in the morning.
4. All subs need to report to work by 7:30 a.m.
5. There will be a place in the main office at the Primary for subs to sign-in and pick-up their class rosters & a sub tag.
6. Attendance should be taken using the class roster provided and sent to the office by 8:30 a.m.
7. Sub's work day will end at 3:30 pm (You will need to ask the office for your timesheet which needs to be signed daily for payroll and to turn in tag).
8. All subs need to remain on campus during the whole school day.
9. The teacher's lesson plans & duties should be on their desk with copies of the assignment.
10. In case lesson plans cannot be located in the classroom, an emergency folder will be provided to the sub from the grade level Lead teacher.
11. Subs must follow all lesson plans when humanly possible. There are always extenuating circumstances.
12. Any discipline problems can be handled with the Discipline Referral Forms that will be in the sub folder. (Please call the office & let us know you are sending a student for discipline)
13. Substitutes must refrain from using cell phones anytime they are with students.
14. Substitutes will walk their students to the cafeteria and have them seated before they leave for their own lunch. All teachers in a grade level eat lunch at the same time.
15. Substitutes may bring their own lunch or purchase lunch from our faculty line in the cafeteria.
16. Substitutes will walk all their students to their designated activity during Team Time. (Music, Physical Education, Technology). A schedule and map will be provided in the sub folder.
17. During lunch period and Conference period the substitute will not have students and can remain in the classroom, front office, or go to the teachers' lounge.
18. At dismissal, substitutes will walk their students to a designated area for pick-ups and release each child to their parents before leaving for the day (Kinder subs must walk each student to their vehicle).
19. Subs must be firm, patient, and sensitive to work with the young children.
20. For all minor questions the sub needs to ask the curtain partner.
21. Major problems can be addressed by calling the office at 6500.

*Never leave the class unattended. Either ask your curtain partner to cover or call the front office. If a restroom break is needed, either use the classroom restroom or one of the designated restrooms highlighted in the teacher folder.




Tuloso-Midway Independent School District Emergency Procedures Quick Reference




	<p><u>Fire</u></p> <p>Follow Exit Map to assigned location</p> <p>Turn Off lights</p> <p>Lock doors behind as exiting</p> <p>Students stay off cellphones</p>
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	<p><u>Stay Put</u></p> <p>Clear students from hallways</p> <p>Keep doors locked</p> <p>Students stay off cellphones</p> <p>Schedule will NOT be followed until ALL CLEAR</p>
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	<p><u>Lockout</u></p> <p><u>Danger in the community</u></p> <p>Students and Staff return inside: business as usual</p> <p>All exterior and front entry doors locked/secured</p> <p>No outside activities</p> <p>Students stay off cellphones</p> <p>Student may be released to parent with proper ID</p> <p>Teaching continues inside until ALL CLEAR</p>
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<p><u>Lockdown</u> <u>Locks, Lights, Out of Sight!</u> <small>Used when there is a threat inside the building</small></p>	<p><u>Lockdown</u></p> <p><u>Imminent Danger Inside</u></p> <p>Check hallways to clear students</p> <p>Keep doors locked and door windows covered</p> <p>Turn lights off</p> <p>Mute all cellphones: Texting as directed by admin/teacher</p> <p>Keep everyone out of sight</p> <p>Wait for rescue</p>
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	<p><u>Chemical Shelter-In-Place</u></p> <p>Reverse evacuation; Clear students from hallways</p> <p>Turn off HVAC; ALL exterior doors locked/sealed; no one in/out</p> <p>Use bucket kit: Tape door, wet towel to seal door bottom</p> <p>Student texting as directed by admin/teacher</p> <p>Wait for ALL CLEAR or rescue</p>
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	<p><u>Tornado Shelter-In-Place</u></p> <p>Reverse evacuation</p> <p>Drop, Cover, & Hold in hallway or room as directed</p> <p>Stay away from windows or large areas (cafeteria, gym, etc.)</p> <p>Students stay off cellphones</p> <p>Wait for ALL CLEAR or rescue</p>
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Shelter In-Place

The following events may necessitate a Shelter In-Place to be activated.

- Chemical plant accident.
- Accidental hazardous material release (lab or science area).
- Rupture of a pipeline.
- Truck hauling chemicals crashes.
- Train hauling chemicals crashes.
- Airplane crashes nearby.
- Terrorist attack (biological, chemical, or radiological).

Shelter In-Place due to chemical spills or accidental release into the air

- A Shelter In-Place for chemical spills or accidental chemical release into the air is a temporary shelter in any classroom, office, or building that can provide the best available protection against exposure to chemicals or gases.
- A shelter in place will last approximately 12 hours or less, rarely will it go longer.

What type of room is ideal in case a Shelter In-Place is activated?

- Look for an interior room above ground level; chemical agents tend to be heavier than air and settle at ground level.
- Find a room with the least amount of windows.
- Try to find a room that has a **hard phone line directly from the wall**. Keep in mind that during an emergency event local phone lines **may not work** due to damage or a high volume of calls. Texting may be a better option at that point.
- **Do not use the elevator while making your way to the appropriate room, operating elevators can cause outside contaminated air to infiltrate the interior of the building.**

While I am on my way to the appropriate room, should I take anything with me?

If it is **safe to do so and time permits**, the following items would be very helpful and recommended:

- Bottled water, juice or any other liquid that will keep your body hydrated.
- Comfort foods such as candy, chips, gum or anything else you can find along the way.
- Prescription and non-prescription medication in case local pharmacies aren't open immediately after the emergency has passed or been neutralized.
- Plastic garbage bags to use as portable bathrooms.
- Plastic material to cover the doors and windows.
- Tape of any sort, preferably Duct Tape (silver tape).
- Medical kit or supplies.

Once I have found the most appropriate room, what should I do once inside of the room?

- Shut and lock all windows and doors, this will create a tighter seal reducing the amount of seepage into the room.
- Turn off all air conditioners and fans; be sure to shut off all heaters as well.
- If you are able, close or cover all vents in the room for added protection.
- Make a list of all the people in the room with you; make sure to get any and all emergency cell numbers as well.
- If needed, cover mouth and nose with a wet cloth for added protection.
- If the room has a radio or TV, please tune into local stations for more details and information. (KLUX 89.5)
- **DO NOT DRINK FAUCET OR TOILET WATER! EITHER OR BOTH MAY BE CONTAMINATED.**
- **STAY CALM and ALERT** to what is going on around you. If you need help, the most useful way is by calling emergency services during an event.

What can I do to prepare for a Shelter In-Place before a possible chemical spill or accidental release of chemicals into the air?

- Already have a room picked out in each building that is above ground level, has little or no windows, and has a hard phone line directly from the wall to the phone.
- Make sure you have bottled water and comfort foods that are non-perishable.
- Have a fully stocked first aid kit already in place.
- Make sure that you have all necessary prescription and non-prescription medication on hand for those who need it.
- Be sure you have flashlights and extra batteries.
- Have plenty of Duct Tape (silver tape) ready to go.
- Pre-cut plastic sheets to size for each window and door of selected room; keep these sheets stored in selected room.
- Having a battery operated radio is imperative; keep one located in the selected room.
- Have plastic garbage bags on hand for portable toilets; a five gallon bucket and lid are also recommended.
- Have plenty of toilet paper.
- Have plenty of hand sanitizer.
- Have disposable utensils available if you have canned products stored.
- Have extra blankets and towels.
- Have a box of latex gloves stored in room.

Is there anything you should not bring into your room during a Shelter In-Place?

- Absolutely. **Do not bring in candles or any kind of controlled substance** unless prescribed by a physician. Do not bring in any items that could **create carbon monoxide or release poisonous chemicals or gases**.

In case of a Shelter In-Place emergency: **stay calm** and **alert** to what is going on around you; often times the most useful way for you to help is by calling emergency services during an event.

How will I know when it's time to enter/create a Shelter In-Place or to end a Shelter In-Place?

Depending upon the circumstances, one or more of the following methods of communication may be used to alert our campus community that a shelter in place has been activated or deactivated.

- Listen over the PA for Shelter-In-Place instructions or for the All Clear notification.
- Tune in to KLUX 89.5 radio station.
- Group or mass notification app.

Safety Factors

Bloodborne Pathogens

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens including:

- Malaria
- Syphilis
- Brucellosis
- Hepatitis B (HBV)
- Human Immunodeficiency Virus (HIV)

Bloodborne pathogens can be transmitted through contact with infected human blood and other potentially infectious body fluids

Occupational exposure can occur through:

- Accidental puncture from contaminated needles, broken glass, or other sharps
- Contact between broken or damaged skin and infected body fluids
- Contact between mucous membranes and infected body fluids

Anytime there is blood-to-blood contact with infected blood or body fluids, there is a slight potential for transmission. Unbroken skin forms an impervious barrier against bloodborne pathogens. However, infected blood can enter your system through:

- Open sores
- Cuts
- Abrasions
- Acne
- Any sort of damaged or broken skin such as sunburn or blisters

In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

If you are exposed, however, you should:

Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible.

Accidental puncture from contaminated needles and other sharps can result in transmission of bloodborne pathogens.



If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.

Report the exposure to your supervisor as soon as possible.
Fill out an exposure report form.

Post Exposure Procedures

- Document the route of exposure and exposure event circumstances
- Identify and document the source individual
- Test the source individual's blood for HBV and HIV as soon as possible.
- Have your blood tested
- Administer post exposure prophylaxes
- Provide counseling.
- Evaluate reported illnesses.

Frontline Education's Absence Management Solution Reference Guide

Kelly Educational Staffing® is pleased to present Frontline Education's Absence Management Solution. The system is available through the Internet or telephone (via Interactive Voice Response system - IVR) creating an easy-to-use system for scheduling and accepting assignments. Among several other features, the system also allows you to enter your hours worked online into KES Web Time. For your convenience, the system is available 24 hours a day, 7 days a week. This guide details the functionality for both the Internet and telephone features in the system.

Accessing the System

- Internet – You can access the system via the Internet to view and accept assignments, and enter your time.
- Telephone – You can access the system via telephone to review and accept assignments, and enter your time.
- The IVR may also contact you to offer available assignments.

Verify Your Name Recording

You must verify your name recording in the system regardless of whether you use the Internet feature or IVR feature. Your recorded name is used during the scheduling process by the full-time employees. You will only need to verify your name one time, as this recording will be used for all of your assignments.

To verify your name recording, have your ID number and PIN ready. Your ID number is your 10-digit telephone number. If you forget your PIN, contact the Kelly Customer Support Hotline at 1-866-KELLY-38.

Step 1: Call 1-800-942-3767.

Step 2: Enter your ID number followed by the # sign.

Step 2: Press **1** to hear your current recording (or your name spelled if you have not recorded your name). If you wish to change your recording:

- Press **1** to proceed.
- Press **2** to return to the Main Menu.

Step 3: The system will prompt you to record your name.

Step 4: After recording, the system will provide the following options:

- Press **1** to save the recording.
- Press **2** to erase and re-record your name.
 - Press **3** to return to the Change Personal Information Menu without saving. You must update your personal information at with the district as well. Internet Feature of the System

Accessing the System

Step 1: Open the Kelly Educational Staffing Web site on the Internet at kellyeducationalstaffing.com or mykelly.com.

Note: If accessing the system via mykelly.com, you will need to choose the country (United States) and division (Kelly Educational Staffing).

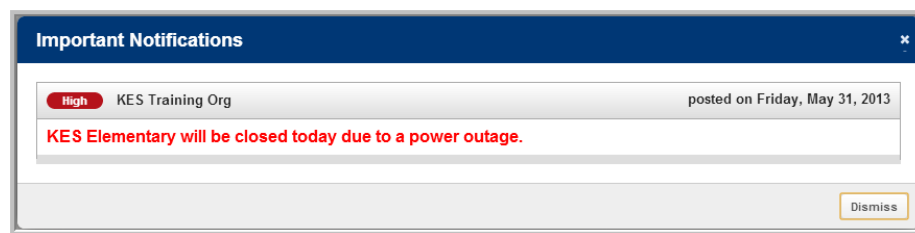
Step 2: Click **Employee Login** and then click on [Frontline Login](#).

Step 3: Enter your ID number and PIN in the appropriate fields. Your ID number is your telephone number. If you forget your PIN, contact the Kelly Customer Support Hotline at 1-866-KELLY-38.

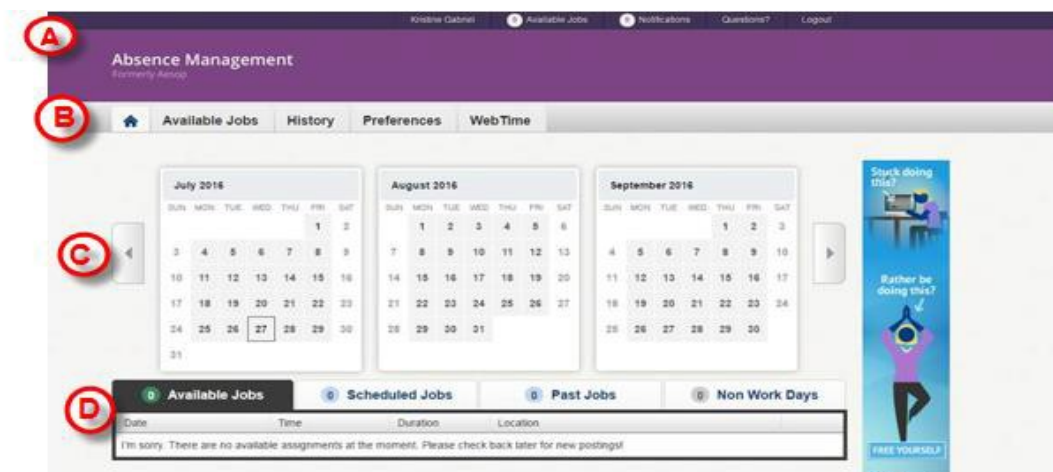
Step 4: Click **Sign In**. This will log you on to Frontline and take you to your customized home page.

Web Alerts

When logging in, important notifications may pop up. Notifications are used by your Kelly Educational Staffing office or KAST Center to notify you of important information. This information can be re-visited by clicking Notifications on the Top Bar.



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



A: Top Bar

At the very top of your home page you will see a black bar with five different buttons you

can click on.

- **Name:** Takes you to your Account tab where you can change things like your personal info, PIN, and your preference list.
- **Available Jobs:** The number of current available jobs will be displayed in the green circle. Clicking on this option will bring you to the available jobs tab where you will see a list of the available jobs.
- **Notifications:** View web alerts from your Kelly Educational Staffing office or KAST Center.
- **Questions:** Contains your Kelly Educational Staffing office or KAST Center contact information.
- **Logout:** To log out of Frontline and be taken back to the login page.

B: Main Tabs

The Main Tabs will help you navigate quickly to the different areas in AESOP.

- **Home (house icon):** Takes you back to your home page.
- **Available Jobs:** Takes you to a page listing all of the current available jobs for you.
- **History:** Takes you to a page where you can view the history of your jobs and non work days.
- **Preferences:** Takes you to the preferences area of your website where you can change your personal information, PIN, preferred schools to work at, and call times.

C: Calendar

Just below your main tabs is your calendar. It is color coded to show the different types of days. View the details for a specific day by clicking the date. You can scroll to another month by clicking the right/left arrows on either side of the calendar.



D: Job Tabs








The main body of your home page will be your job tabs. They can be found directly beneath the calendar.

- **Available Jobs:** View jobs that are currently available for you. The number in parenthesis represents how many available jobs there are.
- **Scheduled Jobs:** Displays currently scheduled jobs you have already accepted.

- The number in parenthesis represents the number of currently scheduled jobs.
- **Past Jobs:** Displays 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:** This tab will show you your upcoming non work days as well as non work days from 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.

Viewing and Accepting Assignments

Step 1: Click **Available Jobs** on your home page. A list of the assignments that are currently available will display.

Date ▲	Time	Duration	Location	
Price, Megan 2nd Grade 				
Mon, 6/10/2013 - Fri, 6/14/2013	8:30 AM - 4:00 PM	 Full Day	Pine Knob Elem	 
Mouse, Mickey				
Fri, 7/26/2013	8:00 AM - 3:00 PM	 Full Day	Milton Elem	 






Step 2: To view additional details about an assignment, click **See Details** (if applicable). By doing so, you have not accepted the assignment. The system will display more information about the assignment and allow you to accept or reject the assignment. Review all assignment details to be certain you are available for all dates required.

Note: If a **Map Marker** icon appears to the right of the school name, you can click the icon and view a map of the assignment location.

Step 3: To accept an assignment, click **Accept**. You will be scheduled for the assignment and the system will provide you with a confirmation number. You may want to record this number to retrieve the assignment details at a later date.

Note: If you have an e-mail address recorded in the **Personal Info** page, the system will send you a reminder e-mail prior to the start date of the accepted assignment.

Step 4: If an absence has an attachment or notes, an icon will display to the right of the teachers name and title. Click the icons to access the information.

Date ▲	Time	Duration	Location	
Affholder, Diane Journalism, High School  				
Fri, 6/7/2013 - Mon, 6/10/2013	7:30 AM - 2:30 PM	 Full Day	Meadow Creek Elementary School	 

Note: Print attachments to review and bring to your assignment.

Step 5: To return to your home page without accepting the assignment, click the **Home** icon.

Important: To cancel accepted assignments, contact your Kelly Educational Staffing office or KAST Center.

Viewing Your Schedule

Viewing the Details of Your Schedule

Click **Scheduled Jobs** on the absence tabs of your home page. All assignment that you are scheduled to work will display here.

You can also add non work days (single days, multiple days, or repeating days) to your schedule for days you are unavailable to work. The system will work around your schedule to provide you assignments that do not occur on a non work day.

Creating a Non Work Day

Step 1: Click **Add Non Work Day** from the **Non Work Day tab** on your home page.

Step 2: Select the date, the start and end times and the reason that you are unavailable for assignments. You can use the **Repeat Event** function to create a repeating non work day in your schedule.

Step 3: Click **Save** to save your entries and return to the Non Work Day page.

Managing Your Call Times

The IVR feature of the system may contact you by telephone to offer you available assignments during pre-determined calling periods. These periods have been established to maximize your work opportunities.

Specify Daily Call Times

Step 1: Click **Preferences** from the main tabs menu and then select **Call Times** on the left side of your preferences page.

Step 2: Click **Edit** at the bottom of the day you would like to define. Select **Don't Call Me** if you never want to be contacted by the IVR, **Call me during the district call times** to be called during the times specified by the district/school you will be working at or define your own call time.

Step 3: Click **Apply To All** to apply these setting to every day of the week or **Apply only to {Day of the Week}** to save your changes.

Note: On weekends, the IVR system will begin making outbound calls Sunday evening.

Changing Your PIN & Password

Change Your PIN

Step 1: Click **Change Pin** from the **Preferences Tab**.

Step 2: Enter your existing PIN in the **Old Pin** field.

Step 3: Enter your new PIN in the **New Pin** field. **Step**

4: Retype your new PIN in the **Confirm Pin** field. **Step**

5: Click **Apply** to save your changes.

IVR Telephone Feature

The system is also accessible through IVR telephone technology. You will need a touch-tone telephone to use the IVR system. If you do not have a touch-tone telephone, please contact your Kelly Educational Staffing office or KAST Center for assistance.

Note: The IVR numerical options may change at any time. Please listen carefully before making a selection.

Receiving Calls from the IVR System

The IVR System may contact you to offer you available assignments.

Receiving a Call from the IVR System

Step 1: The system will introduce itself and offer the following options:

- Press **1** if you are interested in an assignment.
- Press **2** to prevent further calls today.
- Press **3** if you are unavailable today.
- Press **9** to prevent the system from calling in the future. Press **9** only if you are certain you do not want to be called by the system. To reverse this function, refer to **Section F: Managing Your Call Times**.

Accepting an Assignment

Step 1: Press **1** from the Main Menu. You will hear the district and school name for the assignment.

Step 2: Enter your PIN followed by the # sign.

Step 3: The system will present the details of the assignment and provide the following options:

- Press **1** to accept the assignment.
- Press **2** to hear the assignment again.
- Press **3** to reject the assignment and allow additional calls today.
- Press **4** to reject the assignment and prevent additional calls today.

Step 4: Press **1** to accept the assignment. The system will provide a confirmation number to you. You may want to record this number to retrieve the assignment details at a later date.

Accessing the System

Step 1: Call 1-800-942-3767.

Step 2: Enter your ID number followed by the # sign. Your ID number is your telephone number.

Step 3: Enter your PIN followed by the # sign.

Note: If you have not made your name recording, press **4** and refer to **Recording Your Name**.

Step 4: Once you are logged on to the system, you will hear the following options:

- Press **1** to hear a list of available assignments
- Press **2** to review upcoming accepted assignments
- Press **3** to review a specific accepted assignment
- Press **4** to review or change personal

Note: Pressing the * key will take you back one menu level at any point.

Reviewing and Accepting Assignments

Step 1: Press **1** from the Main Menu to hear a list of available assignments. The system will ask you to hold while the available assignments are retrieved.

Step 2: The system will provide you with the assignment information. If it is a multi-day assignment, you must press **1** to hear all the information. After hearing the assignment details, the system will provide the following options:

- Press **1** to accept this assignment.
- Press **2** to repeat the assignment.
- Press **3** to reject this assignment and not hear it again.
- Press **4** to listen to the next assignment.
- Press **5** to replay a bypassed assignment. You will hear this only after a second assignment has been played.
- Press **6** to return to the Main Menu.

Once you have accepted an assignment, the system will provide a confirmation number to you. You may want to record this number to retrieve the assignment details at a later date. The system will return you to the Main Menu.

Note: The system allows you to hear a maximum of five assignments per call.

Reviewing Accepted Assignments

Step 1: Press **2** from the Main Menu to review upcoming accepted assignments.

Step 2: You will hear the following if you have upcoming assignments:

- Press **2** for tomorrow's assignments.
- Press **3** to hear the assignments for the next seven days.

Step 3: If you press **2**, you will hear the assignment information and the following options:

- Press **1** to hear more about the assignment if it is a multi-day assignment.
- Press **2** to hear the assignment again.

- Press **6** to return to the Main Menu.

Step 4: If you press **3**, you will hear the assignment information and the following options:

- Press **1** to hear more about the assignment if it is a multi-day assignment.
- Press **2** to hear the assignment again.
- Press **4** to hear the next assignment if you have more than one within the next seven days.
- Press **6** to return to the Main Menu.

Reviewing a Specific Accepted Assignment

Step 1: Press **3** from the Main Menu to review a specific accepted assignment.

Step 2: Enter the confirmation number of the assignment you wish to review.

Step 3: The system will repeat the confirmation number you entered and provide the following options:

- Press **1** if the confirmation number is correct.
- Press **2** to re-enter the confirmation number.

Step 4: Press **1** to hear the absence information. After you hear the information, the system will provide the following options:

- Press **1** to hear more about the absence if it is a multi-day assignment.
- Press **2** to hear the information again.
- Press **6** to return to the Main Menu.

Reviewing or Changing Personal Information

Press **4** from the Main Menu to review or change your personal information. You will hear the following options:

- Press **1** to review or change your name recording.
- Press **2** to change your PIN.
- Press **3** to change your telephone number.

Changing Your Name Recording

Step 1: Press **1** to hear your current recording (or your name spelled if you have not recorded your name). If you wish to change your recording:

- Press **1** to proceed.
- Press **2** to return to the Main Menu.

Step 2: The system will prompt you to record your name.

Step 3: After recording, the system will provide the following options:

- Press **1** to save the recording.
- Press **2** to erase and re-record your name.
- Press **3** to return to the Change Personal Information Menu without saving.

Changing Your PIN

Step 1: Press **2** to hear your current PIN.

- Enter a new four digit PIN followed by the # sign.

- Press * to leave your PIN unchanged.

Step 2: The system will repeat the PIN you entered.

- Press **1** if the PIN is correct.
- Press **2** to re-enter your PIN.

Step 3: After confirming your new PIN:

- Press **1** to save your new PIN.
- Press **2** to erase and re-record your PIN.
- Press **3** to return to the Change Personal Information Menu without saving.

Changing Your Telephone Number

Step 1: Press **3** to hear your current telephone number.

- Enter a new ten-digit telephone number followed by the # sign.
- Press * to leave your telephone number unchanged.

Step 2: The system will repeat the telephone number you entered.

- Press **1** if the telephone number is correct.
- Press **2** to re-enter the telephone number.

Step 3: After confirming your new telephone number:

- Press **1** to save your new telephone number.
- Press **2** to erase and re-record your telephone number.
- Press **3** to return to the Change Personal Information Menu without saving.

Important: If you change your telephone number within the system, you must also call the district substitute office to complete the change.

[illegible]