



**BIRDVILLE INDEPENDENT  
SCHOOL DISTRICT  
2008-2009**



**BISD**



**HANDBOOK  
for  
SUBSTITUTE EMPLOYEES**





Birdville Independent School District  
6125 East Belknap  
Haltom City, Texas 76117  
(817) 547-5700

2008 – 2009

Board of Trustees

Sherry Dunn, President

Dolores Webb, Vice President

Joe Tolbert, Secretary

Richard Davis

Ralph Kunkel

David Pokluda

Wanda Strong

Dr. Stephen F. Waddell, Superintendent of Schools

# **BIRDVILLE INDEPENDENT SCHOOL DISTRICT HANDBOOK FOR SUBSTITUTE EMPLOYEES**

## **TABLE OF CONTENTS**

Message from Superintendent and Director of Personnel	1
BISD Mission Statement/A Pioneer of Education	2
General Information	3-12
Substitute Dress and Grooming	13-14
Questions and Answers	15-16
BISD Payroll Cutoff Dates/School Calendar	17-18
BISD School Directory	19-21
Central Administration	22
School Locator Directory	23-28
Classroom Management, Procedures, Reports and Activities	29-40
Substitute Employee Conduct, Welfare and Expectations	41-47
Substitute Finder System Substitute Employee Instructions, SubFinder FAQ, Positions and Assignment Log	48-58

## **MESSAGE FROM THE SUPERINTENDENT**

Thank you for electing to serve as a substitute in the Birdville Independent School District. Dedicated substitutes provide a bridge that connects each day of learning to the next in the absence of classroom teachers, office personnel and classroom assistants. Your willingness to continue the educational process in the absence of an employee is appreciated by the students and staff of our district.

This handbook is intended to assist you as a substitute employee by answering questions on district policies and procedures. If for any reason you need additional clarification, please feel free to call the personnel office for further assistance.

May this be your best year ever!

Sincerely,

Stephen F. Waddell, Ed.D.  
Superintendent

## **MESSAGE FROM PERSONNEL**

This handbook has been prepared to explain our procedures and to answer some of the questions you may have about substituting in the Birdville Independent School District. It is our hope you will study the contents of this document carefully.

This handbook is yours to keep. We have attempted to introduce you to our rules and procedures, but if you have any further questions about substituting in the Birdville School District, please call 817-547-5772.

May your substituting experiences in Birdville Schools be professionally fulfilling to you and educationally profitable to our students.

Sincerely,

Richard Valenta  
Director of Personnel Services



Colleyville•Haltom City•Hurst  
North Richland Hills•Richland Hills•Watauga

### MISSION

Birdville Independent School District,  
in partnership with the community, pursues  
educational excellence and dedicates its  
resources to create a learning environment that  
encourages all students to become productive  
citizens and lifelong learners in a global society.

---

---

## BISD

### A Pioneer of Education

The Birdville Independent School District continues a tradition it began on the Texas frontier long before the Civil War in 1858. The first school was opened on a site known as Birdville Hill. The settlers took the name Birdville for their community from the original Bird's Fort, built by Jonathan Bird and fortified by a group of Texas Rangers. An official Texas Historical Marker stands on the site known as the Pioneer Birdville Schools.

The area now comprising the school district originated along Big Fossil Creek and its tributaries, and has progressed to a population of over 115,000 which spans 40 square miles and serves the cities of Haltom City, Richland Hills, North Richland Hills, Watauga, and portions of Colleyville and Hurst.

BISD is the third largest school district in Tarrant County with over 22,000 students and almost 2,600 employees. All 32 schools (21 elementary schools, 7 middle schools, 3 high schools and 1 alternative high school) are fully accredited by the Texas Education Agency, and the Southern Association of Colleges and Schools accredit the high schools.

# **General Information**

## GENERAL INFORMATION

### Educational Qualifications

The minimum educational requirement to substitute teach in the District is 60 college semester hours. **Substitute teachers with at least 60 semester hours may substitute in short term substitute positions only; they may not substitute in one position longer than ten days. To qualify for long-term substitute positions, the substitute teacher must possess a Bachelor's degree from an accredited college or university.**

The minimum educational requirement for all other applicants for substitute positions shall be a high school diploma.

In all cases, the District shall attempt to hire certified teachers as substitutes whenever possible. First consideration shall be given to the most qualified teachers on the approved substitute list and an effort shall be made to place substitutes in their field of interest or the field in which they are best qualified.



### Substitute Pay

Effective August 1, 2007

The pay for substitute paraprofessionals is as follows:

- Substitute educational assistants and clerical personnel - \$60.00 per day;
- Substitute educational assistants and clerical personnel on day 11 of a long term assignment (same position) - \$65.00 per day.

The pay for substitute teachers is as follows:

- At least 60 college hours - \$65.00 per day;
- A substitute teacher, who has earned at least 60 college hours but has not earned a Bachelor's degree, may only work up to ten days in the same position.
- Bachelor's degree - \$80.00 per day;
- Bachelor's degree on day 11 of a long term assignment, (same position) - \$85.00 per day;
- Bachelor's degree on day 31 of a long term assignment (same position) - \$90.00 per day;
- TX certified teacher - \$90.00 per day, (certificate must be valid, non-expired);
- TX certified teacher on day 11 of a long term assignment (same position) - \$100.00 per day;
- TX certified teacher on day 31 of a long term assignment (same position) - \$110.00 per day.

### Campus Clinic Substitutes

Substitutes who wish to work in the campus clinic must meet the following criteria:

- Current CPR training.
- Healthcare Provider CPR course that is taught at local hospitals or at the American Red Cross.
- Current school health office training. This can be scheduled through the health services department by calling (817) 547-5725
- First Aid training.

The pay rate for clinic substitutes is as follows: (Effective October 12, 2008)

- Paraprofessional - \$60.00; Bachelor's degree - \$70.00; TX Certified Teacher - \$80.00
- LVN - \$70.00 on day 11 of a long term assignment (same position) - \$75.00;
- ADN/RN with at least 60 college hours - \$80.00;
- RN with Bachelor's degree/BSN - \$90.00.

Any substitute can be hired for one-half (1/2) day at half the above stated daily rates. A half-day consists of approximately four hours of work. If a substitute is called for a one-half day assignment for the morning, the hours will be 7:45 a.m. to 11:45 a.m. **unless the principal indicates otherwise.** The hours for an afternoon assignment will be 11:45 a.m. to 3:45 p.m. **unless the principal indicates otherwise.**

**\*\*\*Five (5) classes or more equals one full day. Four (4) classes or less equals one-half day.**  
**This is based on the needs of the campus, not the individual substitute.**

**Additionally, only substitute teachers with a 4-year degree may enter long-term status after ten days of continuous service in the same position at the above stated daily rates. The principal will determine continuation of long term status for any substitute teacher if there is any break in the continuous service by the substitute teacher for any reason.**

### **Payroll**

**Beginning August 1, 2003 all paychecks will be direct deposited electronically. A \$15.00 service fee will be charged monthly for all checks that are not direct deposited.** Payday is the 25<sup>th</sup> of each month or the last working day prior to the 25<sup>th</sup> if the 25<sup>th</sup> is a weekend or holiday.

As a result of Senate Bill 9, there is no limitation on the number of days in a school year that a retiree may be employed as a substitute except in the case of disability retirees. Disability retirees may work a maximum of 90 days as a substitute with no penalty.

### **403(b) Plans**

Substitutes are eligible to participate in a 403(b) plan. Companies permitted to offer 403(b) plans must be approved by the Texas Teacher Retirement System and are listed on the TRS website [www.trs.state.tx.us](http://www.trs.state.tx.us). The necessary forms for changing an existing tax sheltered annuity or opening a new one are available from the Birdville Insurance/Benefits Department. Only approved forms are accepted and all documentation is processed by the district's third party administrator, Financial Benefit Services.

### **Availability**

Substitutes are called in most cases by the computerized absence reporting system. However, if no job has been previously assigned, substitutes are always encouraged to call the absence reporting secretary at the help desk on mornings when they are ready and willing to work. Substitutes will be placed on school priority lists in accordance with the individual school principal or designee's preferences based on previous performance.

Accordingly, substitute employees who consistently are unavailable for work when called by the system with job offers, will be placed on a low priority list and will only be called to fill jobs in the district when absolutely necessary.

### **Change of Status**

Substitutes must notify the Personnel Office of any change of address or phone number. **Substitutes must also give written notification to the Personnel Office if the individual desires to be removed from the substitute list.**

Additionally, substitutes may notify the Personnel Office if there are any desired changes in schools, grades, and subjects, or other assignment preferences.

### **Employment Status**

**When the application is approved, all necessary forms are completed, satisfactory Criminal History Record and references are returned and training is complete, the candidate's name may be added to the substitute list. *Completion of application process does not guarantee placement on the substitute list. Consideration for employment is at the discretion of Personnel Services.***

Substitute employees serve at-will, are not employed for any specified length of time, and have no property right in their employment. The Board through its designee may terminate the employment relationship at any time, for any reason, except as otherwise provided by law.

### **Conditions for Continuation of Employment**

The District will afford substitute employees the opportunity for continuation of employment for each succeeding year by signing a Letter of Assurance issued by the District annually to all substitute employees **who have performed their duties in an acceptable manner.**

## **Board Meetings**

Regular Board meetings are held at the BISD administration building on the fourth Thursday of each month at 5:30 p.m. unless otherwise provided by the Board. Open session begins at 7:00 p.m. The time for special and emergency meetings of the Board shall be as stipulated in the notice for the meeting.

## **Bad Weather Days**

Some winter days become too dangerous for students and teachers to travel to and from school. On these occasions, the superintendent will notify the radio and television stations that schools will be closed. **If you have accepted jobs for any of these days, you should listen to major stations for information on Birdville ISD closings.** If the Birdville Substitute Management System continues to call you the morning of the closing, please press star (\*) button for no more calls, or refuse the job by pressing number 2 in accordance with the Substitute Finder instructions. **You will not be paid any day that Birdville Schools are closed.** All employees should listen to the major stations that are listed as follows for information on Birdville ISD delay or closings.

<b>Radio Stations</b>		<b>Television Stations</b>	
KRLD	1080 AM	KDFW	Channel 4
KVIL	103.7 FM	KXAS	Channel 5
KPLX	99.5 FM	WFAA	Channel 8
KLIF	570 AM	KTVT	Channel 11
WBAP	820 AM		

## **School Operating Hours (Regular Schedule)**

### **Elementary:**

#### **Pre-kindergarten**

AM 8:00 a.m. - 11:00 a.m.  
PM 12:15 p.m. - 3:15 p.m.

#### **Full Day Kindergarten**

8:00 a.m. – 2:25 p.m.

#### **Grades 1-5**

8:00 a.m. – 3:15 p.m.

### **Middle School:**

#### **Grades 6-8**

8:00 a.m. – 3:15 p.m.

### **High School:**

#### **Grades 9-12**

8:00 a.m. – 3:42 p.m.

## **Emergencies**

Policy CKC

Administrators conduct fire, tornado, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. All employees should become familiar with the evacuation plans posted in their area. Each person should know the location of the fire extinguishers and be familiar with how to use them. Instructions are issued by departments for special situations such as bus accidents, tornado drills, etc. All employees should check with their department or school for the specific situations.

## **Worker's Compensation**

Policies CRE-P, DEC

## **Program and Benefits**

All district employees, in accordance with laws of the State of Texas, are covered by the district's workers' compensation insurance fund. Only injuries occurring in the course and scope of the employee's job duties are covered. In the event of an injury while on duty, the employee must notify his/her primary supervisor and the **Birdville ISD Workers' Comp office at 817/547-5855 IMMEDIATELY.**

An employee injured during the course and scope of job duties may be eligible to receive temporary income benefits from workers' compensation. If the employee is taken off work by the treating physician, he/she may use sick leave, personal leave, or vacation time concurrently while receiving temporary income benefits. An employee taken off work by his/her treating physician for a work-related injury will be placed on Family Medical Leave Act (FMLA) to run concurrently with the workers' comp leave. After exhausting Family and Medical Leave (FMLA) entitlement, however, an employee on workers' compensation leave may elect to use accumulated sick leave, if any, concurrently with workers' compensation wage benefits. In such case, the district shall pay the difference between the weekly income benefit received under workers' compensation and employee's regular weekly compensation and shall charge sick leave proportionately. The district will not terminate an employee who is on an unpaid leave of absence and receiving workers' compensation benefits, except when the termination is for a legitimate reason independent from the employee's workers' compensation claim.

## **Work-Related Injuries**

Injuries occurring during the course and scope of the employee's job duties must be reported to the employee's primary supervisor and the Birdville ISD Workers' Compensation Office at 817/547-5855 immediately. The employee is required to complete an Employee Accident Report form regarding the injury and submit the form to the BISD Workers' Comp Office within 24 hours of the injury. The Employee Accident Report forms are available in each office or from the BISD Workers' Compensation Office. The Texas Workers' Compensation Insurance Fund covers all Birdville ISD job-related injuries.

## **Security**

Principals are responsible for security on their campus. District guidelines require that principals contact proper authorities should any problems arise on a school campus. Criminal history investigations are made on all employees. Picture identification badges are supplied for substitutes and employees of Transportation and Buildings and Grounds. Child Nutrition employees are furnished with nametags. These are required to be worn while on the job. Cafeteria managers are charged with securing the kitchen area at the close of each day, just as head custodians and night custodians must secure the entire building facility at the close of each day. Campus security personnel are employed at each high school.

## **Student Handbook**

The Student Handbook may be accessed electronically on the BISD website, (click: Parents and Community, scroll to Student Handbook). Included in the handbook are student issues, including but not limited to, the following:

- Equal Educational Opportunities, (Policy FB)
- Student Records, (Policy FL)
- Parent and Student Complaints, (Policy FNG)
- Administering Medications to Students, (Policy FFAC)
- Dietary Supplements, (Policy DH, FFAC)
- Psychotropic Drugs, (Policy FFAC)
- Student Discipline, (Policy FN, FO)
- Student Attendance, (Policy FDD)
- Hazing, (Policy FNCC, FO)
- BISD Student Code of Conduct, (Policy FO)

The Code of Conduct can be accessed on the BISD homepage, (click: Parents and Community, click: Student Handbook, click: BISD Code of Conduct).

## **Computer Access and Use**

*(Revised June 28, 2005)*

Due to the confidential information that is contained on the teacher's computer, access to the information is limited.

Substitute employees are advised not to access any district employee's computer unless specific instructions by the employee have been given. Use of login accounts provided for public use in campus library's are not to be used on classroom or teachers' computers at any time. Failure to follow this procedure may result in termination of substitute employment.

Limiting access reduces the opportunity for mistakes, misuse, and unacceptable and accidental situations to happen.

Substitute employees who utilize district computers must abide by the **BISD Technology Acceptable Use Guidelines**.

### **BISD Technology Acceptable Use Guidelines** **Policy CQ (Local)**

Birdville ISD's technology resources will be used only for learning, teaching and administrative purposes consistent with the district's mission and goals. All district technology training will emphasize the ethical use of district technology resources and the acceptable use guidelines. Commercial use of the district's technology resources is strictly prohibited.

### **Definition of District Technology Resources**

The district's computer systems and networks are any configuration of hardware and software. The systems and networks include all the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CDROM, optical media, clip art, digital images, digitized information, telecommunications devices, and all new technologies as they become available. The district reserves the right to monitor all technology resource activity.

The use of the network is a privilege that may be revoked by network administrators or authorized faculty designees at any time for violation of district policy and/or administrative regulations regarding acceptable use. The district shall not be liable for the inappropriate use of electronic communication resources, violations of copyright restrictions, mistakes, negligence, or costs incurred by users. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's computer systems and networks.

### **Blogs, Podcasts, Forums and Wikis**

Inappropriate use of district computers to post personal blogs, forums, wiki's or podcasts is prohibited. Posting any student or teacher created blog or podcast that is not directly related to and in support of the BISD approved curriculum is prohibited.

### **Consequences of Improper Use**

The district's technology resources may not be used for improper, unethical, or illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy. Users may not use another person's network account. Any district network user identified as a security risk or as having violated district and/or campus computer-use guidelines may be denied access to the district's network or may result in disciplinary actions.

## **E-mail**

The software and hardware that provides e-mail capabilities is publicly funded. For that reason, it should not be considered a private, personal form of communication. The Open Records Act governs the contents of any electronic communication. BISD abides and cooperates with any legal request for access.

It is the policy of the district that information transmitted by e-mail be retained in accordance with the department's records retention schedule by the legal custodian (originator or individual to whom the message is addressed) of the e-mail message. As the legal custodian, users must print out and save paper copies of important documents or archive them in personal folders on their hard drives or other storage devices in compliance with the retention requirements of the Open Records Act.

BISD e-mail servers are provided to facilitate the delivery of e-mail. Information is backed up as a safety measure in case of system failure or unlawful tampering ("hacking"). Network Support Services deletes all e-mail messages in early July of each school year as part of the routine maintenance of the e-mail system.

## **Forgery Prohibited**

Forgery or attempted forgery of e-mail messages is prohibited. Attempts to read, delete, copy, or modify the e-mail of other users or deliberate interference with the ability of other users to send/receive e-mail is prohibited.

## **Hardware**

All hardware purchases should be for those items that are approved by the TIMS department and listed in the current technology bid because we have maintenance agreements on those items.

## **Information Content/Third Party Supplied Information**

System users and parents of students with access to the district's system should be aware that use of the system may inadvertently provide access to other electronic communications systems outside the district's networks that may contain inaccurate and/or objectionable material. The district will maintain Internet filtering to attempt to minimize the access to objectionable material. Any attempt to circumvent the filtering software will be viewed as an attempt to disrupt the system and constitutes inappropriate use. Non-business related purchases made over the Internet are prohibited. Internet access may not be used for personal gain.

An employee who knowingly brings or transmits prohibited, obscene, or pornographic materials into the school's electronic environment will be subject to disciplinary action in accordance with district policies. This could result in termination of employment.

## **Maintenance of Local Hard Drives**

**NOTE: BISD faculty and staff are personally responsible for making backups of any data files that you store on your local hard drive.**

All district computers (desktop and laptops) must have auto-updating virus protection.

NOTE: Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Birdville ISD are the property of Birdville ISD. These files are not private and may be accessed at any time by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 201.13(b), Information Resource Standards and may be subject to the open records act.

## **Network Etiquette**

district network users are expected to be polite and use appropriate language. Users should not misrepresent their identity, transmit obscene messages or pictures, reveal personal addresses or phone numbers, or use the network in a way that would disrupt the use of the network by others.

## **Software**

No software should, or will, be installed without documentation that shows the software purchase has gone through an approval process that includes the TIMS department.

Software purchased for Birdville ISD may not be installed on home computers. Programs brought from home are not allowed to be installed on BISD computers. The cost of any fines levied upon the district due to the aforementioned behavior will be passed onto the individuals responsible for the illegal software. BISD reserves the right to remove any non-business related software or files from any computer without notification. Examples of non-business related software or files include, but are not limited to games, instant messengers, pop e-mail, music files, image files, freeware and shareware.

Copyrighted software or data may not be placed on any computer connected to the district's network without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the network.

## **Telecommunications**

The use of all district provided telecommunications equipment to include but not limited to desk phones, cell phones, pagers, walkie-talkies, etc. is a privilege not a right. These technologies have been publicly funded. For that reason, they should not be considered a private, personal form of communication. Personal use is inappropriate. The contents of any communication of this type are governed by the Network Access General Use Policy. All terms that are covered in the policy including user responsibilities and consequences for policy violations, apply to use of these devices.

## **Term**

This policy is binding for the duration of the current school year in Birdville ISD.

## **Vandalism Prohibited**

Any attempt to harm or destroy district equipment or materials, data of another user of the district's network, or any of the agencies or other networks to which the district has access is prohibited. Intentional attempts to degrade or disrupt system performance may be viewed as violations of district policy and administrative regulations or possibly as criminal activity under applicable state and federal laws including the Texas Penal Code, Computer Crimes, Chapter 33.

Users must not download, install or run security programs or utilities that reveal weaknesses in the security of the network. For example, BISD users must not run password cracking programs, packet sniffers, network mapping tools, or port scanners while connected in any manner to the district network infrastructure. Users must report any weaknesses in computer security, any incidents of possible misuse or violation of this agreement.

The acts as defined above will result in the cancellation of network use privileges and possible prosecution. The party will be responsible for restitution for costs associated with system restoration and hardware and software costs.

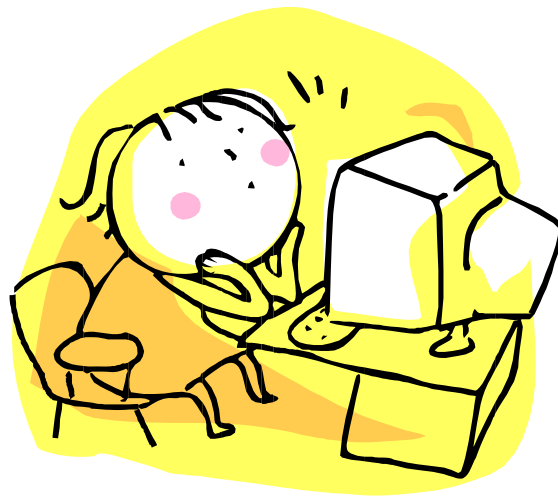
## Software and Hardware Purchases

All hardware purchases should be for those items that are approved by the TMIS department since we have maintenance agreements on those items. No software should, or will, be installed without documentation that shows the software purchase has gone through an approval process that includes the TMIS department.

## Useful Websites

Listed below are some websites that might be useful to our substitutes.

1. [www.birdville.k12.tx.us](http://www.birdville.k12.tx.us)
2. [www.collegefortexans.com](http://www.collegefortexans.com)  
**This website has information from the Texas Higher Education Coordinating Board. Included are applications and information for available funds to help substitutes and educational aides in the pursuit of a teaching degree.**
3. [www.subed.usu.edu](http://www.subed.usu.edu)  
[www.usu.edu](http://www.usu.edu)  
**This is the Utah State University Substitute Teacher Institute.**



# Integrated Pest Management



## Notice to Employees:

**Birdville ISD periodically applies pesticides as part of an Integrated Pest Management (IPM) program. All persons applying pesticides in the BISD are required to be licensed by the Structural Pest Control Board of Texas. In addition, district policy requires the use of non-chemical pest control procedures whenever possible.**

**Birdville ISD, in accordance with state regulations, prohibits the possession, storing or application of any kind of pesticide, or pest device, on school premises, or as part of any of the District's activities, by unauthorized (unlicensed) personnel. A "pesticide" is any chemical used for the control of a living organism, including insects, rodents, weeds, molds, plant diseases, and others. "Device" means items like glue boards, fly traps, mouse traps, etc.**

**Should you have further questions regarding pesticide use in the district, including types and timing of the treatments please contact:**

**Jeff Cotton  
IPM Coordinator  
Birdville ISD  
817-547-5849  
[jeff\\_cotton@birdville.k12.tx.us](mailto:jeff_cotton@birdville.k12.tx.us)**



## **DRESS AND GROOMING**

The District's dress code is established to provide an atmosphere that enhances learning, teaches hygiene, instills discipline, prevents disruption and avoids safety hazards. Substitutes shall come to school looking neat and clean, wearing appropriate clothing, and exhibiting grooming that will promote good health and provide a safe place for students and staff.

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.**

## **DRESS CODE BY CAMPUS**

**All campuses follow District Dress Code with the following additions:**

### **Birdville Elementary**

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**All Staff:** business casual Monday through Thursday

**Spirit Day Friday:** blue jeans and tennis shoes ok with school shirt or yellow or blue shirt

### **David E Smith Elementary**

**Office personnel:** business casual

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**Spirit Day:** Friday, blue jeans ok

### **W T Francisco Elementary**

**Friday:** blue jeans ok

### **Smithfield Elementary**

**Office personnel:** professional attire Monday through Thursday

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**All Teachers:** professional attire Monday through Thursday

**Fridays:** blue jeans allowed for all staff

**Spirit Day:** themes and dates to be announced

### **Snow Heights Elementary**

**Spirit Day Friday:** blue jeans ok

### **O H Stowe Elementary**

**Friday:** blue jeans ok with a school shirt or blue or yellow gold shirt

### **Holiday Heights Elementary**

**Friday:** blue jeans ok with a red or blue shirt

### **Watauga Elementary**

**Spirit Day Friday:** blue jeans ok with school shirt or green or yellow shirt

### **W A Porter Elementary**

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**Friday:** blue jeans ok with a school shirt or either a red, blue or white shirt

### **North Ridge Elementary**

**Office personnel:** business casual, slacks ok

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**Friday:** blue jeans ok, must be professional; school shirt or red or royal blue

### **John D Spicer Elementary**

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**All Staff:** business casual Monday through Thursday

**Spirit Day Friday:** blue jeans and tennis shoes ok with school shirt or red or blue shirt

### **Walker Creek Elementary**

**All Staff:** professional dress; ladies wear dresses or slacks. Hose are not required.

Shorts and capris are not allowed but conservative ankle pants are ok.

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**Friday:** blue jeans ok with Walker Creek Spirit shirt or other T shirt (should not be frayed or faded); school colors are blue and silver.

### **Watauga Middle School**

**No jeans at any time**

**PE Teacher or PE Assistant:** shorts and T shirt; warm ups; appropriate athletic wear

**\*\*PE and academic classroom combination subs must wear appropriate classroom attire**

### **Smithfield Middle School**

**Spirit Day Friday:** jeans ok with school shirt or blue or white shirt

### **North Ridge Middle School**

**Office Personnel:** dress appropriately for greeting the public

**PE Teacher or PE Assistant:** dress comfortably but modestly; please do not wear shorts if the assignment calls for you to sub in both athletics and a classroom

**Friday:** blue jeans ok

### **Haltom High School**

**Office Personnel:** business casual

**All Staff:** Men should wear shirts with collars and ladies should wear pantsuits or mid-length skirts with low heels

**PE Teacher or PE Assistant:** appropriate athletic wear, wind suits ok; no sweats; shorts have to follow BISD dress code policy; no tennis shorts or skirts; no tank tops



## Commonly Asked Questions and Answers

**Q1. What do I do if I accept a job and then cancel it on the morning of the job?**

- A1. The system will allow you to cancel a job up to one hour prior to the start of the job. However, if you cancel a job you are requested to contact the school as well to inform them that you needed to cancel that day's job.

When a job has been prearranged/accepted well in advance of the scheduled job and then the day before or the morning of the job the substitute cancels out of it, this becomes a hardship on the teacher and the campus to try to get it filled on extremely short notice.

Please do not accept jobs that you might want only to make a final decision right before the job that you no longer want it. This takes the job out of the unfilled list erroneously and prevents the job from being picked up in a timely manner by a substitute who really wants the job.

**Q2. What do I do if I am going to be late to an assignment?**

- A2. If you are running late or you receive a late call and feel you can arrive within a reasonable amount of time, please accept the assignment. Once you complete the acceptance, please call the campus to let them know you have accepted the job and an approximate arrival time. Calling first may also save you a trip to the campus in the event that another sub has been obtained or other arrangements have been made.

**Please note: All campus phone numbers are listed in this handbook beginning on page 23. Driving directions to each campus begin on page 27.**

**Q3. Is it really necessary that I wear my substitute ID?**

- A3. Yes, please do wear your substitute ID at all times while on campus. This is a safety measure we have in place so our staff members and students know you are on the approved list of substitutes for the current school year. Also, it is very important that you to come in each summer during the designated time to have your badge updated with a new sticker.

**NOTE: Letters of reasonable assurance and instructions for substitute renewal are mailed to current, active subs each year at the end of May.**

**Q4. When are substitutes needed the most?**

- A4. Fridays are typically the days when we need substitutes the most.

In the spring, Thursdays and Fridays experience a high need for substitutes. Many staff members have students participating in a host of UIL competitions across Texas.

**Q5. Is it okay for me to talk on my cell phone or text message during class time?**

- A5. No

- Q6. **Am I allowed to use the classroom computer to check my e-mail, play games or work on my school assignments if I have free time throughout the day?**
- A6. No. Please see **Computer Access and Use** beginning on page 12.  
[Policy CQ \(Local\)](#)
- Q7. **Can I leave campus for lunch?**
- A7. Yes, however, lunch is only 30 minutes. If you do leave campus, please remember to check in and out through the office.
- Q8. **Will I be given a conference period?**
- A8. There is no expectation for a conference period. The conference period is not an off-period. This is the time set aside for teachers to make lesson plans, set up conferences, return parent phone calls, etc. On a day-to-day basis a substitute would not be doing these things.
- Q9. **If I do not have a conference period, what will I be doing?**
- A9. You may be asked to cover a class. Sometimes emergencies come up or a position did not fill and someone is needed to cover the class. During the conference period time please check with the office to see if you are needed somewhere during that time.
- Q10. **How many hours equal a full day's pay?**
- A10. Sometimes a teacher may need a substitute for less than a whole day. Substitutes will be paid half the daily rate if the job is for 4 hours or less. Substitutes who are needed for 5 or more hours will be paid the full daily rate. The number of hours is determined by campus need only.
- Q11. **When will I receive a pay check?**
- A11. Pay day is the 25<sup>th</sup> of each month or the last working day prior to the 25<sup>th</sup> if the 25<sup>th</sup> falls on a weekend or a holiday.
- Q12. **What do I do if I no longer wish to substitute?**
- A12. Submit a letter of resignation in writing to Suzy Compton, Coordinator for Personnel Services.
- Q13. **Once I am no longer substituting, how do I obtain the money from my 457 PST plan?**
- A13. Contact: Administration Company  
National Benefit Services (NBS):  
8805 South Sandy Pkwy  
Sandy UT 84070  
(800) 274-0503

---

---

**PAYROLL CUT-OFF DATES FOR THE 08-09 SCHOOL YEAR**

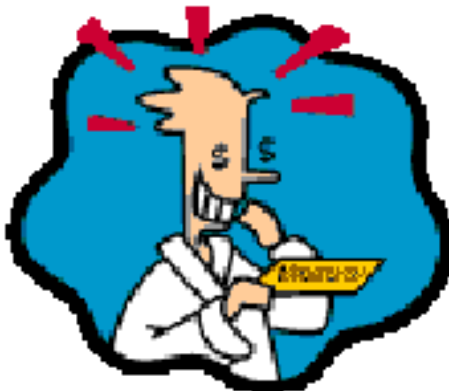
<u>MONTH</u>	<u>CUT-OFF</u>	<u>PAY DATE</u>
September:	9/11/2008	9/25/2008
October:	10/10/2008	10/24/2008
November:	11/11/2008	11/25/2008
December:	12/05/2008	12/19/2008
January:	1/09/2009	1/23/2009
February:	2/11/2009	2/25/2009
March:	3/06/2009	3/25/2009
April:	4/10/2009	4/24/2009
May:	5/08/2009	5/22/2009
June:	5/31/2009	6/25/2009
July:	7/10/2009	7/24/2009
August:	8/11/2009	8/25/2009

**PLEASE NOTE:** Payday is the 25<sup>th</sup> of each month or the last working day prior to the 25<sup>th</sup> if the 25<sup>th</sup> is a weekend or holiday.

All dates are subject to change.

---

---





**Birdville Independent School District**  
2008 - 2009 Calendar

Approved 02/28/08

**July**

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

**August**

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

**September**

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

**October**

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

**November**

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

**December**

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

- Legend**
- holiday for students and staff
  - staff development/student holiday
  - teacher preparation/student holiday
  - teacher preparation, student half day
  - ( ) begin/end six weeks
  - \* Inocent weather make-up
  - Graduation

- Reporting Periods**
- Aug. 25 - Oct. 2                    28 days
  - Oct. 7 - Nov. 14                    29 days
  - Nov. 17 - Jan. 16                   32 days
- Fall Semester - 89 days**

- Jan. 20 - Feb. 27                    28 days
  - Mar. 2 - Apr. 17                    29 days
  - Apr. 20 - May 29                    29 days
- Spring Semester - 86 days**

- Key Dates**
- Aug. 15-21                    Staff development
  - Aug. 22                    Teacher preparation
  - Aug. 25                    First day of school
  - Sept. 1                    Labor Day holiday
  - Oct. 3, 6                    Student holiday/Staff dev.
  - Nov. 26-28                    Thanksgiving holiday
  - Dec. 22 - Jan. 2                    Holiday Break
  - Jan. 15, 16                    1/2 day/Teacher preparation
  - Jan. 17                    Teacher preparation
  - Jan. 19                    Martin Luther King holiday
  - Feb. 20                    Student holiday/Staff dev.
  - March 16-20                    Spring Break
  - Apr. 10                    Student holiday/Staff dev.
  - May 28                    1/2 day/Teacher preparation
  - May 29                    1/2 day/Last Day/Teacher prep
  - May 30                    Teacher preparation
  - May 31                    Graduation
  - Dec. 22 & May 25                    Holiday/Weather make-up

**January**

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

**February**

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

**March**

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

**April**

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

**May**

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

**June**

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

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
SCHOOL DIRECTORY**

<b><u>NO</u></b>	<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Phone No</u></b>	<b><u>Principal/Assistant</u></b>	<b><u>Secretary</u></b>
101	Birdville Elementary School	3126 Bewley St. Haltom City, TX 76117	(817) 547-1500	Mick Sandoval Sarah Upchurch .5	Tammy Jackson
102	David E. Smith Elementary School	3701 N. Haltom Rd. Haltom City, TX 76117	(817) 547-1600	Scott Gregory Sarah Upchurch .5	Christy Berrier
103	W. T. Francisco Elementary School	3701 Layton Ave. Haltom City, TX 76117	(817) 547-1700	Janelle Rayfield Kaynee Correoso .5	Margarita Valladares
104	Jack C. Binion Elementary School	7400 Glenview Dr. Richland Hills, TX 76118	(817) 547-1800	Paul Andreason Hilda Valencia-Hager	Alicia Ynostrosa
105	Alliene Mullendore Elementary School	4100 Flory St. North Richland Hills, TX 76180	(817) 547-1900	Billy Pope	Cheryl Steele
106	Richland Elementary School	3520 Scruggs Park Dr. Richland Hills, TX 76118	(817) 547-2000	Dee Dee Peacock	Sharon Maultsby
107	Smithfield Elementary School	6724 Smithfield Rd. North Richland Hills, TX 76180	(817) 547-2100	Greg Bicknell	Debbie Lamar
108	Snow Heights Elementary School	4801 Vance Rd. North Richland Hills, TX 76180	(817) 547-2200	Carla Beth Horton	Dora Thrash
109	South Birdville Elementary School	2600 Solona St. Haltom City, TX 76117	(817) 547-2300	Han Arthurs	Susan Williams
110	O. H. Stowe Elementary School	4201 Rita La. Haltom City, TX 76117	(817) 547-2400	Mike Moon Marsha Perry	Deborah Kuhleman
111	The Academy at West Birdville	3001 Layton Ave. Haltom City, TX 76117	(817) 547-2500	Lindi Andrews Jeff Wood	Carla Liddington
112	Holiday Heights Elementary School	5221 Susan Lee La. North Richland Hills, TX 76180	(817) 547-2600	Donna Solley Susan Nall	Beverly Watkins
113	Watauga Elementary School	5937 Whitley Rd. Watauga, TX 76148	(817) 547-2700	Sharon Heir Jennifer Salyards	Christy Dominguez
114	Grace E. Hardeman Elementary School	6100 Whispering La. Watauga, TX 76148	(817) 547-2800	Steve Ellis Tim Drysdale	Cindy Andreason
115	W. A. Porter Elementary School	2750 Prestondale Dr. Hurst, TX 76054	(817) 547-2900	Jaimie Smith Karen DesHotels	Donna Wood
116	The Academy at Carrie F. Thomas	8200 O'Brian Way North Richland Hills, TX 76180	(817) 547-3000	Sabrina Lindsey Cheryl Schwaebler	Kim McIntire
117	Foster Village Elementary School	6800 Springdale La. North Richland Hills, TX 76180	(817) 547-3100	Ann Croxdale Patrick Guy	Sharlo Burris

<b>118</b>	North Ridge Elementary School	7331 Holiday La. North Richland Hills, TX 76180	(817) 547-3200	Meryl Babcock Deborah Coulson	Brenda Blume
<b>119</b>	John D. Spicer Elementary School	4300 Estes Park Rd. Haltom City, TX 76137	(817) 547-3300	Michael Dukes Gail Long	Dion Hobbs
<b>120</b>	Green Valley Elementary School	7900 Smithfield Rd. North Richland Hills, TX 76180	(817) 547-3400	Dawn Boriack Jed Carlton .5	Penny DeLuca
<b>121</b>	Walker Creek Elementary School	8780 Bridge St. North Richland Hills, TX 76180	(817) 547-3500	Marta White Jed Carleton .5	Cindy Street
<b>041</b>	Haltom Middle School	5000 Hires Dr. Haltom City, TX 76117	(817) 547-4000	Susan Taylor Rod Bailey Mel Meza	Toni Ortega
<b>042</b>	North Richland Middle School	4800 Rufe Snow Dr. North Richland Hills, TX 76180	(817) 547-4200	Ernie Valamides Tad Conner Hope Deley	Andrea Wilson
<b>043</b>	Richland Middle School	7400 Hovenkamp Richland Hills, TX 76118	(817) 547-4400	Cheri Sizemore Robert Butler Kaynee Correoso .5	Sharon Ruiz
<b>044</b>	North Oaks Middle School	4800 Jordan Park Haltom City, TX 76117	(817) 547-4600	Bob Koerner Joe Spay	Cindra Wetli
<b>045</b>	Watauga Middle School	6300 Maurie Dr. Watauga, TX 76148	(817) 547-4800	Shannon Houston Michaela Gair Zachary Webb	Kathy Cushing
<b>046</b>	Smithfield Middle School	8400 Main St. North Richland Hills, TX 76180	(817) 547-5000	Jeff Russell Dan Burbach .5 Regina Spurlock	Gayle Hale
<b>047</b>	North Ridge Middle School	7332 Douglas La. North Richland Hills, TX 76180	(817) 547-5200	Carla Rix Jennifer Gotuaco Mark McCanlies	Beverly Eden
<b>001</b>	Haltom High School	5501 N. Haltom Rd. Haltom City, TX 76137	(817) 547-6000	Mike Jasso Crespin Cortez Leonard Cousins Michelle Edwardson Deborah Lindley Rick Mauderer Holly McCanlies	Marjorie Parkey  <b>Corrine McCurdy</b>
<b>002</b>	Richland High School	5201 Holiday La. E. North Richland Hills, TX 76180	(817) 547-7000	Randy Cobb Carol Adcock Mike Gerard Adele Kennedy Starla Langston Kyle Pekurney	Brenda Rittenberry  <b>Lisa Daugherty</b>

<b>003</b>	Shannon Learning Center	6010 Walker St. Haltom City, TX 76117	(817) 547-5400	Greg Farr Lori Dazey	<b>DeAnn Bass</b>
<b>010</b>	Birdville High School	9100 Mid Cities Blvd. North Richland Hills, TX 76180	(817) 547-8000	Jason Wells <b>Nanci Hopper</b> Phylis Scott Glenn Serviente Tim Waldman	Lori Greco <b>Connie Caffey</b>



**CENTRAL ADMINISTRATION**  
**2008 – 2009**

**SUPERINTENDENT**

Waddell, Stephen F., Ed.D.

**ASSOCIATE SUPERINTENDENTS**

Bell, Ellen V., Ph.D. - Instruction  
Burnett, Quentin S., Ph.D. - Finance  
Thompson, Jay C., Ph.D. - Staff and Student Services

**EXECUTIVE DIRECTOR**

Wallace, Julie A. - Technology Information Mgmt Sys

**DIRECTORS**

Anderson, Linda, Ph.D. - Career and Technology Ed.  
Bedwell, Jennifer - Accounting  
Bowman, Katie, CPA - Business  
Caruthers, Ronnie - Buildings and Grounds  
Campbell, Kevin - Transportation  
Gerabagi, David, Ph.D. - Planning and Resource  
Development  
Gipson, Willa - Athletics  
Goolsby, Richard - Purchasing  
Grubbs, Betty, Ph.D. - Special Services  
Holland, David - Accountability, Research and Program  
Evaluation  
Kempe, Rick, Ed.D. - Student Services  
Ledbetter, Lane, Ed.D. - Curriculum and Instruction  
Miller, Margaret - Professional Learning  
Sargent, Judy D. - Child Nutrition  
Valenta, Richard - Personnel Services  
White, Brad - Fine Arts

**ASSISTANT DIRECTORS**

Bach, David - Personnel Services  
Hughes, John - Maintenance/Governmental Compliance  
Master, Lesa. - Athletics

**COMMUNICATIONS OFFICER**

Thomas, Mark

**COORDINATORS**

Beverly, Judy - Health Services  
Compton, Suzy - Personnel Services  
Curry, Paige - Personnel Services  
Layer, Donna - Counseling Services

**TECHNOLOGY INFORMATION MANAGEMENT SYSTEMS**

Abrams, Jon - Network Support Tech  
Ambrose, Terry - Repair Tech Leader  
Barrett, Michael - PEIMS/Records Manager  
Butler, Brad - Technical Support Technician  
DePaola, Michael - Information Systems Manager  
Forester, Scott - Instructional Technology Manager  
Gibbs, Mark - Server Support Technician  
Jenkins, Chris - Phones/Security  
Johnson, Patrick - Leader, Tech Support  
Lin, George - Software Engineer  
Maxey, Darrell - Telecommunications Technician  
Merryfield, David - Technical Support Technician  
Montgomery, Kelli - Instructional Tech Consultant  
Sanchez, Albert - Technical Support Tech  
Strong, Clark - Systems Engineer

**CONSULTANTS**

Armendariz, Daniel - Mathematics  
Bell, Judi E. - Secondary English/Language Arts  
Besgrove, Tracy - Advanced Academic Specialist  
Davies, Sylvia - Elementary Reading  
Dubuis, Cynthia L. - Special Services  
Fabela, Nora - Special Services  
Henderson, Hugh - Science  
Hyman, Julia - Social Studies  
Mullen, Patti A. - Special Services  
Poe, Nan - CTE  
Sanders, Margaret - Special Services  
Sorrells, Caren - Mathematics  
Stanley, Patsy - Special Services  
Vinson, Allison - CTE

**LICENSED SPECIALISTS IN SCHOOL PSYCHOLOGY**

Creason, Barbara  
May, Mary - Social Worker  
Miller, Teresa, Ph.D.  
Oberkircher, Cheryl  
Schmidt, Mark, Ph.D.  
Strahan, Laurel, Ph.D.  
Fitzsimmons, Clara - LSSP Intern  
Martin, Kelsey - LSSP Intern

**ATTENDANCE OFFICERS**

Fanning, John - Haltom Cluster  
Thompson, Ray - Haltom Cluster  
Ladusau, Tom - Birdville Cluster  
Lovelace, W. Leon - Richland Cluster

**SYSTEMS ADMINISTRATOR**

Barrow, Bill

**ADMINISTRATOR OF STUDENT SERVICES**

Shabay, Mike

**SUPERVISORS**

Dominquez, Mike - Custodial  
Cotton, Jeff - Compliance  
Maclin, Travis - Grounds  
Maier, Sheila - Child Nutrition  
Nguyen, Sheri - Transportation  
Phelps, Russ - Property Management  
Risenhoover, Michelle - Child Nutrition Coordinator  
Sahagun, Betty - Child Nutrition  
Siems, Darrell - Maintenance  
Wells, Dawna - Payroll

**ASSISTANT SUPERVISORS**

Rightmyer, Pete - Custodial  
Roberts, Bobby - Custodial  
Wilson, Cathy - Transportation

**COMPLEX OPERATIONS MANAGER**

Briscoe, Bob

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
SCHOOL LOCATOR DIRECTIONS**

---

**BIRDVILLE ELEMENTARY**

**3126 Bewley Street (one way at posted times)**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn left on Broadway  
Turn right on Reeves  
Turn left on Dana

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Carson Street  
Turn left on Walker  
Turn left on Bewley Street or left on Reeves  
From Reeves turn left on Dana

---

**DAVID E. SMITH ELEMENTARY**

**3701 N. Haltom Road**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn right on Stephanie  
Turn left on Haltom Road

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Hwy. 377 (Denton Hwy.)  
Turn left on Broadway  
Turn right on Haltom Road

---

**W. T. FRANCISCO ELEMENTARY**

**3701 Layton Avenue**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn right on Broadway  
Turn right on Earle  
Turn left on Jerri Lane  
Turn right on Layton Avenue

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Hwy. 377 (Denton Hwy.)  
Turn left on Broadway  
Turn right on Earle  
Turn left on Jerri Lane  
Turn right on Layton Avenue

---

**JACK C. BINION ELEMENTARY**

**7400 Glenview Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn left on Glenview  
Turn right on Norton Drive

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn left on Glenview  
Turn right on Norton Drive

---

**ALLIENE MULLENDORE ELEMENTARY**

**4100 Flory Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn left on Glenview  
Turn left on Flory Drive

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Glenview  
Turn right on Flory Drive

---

**RICHLAND ELEMENTARY**

**3250 Scruggs Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn left on Hwy. 183 (10)  
Go right on Hwy. 183 (10)  
Turn right on Scruggs

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go south on Loop 820  
Exit Hwy. 183 (10)  
Go right on Hwy. 183 (10)  
Turn left on Scruggs

**BIRDEVILLE INDEPENDENT SCHOOL DISTRICT  
SCHOOL LOCATOR DIRECTIONS**

---

**SMITHFIELD ELEMENTARY**

**6724 Smithfield Road**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Grapevine Hwy. (Hwy. 26)  
Turn left on Hwy. 26  
Turn left on Davis Blvd.  
Turn left on Main Street  
Turn right on Smithfield Road

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Davis Blvd.  
Turn left on Main Street  
Turn right on Smithfield Road

---

**SNOW HEIGHTS ELEMENTARY**

**4801 Vance Road**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit right on Rufe Snow Drive  
Turn left on Marilyn Lane  
Turn right on Vance Road

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Glenview Drive  
Turn right on Vance Road

---

**SOUTH BIRDEVILLE ELEMENTARY**

**2600 Solona**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn left on Hwy. 183 (10)  
Turn right on Carson Street  
Turn left on Ellison Ave.  
Turn left on Solona

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go south on Loop 820  
Exit Hwy. 121/Airport Freeway  
Exit right onto Carson Street  
Turn right on Ellison Ave.  
Turn left on Solona Drive

---

**O. H. STOWE ELEMENTARY**

**4201 Rita Lane**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn right on Stanley Keller  
Turn right on Doeline Drive

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Hwy. 377 (Denton Hwy.)  
Turn left on Stanley Keller  
Turn right on Doeline Drive

---

**THE ACADEMY AT WEST BIRDEVILLE**

**3001 Layton Avenue**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn right on Hwy. 183 (10)  
Turn right on NE 28<sup>th</sup> Street  
Turn right on Layton Ave.

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on NE 28<sup>th</sup> Street  
Turn right on Layton Ave.

---

**HOLIDAY HEIGHTS ELEMENTARY**

**5221 Susan Lee Lane**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Holiday Lane – turn left  
Turn right on Lola Drive  
Turn right on Susan Lee Lane

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Davis Blvd.  
Turn left on Lola Drive  
Turn left on Susan Lee Lane

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
SCHOOL LOCATOR DIRECTIONS**

---

**WATAUGA ELEMENTARY**

**5937 Whitley Road**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go north on Hwy. 377  
Turn right on Shipp Drive  
Turn left on Whitley Road

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Rufe Snow Drive – turn right  
Turn left on Watauga Road (Mid Cities Blvd.)  
Turn left on Saramac Drive  
Turn left on Whitley Road

---

**GRACE HARDEMAN ELEMENTARY**

**6100 Whispering Lane**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go north on Hwy. 377  
Turn right on Watauga Road (Mid Cities Blvd.)  
Turn left on Maurie Drive  
Turn right on Whispering Lane

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Rufe Snow Drive – turn right  
Turn left on Watauga Road (Mid Cities Blvd.)  
Turn right on Maurie Drive  
Turn right on Whispering Lane

---

**W. A. PORTER ELEMENTARY**

**2750 Prestondale Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Hwy. 26 (Grapevine Hwy.) Turn left  
Turn left on Precinct Line Road  
Turn right on Regency Drive  
Turn left on Prestondale Drive

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Precinct Line Road  
Turn right on Regency Drive  
Turn left on Prestondale Drive

---

**THE ACADEMY AT CARRIE F. THOMAS**

**8200 O'Brian Way**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Hwy. 26 (Grapevine Hwy.) Turn left  
Turn left on Emerald Hills Way  
Turn right on Newman  
Turn left on O'Brian Way

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Emerald Hills Way  
Turn right on Newman  
Turn left on O'Brian Way

---

**FOSTER VILLAGE ELEMENTARY**

**6800 Springdale Lane**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Rufe Snow Drive - turn left  
Turn right on Hightower Drive  
Turn left on Crosstimbers Lane  
Turn right on Springdale Lane

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Rufe Snow Drive – turn right  
Turn right on Hightower Drive  
Turn left on Crosstimbers Lane  
Turn right on Springdale Lane

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
SCHOOL LOCATOR DIRECTIONS**

---

**NORTH RIDGE ELEMENTARY**

**7331 Holiday Lane**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Rufe Snow Drive – turn left  
Turn right on Hightower Drive  
Turn left on Holiday Lane

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Davis Blvd.  
Turn left on Smithfield Road  
Turn left on Chapman Drive  
Turn right on Meadow Road  
Turn right on Holiday Lane

---

**JOHN SPICER ELEMENTARY**

**4300 Estes Park Road**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go west on Loop 820  
Exit Haltom Road – turn right  
Turn right on Estes Park Road

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Haltom Road – turn right  
Turn right on Estes Park Road

---

**GREEN VALLEY ELEMENTARY**

**7900 Smithfield Road**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Hwy. 26 (Grapevine Hwy.) – turn left  
Turn left on Davis Blvd.  
Turn left on Main Street  
Turn right on Smithfield Road

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Davis Blvd.  
Turn left on Main Street  
Turn right on Smithfield Road

---

**WALKER CREEK ELEMENTARY**

**8780 Bridge St.**

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go north on Grapevine Hwy.  
Left on Precinct Line Road  
Left on Mid-Cities, left on Hawk Ave.

From Loop 820 and Davis Blvd:  
Go north on Davis Blvd  
Right on Mid-Cities  
Right on Hawk Ave.

---

**HALTOM MIDDLE SCHOOL**

**5000 Hires Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn right on Dana Drive  
Dana becomes Hires Drive on block  
school is located

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Hwy. 377 (Denton Hwy.)  
Turn left on Dana Drive  
Dana becomes Hires Drive on block  
school is located

---

**NORTH RICHLAND MIDDLE SCHOOL**

**4800 Rufe Snow Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Rufe Snow Drive – turn right

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Rufe Snow Drive – turn left

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
SCHOOL LOCATOR DIRECTIONS**

---

**RICHLAND MIDDLE SCHOOL**

**7400 Hovenkamp**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn left on Glenview Drive – continue past Hwy. 26  
Turn right on Norton Drive  
Turn left on Hovenkamp Drive

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go east on Loop 820  
Exit Hwy. 183 (10) – turn right  
Turn right on Norton Drive  
Turn right on Hovenkamp Drive

---

**NORTH OAKS MIDDLE SCHOOL**

**4800 Jordan Park Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn right on Glenview Drive  
Turn right on Jordan Park Drive

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit 377 (Denton Hwy.) – turn left  
Turn right on Glenview Drive  
Turn right on Jordan Park Drive

---

**WATAUGA MIDDLE SCHOOL**

**6300 Maurie Drive**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go north on Hwy. 377  
Turn right on Watauga Road (Mid Cities Blvd.)  
Turn left on Maurie Drive

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Rufe Snow Drive – turn right  
Turn left on Watauga Road (Mid Cities Blvd.)  
Turn right on Maurie Drive

---

**SMITHFIELD MIDDLE SCHOOL**

**8400 Main Street**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Hwy. 26 (Grapevine Hwy.) – turn left  
Turn left on Davis Blvd.  
Turn right on Main Street

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Davis Blvd.  
Turn right on Main Street

---

**NORTH RIDGE MIDDLE SCHOOL**

**7332 Douglas Lane**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Rufe Snow Drive – turn left  
Turn right on Hightower  
Turn left on Douglas Lane

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northwest on Hwy. 26  
Turn left on Davis Blvd.  
Turn left on Smithfield Road  
Turn left on Starnes Road  
Turn left on Douglas Lane

**BIRDVILLE INDEPENDENT SCHOOL DISTRICT  
SCHOOL LOCATOR DIRECTIONS**

---

**HALTOM HIGH SCHOOL**

**5501 Haltom Road**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go west on Loop 820  
Exit Haltom Road – turn right

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Haltom Road – turn right

---

**RICHLAND HIGH SCHOOL**

**5201 Holiday Lane**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Holiday Lane – turn left

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go west on Loop 820  
Exit Holiday Lane – turn right

---

**SHANNON LEARNING CENTER**

**6010 Walker Street**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go south on Hwy. 377  
Turn left on Broadway  
Turn right on Carson Street  
Turn left on Walker Street

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go southwest on Hwy. 26  
Turn right on Carson Street  
Turn right on Walker Street

---

**BIRDVILLE HIGH SCHOOL**

**9100 Mid Cities Blvd.**

From Loop 820 and Hwy. 377 (Denton Hwy.):  
Go east on Loop 820  
Exit Hwy. 26 – turn left  
Turn left on Davis Blvd.  
Turn right on Mid Cities Blvd.

From Loop 820 and Hwy. 26 (Grapevine Hwy.):  
Go northeast on Hwy. 26  
Turn left on Precinct Line Road  
Turn left on Mid Cities Blvd.

**PLEASE NOTE: IF YOU ARE SEARCHING THE INTERNET FOR DRIVING DIRECTIONS TO A PARTICULAR SCHOOL, BE SURE TO ENTER THE FULL ADDRESS INCLUDING THE ZIP CODE. IT HAS BEEN BROUGHT TO OUR ATTENTION THAT WHEN ONLY THE SCHOOL NAME IS ENTERED, YOU MAY BE GIVEN DIRECTIONS TO THE WRONG CITY.**

**Classroom Management,  
Procedures, Reports and  
Activities**

## DISCIPLINE IN THE BIRDVILLE SCHOOLS

The Birdville Independent School District is committed to providing each student with a quality educational program. This requires that the school environment be free of disruption and distractions that interfere with teaching and learning activities. The District is committed to those rights of students recognized and protected under state and federal law, but it also expects students to behave in an appropriate manner and to contribute in a positive way to the school community.

Birdville, through its **Student Handbook/Code of Conduct**, has set reasonable standards of conduct for all students in the district.

The **Student Handbook/Code of Conduct**, developed by professional staff, parents and students and approved by the Board of Trustees, is available at each campus. Also available at each campus is a copy of the **School Board Policies** containing the policies regarding student discipline found in Section FO (Legal)-P – FO (Local)-A.

The Student Handbook/Code of Conduct and Board Policy may be accessed on the Birdville website at [www.birdville.k12.tx.us](http://www.birdville.k12.tx.us).

The vehicle that is used to implement the school-wide discipline plan is “assertive discipline”. With this plan teachers are expected to deal fairly and consistently with student behavior and misbehavior. Teachers must communicate their expectations to students with stated consequences for breaking classroom rules. The reinforcement of appropriate behavior is **essential** to the success of assertive discipline.

### Giving Directions

#### **Ideas to think about when giving directions**

##### **1. Reasons why students do not follow directions**

- a. They don't intend to.....
- b. They are unable to..... (degree of difficulty is too high)
- c. Directions are unclear

##### **2. Planning Stage**

- a. Give no more than 3 new directions
- b. Sequence the directions
- c. Give directions close to the activity
- d. Is the lesson oral or written?
- e. Provide practice time for reading and following directions

##### **3. Implementation Stage**

- a. Get the students attention (teach a signal)
- b. Give the directions
- c. Model the directions
- d. Check for understanding
- e. Translate into action
- f. Remediate

## **Strategies for Handling Misbehavior**

### **1. Student looking for attention**

- a. **Adult in charge**: feels annoyed and reacts by reminding and coaxing the student to behave.
- b. **Student's response**: continues to misbehave or temporarily stops the undesired behavior then begins again in a different way.
- c. **Adult's alternative to correcting or stopping the undesired behavior**:
  - i. Ignore the behavior
  - ii. Give attention when the student is being good

### **2. Student wants to be in charge**

- a. **Adult in charge**: feels angry and provoked; position of authority is threatened and reacts by arguing back or giving in
- b. **Student's response**: continues to misbehave or temporarily stops the undesired behavior then begins again later.
- c. **Adult's alternative to correcting or stopping the undesired behavior**:
  - i. Don't show anger
  - ii. Don't give in
  - iii. Give attention when the student is being good

## **SUGGESTIONS FOR EFFECTIVE CLASSROOM MANAGEMENT**

1. Review behavior management rules/rewards/consequences as posted in the teacher's lesson plan book or on the bulletin board. Establish your behavior expectations.
2. Follow the established procedure. Do not rely on student interpretation of rules-ask another teacher. Do not try to impose an entirely new system for one or two days.
3. Establish a business-like, work oriented atmosphere. Students behave best when working on a worthwhile task.
4. Be positive in your demeanor. Expect good behavior and try to "catch them being good". A rule of thumb is that five positive comments should accompany one negative. Be sincere and genuine.
5. Keep students' behavior separate from personality. Example: "I like you...I do not like your behavior."
6. Keep the students busy.
7. Be an informed substitute; know the school rules.
8. Check with the school in advance about parking.
9. Have a positive, enthusiastic attitude toward an assignment.
10. Get the class to work as soon as possible. Start the day out quickly, firmly, concisely. Appear confident. The substitute's first words and actions usually go a long way in setting the day's discipline.
11. Write directions on board or overhead projector; this will be a great help in the orderly beginning of the day's work.
12. Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not acceptable as a means of pupil control.
13. Physical conditions in a room may affect the behavior of pupils. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise pupils as they enter and leave the classroom. Stand at the door and meet them in a friendly manner (smile).
14. Fairness and careful follow-through are invaluable in maintaining good classroom order.
15. Model the behavior you want from the students. Mind your manners – student behavior often reflects a teacher's good or bad manners. Dress appropriately.

16. Be calm. This is particularly true when working with intermediate/middle school students. If you do lose your temper, calm down as soon as possible.
17. Use positive rather than negative requests and suggestions.
18. Expect respect and cooperation; be respectful of student opinions.
19. Whenever possible avoid an open clash with the student(s). Kindness and sympathy, lined with firmness, is a far better way of maintaining class control.
20. Change disruptive students' desks.
21. Walk around the room. Stand next to the noisy person or group.
22. Be sure to have a current seating chart for the classes. Call the students by name.
23. When you sense that students are willing to be helpful in terms of clarifying procedures, use them.
24. Be organized!
25. Be innovative and flexible. Have alternative plans in case the lesson plan fails. Be prepared with a "bag of tricks." Be more than a "babysitter."
26. Ask questions of other teachers and the school administrators.
27. Respect the confidence of fellow teachers.
28. Respect the confidential information contained in teacher's records.
29. Carry a supply of pencils.
30. Carry a book of "sponges". Bring interesting articles to read to students. Prepare listening exercise for each article. Alert students that there will be questions, or program them to listen for answers to questions already posed. Sponge activities can be used to calm students or to fill gaps in the lesson plan.
31. Learn how to use audio-visual equipment.
32. Keep up with progress and changes in teaching methods and curriculum.
33. A substitute should be flexible and able to adjust to several kinds of instructional settings.
34. Make a point to get the room in order before the end of each class period.

### SUBSTITUTE RESPONSIBILITIES AND PROCEDURES

1. The substitute is responsible for the students' conduct in the assigned classes. When and if special problems arise, he/she should feel free to turn to the responsible administrator for help. He/she should not feel that such a request for help is in itself a reflection upon his/her ability or that it will be so considered by the principal.
2. The substitute is responsible for the full schedule of the regular teacher. This includes the classroom day, clubs, lunch duty, playground duty, and any special duties performed by the absent teacher. **The substitute is expected to follow the plans of the teacher as closely as possible. He/she is invited to attend all faculty meetings and is expected to attend specific meetings at the request of the principal or supervisor.**
3. The substitute shall:
  - a. Meet with the Principal (or designee) for orientation to the school policies and procedures such as: attendance, discipline, support system, rainy day schedule and any other pertinent policies for that school;
  - b. Check to see if there are sufficient supplies in the classroom to fulfill the aims of the lesson plans – if there are not, he/she should contact the office or another teacher in that grade level.
  - c. Maintain normal classroom routines and discipline procedures – the responsible administrator should be contacted in case a serious discipline problem arises;
  - d. Leave the regular teacher a report of work done in the plan book, especially if lesson plans have been altered;
  - e. Correct papers and list grades for the regular teacher if he/she substitutes in the same class for more than one day in succession;
  - f. Leave adequate notes regarding absences, transfers, new students, and new books ordered and books returned;
  - g. Place detached chairs on desks or stack chairs in a group after school in order to facilitate sweeping;
  - h. Leave room as neat as possible at the end of the day with things approximately in the same place in which they were found; and

- i. At the end of the day the substitute should make sure that all windows and doors are locked – if the school has not issued a key, it is the substitute’s responsibility to notify the office at departure.
4. The substitute should refrain from doing the following without authority from the building principal:
  - a. Begin a new reader;
  - b. Begin a new unit;
  - c. Culminate a unit;
  - d. Change groupings;
  - e. Dismiss class ahead of time;
  - f. Allow students to leave the classroom without permission;
  - g. Suspend a student; and
  - h. Hold a class or individual after school.
5. Under no circumstances will the substitute:
  - a. **Release a child from his jurisdiction during school hours without written permission from the school office;**
  - b. Leave money or valuables in the desk;
  - c. Resort to use of corporal punishment;
  - d. Use the students for research purposes;
  - e. **Hand out any information unless approved;**
  - f. Criticize the regular teacher.
  - g. Access the regular employee’s computer without the consent of the employee. In the event consent to access a computer is given, its use must be directly related to the education of the students.

Note: In secondary schools, a number of the above mentioned duties are not necessarily the responsibility of the substitute teacher. Please check with the principal or the person to whom authority has been delegated for instructions.

### **RESPONSIBILITIES AND PROCEDURES FOR LONG TERM SUBSTITUTE TEACHERS**

The substitute that substitutes eleven or more consecutive days in one assignment assumes all the responsibilities of the regular teacher. After ten days of continuous service in the same position, the daily pay rate increases. As a long-term substitute, in addition to assuming duties of the regular teacher, he/she should:

1. Check with the principal for explanations and clarification of duties;
2. Confer with the regular teacher at the end of the substitute assignment;
3. Leave follow-up lesson plans for one day upon completion of assignment and any additional written report deemed advisable; and
4. Assist and work cooperatively with the regular teacher in assigning six weeks grades.

### **RESPONSIBILITIES OF THE CLASSROOM TEACHER**

A teacher who recognizes his/her responsibility to his/her class realizes the tremendous importance of maintaining continuity of the program. This can be attained only if he/she plans for emergencies, such as those requiring the use of a substitute teacher, by arranging such information as will enable the program to be carried out with a minimum of variation from regular procedures.

The teacher should:

1. Have the following materials in a folder and kept in the desk or office **at all times:**
  - a. Syllabus with daily plans made out in sufficient detail;
  - b. Weekly time schedule of classes;
  - c. List of pupils’ names and seating charts;
  - d. List of pupils in various reading groups;

- e. List of supervisory responsibilities such as days on duty at noon, recess, bus duty, hall duty, etc.;
  - f. Fire drill and other emergency procedures;
  - g. Important or unusual information about any child (special schedules, health, medication, etc.);
  - h. List of names of pupils especially capable of giving reliable aid;
  - i. Forms for reporting attendance;
  - j. List of classroom rules and regulations; and
  - k. Special instructions as needed – grading, games, unusual activities, etc.
2. Provide copies of textbooks, manuals, and workbooks currently being used; and
  3. Create a proper attitude toward the substitute teacher by:
    - a. Sharing the responsibility to create an attitude of friendliness, helpfulness, understanding, and respect toward the substitute teacher;
    - b. Refraining from criticism of a substitute's work in the presence of pupils – if the substitute's work deserves criticism, the criticism should be registered with the principal; and
    - c. Preparing the pupils for work with the substitute teacher and emphasizing continuation of helpfulness, consideration, good manners, and behavior.

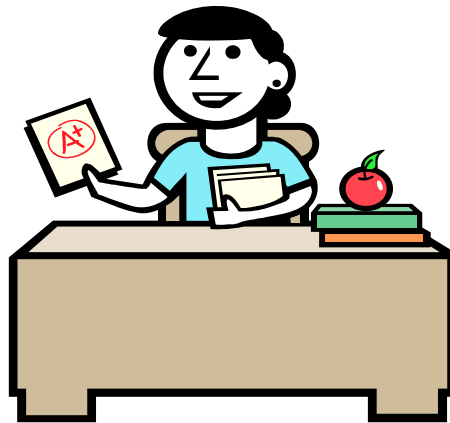
### **RESPONSIBILITIES OF THE PRINCIPAL OR DESIGNEE**

The Principal or designee:

1. Should make sure the teacher's lesson plans are complete and adequate;
2. Should be responsible for seeing that emergency drill charts, seating charts, and all special arrangements are available; (Note: responsibilities of regular classroom teacher.)
3. Should be responsible for giving the substitute routine information such as special duties, absence reports, permits, bells, or any problems particular to that individual school;
4. Should provide an escort to the classroom on the first day of an assignment;
5. Should introduce the substitute to a classroom teacher who can help when necessary;
6. Should assist in locating keys, textbooks, grade books, and folders which contain the information needed by substitute teachers – also, provide building information regarding lunchroom, restroom, emergency exits and other building information;
7. Should give the substitute information about handling the discipline in that school and information about any unique problems;
8. Should visit the substitute teacher's room at regular intervals;
9. Should be certain that substitutes know if they are needed for the next day;
10. Should, along with the Personnel Department, evaluate the performance of substitute teachers; and
11. Should recommend teachers with outstanding service to the Personnel Office.



The following forms, **REPORT FROM SUBSTITUTE TEACHER** and **CLASSROOM TEACHER'S REPORT ON SUBSTITUTE**, are optional items that may be duplicated. These are suggestions that could be used for improving communication among principals, teachers, and substitutes.



**REPORT FROM SUBSTITUTE TEACHER**  
Please leave this report with the principal at the end of the day.

DATE \_\_\_\_\_

NAME OF SUBSTITUTE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

SUBSTITUTE FOR \_\_\_\_\_ GRADE/SUBJECT \_\_\_\_\_

Please answer the following questions:

Did you find a seating chart? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you find a daily schedule? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you follow the teacher's lesson plans? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, why \_\_\_\_\_

Did you find all the necessary materials? Yes \_\_\_\_\_ No \_\_\_\_\_

Students who were discipline problems:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of the problem:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Students who were especially helpful:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did they help you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Class attitude and preparation: (check below)

<u>Classes or periods</u>	<u>Cooperative</u>	<u>Uncooperative</u>	<u>Prepared</u>	<u>Unprepared</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____

(Use the reverse side of this sheet for remarks or suggestions)

Check list:

1. Leave the classroom neat and orderly.
2. Sign absentee sheet.
3. Turn in keys and materials.
4. Check with the office to see if you are needed to substitute the next day.

**CLASSROOM TEACHER'S REPORT ON SUBSTITUTE**

**TEACHER** \_\_\_\_\_ **GRADE/SUBJECT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF SUBSTITUTE** \_\_\_\_\_

**Please answer the following questions:**

**Were lesson plans followed?**                      **Yes** \_\_\_\_\_                      **No** \_\_\_\_\_

**Were materials put away and room in order?**                      **Yes** \_\_\_\_\_                      **No** \_\_\_\_\_

**Were attendance procedures followed?**                      **Yes** \_\_\_\_\_                      **No** \_\_\_\_\_

**Would you recommend using this substitute again?**                      **Yes** \_\_\_\_\_                      **No** \_\_\_\_\_

**Comments:**

## Checklist for Substitutes

### HAVE YOU:

- \_\_\_\_\_ 1. Reported to the office on arrival?
- \_\_\_\_\_ 2. Become familiar with the routine of the school?
- \_\_\_\_\_ 3. Prepared all materials needed for the day?
- \_\_\_\_\_ 4. Written your name on the chalkboard?
- \_\_\_\_\_ 5. Introduced yourself to neighboring teachers?
- \_\_\_\_\_ 6. Started class on time?
- \_\_\_\_\_ 7. Taken the time to have students give you their names?
- \_\_\_\_\_ 8. Followed lesson plans?
- \_\_\_\_\_ 9. Fulfilled the classroom teacher's extra duties?
- \_\_\_\_\_ 10. Involved all students in some way?
- \_\_\_\_\_ 11. Been enthusiastic?
- \_\_\_\_\_ 12. Acted professionally?
- \_\_\_\_\_ 13. Left the room orderly, with items used returned to the proper place?
- \_\_\_\_\_ 14. Checked papers and placed them in the substitute folder?
- \_\_\_\_\_ 15. Closed windows, turned off lights, turned off A-V equipment?
- \_\_\_\_\_ 16. Filled out any reports due at the end of the day?
- \_\_\_\_\_ 17. Avoided criticism of the regular classroom teacher?
- \_\_\_\_\_ 18. Returned keys?
- \_\_\_\_\_ 19. Written a note to the classroom teacher?
- \_\_\_\_\_ 20. Checked with the principal or secretary to see if you are needed the next day?

## **“Sponge” Activities**

The term “sponge” activity was originally coined and used by educator and professional development supporter, Madeline Hunter. A "sponge" is designed to produce learning during non-instructional times such as attendance check and lunch count. Sponges are used to get students ready for the next activity while waiting for others to finish previous work. These activities act as “fillers” to the regular lesson. Madeline Hunter’s philosophy is that there should be no wasted moments in the classroom. For that reason, she created sponges to “soak up” every valuable moment. Other names for sponge activities include *bell work*, *vocabulary builders*, and *transition activities*. Regardless of what we call these activities, they are valuable for many reasons. For example, they can be used to help build vocabulary especially for limited English proficient students, and they can also be used competitively within groups or by forming groups assigned related topics to see which group produces the most responses, or finishes first, thus teaching team work. Sponge activities keep students focused and on task consequently creating an environment where students want to learn.

### **Sponge Activity Ideas**

1. Scrambled spelling words
2. Write in journal
3. Word Finds
4. Riddles
5. Mental math – quick oral math problems
6. Categorize games
7. Orally review current events
8. Find the mistakes in a picture
9. State or write a number sequence. Students figure out the pattern and tell what number comes next.
10. Count to 100 by 3’s, 7’s, etc., either together or individually by going around the room.
11. Write a long word on the board. Students have two minutes to see how many words they can make by using the letters in the long word.
12. Allow three to five minutes for students to make a list of words related to a given category such as circus, baseball teams, presidents, things that are round, things that are square, etc.
13. Have students draw something made only of circles (or triangles, etc).
14. Categorize everything in a desk
15. List items that are needed for a camping trip, child’s birthday party, etc.
16. Thinking questions:
  - a. A farmer had 26 cows. All but 11 died. How many are left? (11)
  - b. Some months have 30 days, some 31. How many have 25 days? (All of them)

**17. Following directions**

**Time: 5 minutes**

**Materials: Paper and Pencil**

**Procedure:**

- a. Write any number 1 through 9
- b. Multiply by 2
- c. Add 4
- d. Multiply by 5
- e. Add 12
- f. Multiply by 10
- g. Subtract 320
- h. Strike off the last two digits
- i. What do you have? (The number with which you started)

**18. Following directions**

**Time: 5 minutes**

**Materials: Paper and Pencil**

**Procedure:**

- a. Write down your age
- b. Multiply by 2
- c. Add 5
- d. Multiply by 50
- e. Subtract the number of days in a year
- f. Add the number of your birth month; (for example, if you were born in March, you would add 3)
- g. Add 115

**Answer:** The first two numbers will be the student's age, and the last two numbers will be his/her birth month.

**19. Find the missing number**

- |                                     |                       |
|-------------------------------------|-----------------------|
| a. 1, 3, 5, 7, ____, 11             | <i>Answer: 9</i>      |
| b. 4, 10, 16, 22, 28, ____          | <i>Answer: 34</i>     |
| c. ____, 10, 15, 20, 25, 30         | <i>Answer: 5</i>      |
| d. 42, 35, 28, 21, 14, ____         | <i>Answer: 7</i>      |
| e. 81, 9, 64, 8, 49, 7, 36, ____    | <i>Answer: 6</i>      |
| f. ____, 16, 14, 11, 7, 2           | <i>Answer: 17</i>     |
| g. 7, 8, 10, 13, 17, 22, ____, ____ | <i>Answer: 28, 35</i> |
| h. 8, 11, 9, 12, 10, 13, ____, ____ | <i>Answer: 11, 14</i> |
| i. 3, 6, 12, 21, 33, ____, ____     | <i>Answer: 48, 66</i> |



**Substitute Employee  
Conduct, Welfare  
and Expectations**

## **SUBSTITUTE EMPLOYEE CONDUCT AND WELFARE**

### **DRUG-FREE SCHOOLS AND DRUG-FREE WORKPLACE REQUIREMENTS**

Employers have a duty to provide a safe work place and, at the same time, have a right to expect employees to perform their task in a drug free environment. Employees have the responsibility to respect the rights of others working with them. The District has adopted a Drug-free awareness policy and employees may be terminated for violation of the policy.

The District prohibits the unlawful manufacture, distribution, dispensation, possession, 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's activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

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 Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act [20 U.S.C. 3471, 1221e-3 (a) (1) and 34 CFR 85.630]; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201]; and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC169.2]

### **Use of Tobacco**

Use of tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco is prohibited in school buildings, school vehicles, or on school property at all times.

### **Equal Employment Opportunity**

The District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privilege of employment because of the individual's race, color, religion, sex, or national origin. Nor shall the District limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, sex, or national origin. Sexual harassment is a form of sex discrimination. (See next section on Sexual Harassment)

Additionally, the District shall not discriminate in employment, as set out above, because an individual is age 40 or above. The District shall also not discriminate, as set out above, against a qualified individual with a disability because of the individual's disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

Discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability, unless the District can demonstrate that the accommodation would impose an undue hardship on the operation of the District.

The term "qualified individual with a disability" does not include any employee or applicant who is currently engaging in the illegal use of drugs, when the District acts on the basis of such use. Nor does it include any individual who is an alcoholic whose current use of alcohol prevents the employee from performing the duties of the job in question or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.

As a qualification standard, the District may require that an individual shall not pose a direct threat to the health or safety of other individuals in the workplace. Although the term "physical or mental impairment" includes such contagious diseases as HIV disease (whether symptomatic or a symptomatic) and tuberculosis, an individual who by reason of such disease or infection would pose a direct threat to the health or safety of others that cannot be eliminated or reduced by reasonable accommodation or who is unable to perform the duties of the job shall not be considered a "qualified individual."

### **Nondiscrimination of Students**

Employees shall not discriminate by denying students the right to participate in any school program, education service, or activity because of the student's race, religion, color, sex, national origin, or disability.

### **ADA/Section 504 Coordinator Title IX Coordinator**

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973.

Name: Dr. Jay Thompson  
Position: Associate Superintendent for Personnel Services  
Address: 6125 E. Belknap Street,  
Haltom City, TX 76117  
Telephone: (817) 547-5700

The coordinators shall be responsible for investigation of complaints on behalf of employees and citizens.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees shall not engage in conduct constituting sexual harassment of other employees. Employees who believe they have been sexually harassed by other employees are encouraged to come forward with complaints. District officials or their agents shall investigate promptly all allegations of sexual harassment of employees by other employees, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title IX coordinator for employees in accordance with the procedures in the District's employee complaints policy. However, no procedure or step in that policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint; nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out in DGBA (LOCAL).

Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances,

requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students constitute unprofessional conduct and are prohibited.

All allegations of sexual harassment or sexual abuse of students by employees shall be reported to parents and investigated. Information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall be reported to appropriate authorities, as required by law.

### **Reporting Suspected Child Abuse**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

Reports may be made to any of the following:

- Local Law Enforcement Agency
- CPS Hotline (1-800-252-5400)
- A local CPS office (817-321-8600 or 817-255-2300)

Reporting your suspicion to a school counselor, a principal, or to another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;

- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board of Educator Certification may be suspended, revoked or canceled.

School Officials **MAY NOT**:

Deny an investigator's request to interview a child at school;

Require that a parent or school employee be present during the interview; or

Interfere with a CPS investigation in anyway.

### **Safety Rules and Regulations**

The District promotes a comprehensive program to insure the safety of its employees, students, and visitors. Each school has an effective emergency procedure to be implemented on short notice that will ensure optimum safety for students and school personnel. Employees are encouraged to report unsafe conditions in the workplace that may endanger health and safety.

### **Work-Related Injuries**

All work-related injuries must be reported to the immediate supervisor as soon as it happens. First aid facilities are available in all schools' offices. Injuries are covered by Workers' Compensation. Immediately after leaving the doctor or hospital contact the BISD Governmental Compliance Officer.

### **Application for Employment**

Applications for employment are available online at [www.birdville.k12.tx.us](http://www.birdville.k12.tx.us) or in the personnel office at the administration building. The application must be completed and returned to the personnel office for processing. All applications are placed in the file for consideration when a vacancy occurs. All applications for professional personnel are retained for two years. Support staff applications are retained for six months.

### **Vacancy Announcements**

Job vacancies are normally posted inside the District for a minimum of five or more workdays. Postings may be found in the following locations: BISD Personnel Services, all BISD campuses, cable channel 30 and at [www.birdville.k12.tx.us](http://www.birdville.k12.tx.us). Vacancies are open to all applicants, including applicants from outside the District.

Vacancy announcements are prepared and distributed by the personnel office. The District is an equal opportunity employer and reasonable accommodations are made to enable individuals with disabilities to participate in the application process and to enjoy the benefits and privileges of employment equal to those available to other employees. All applications become property of the District.

### **Outside Employment**

Employees shall not solicit or sell items nor conduct other business for personal gain on District property. Nothing herein shall interfere with the normal business operation of the District. Teachers shall not privately tutor their own students for pay, except during the summer months.

## Continuous Employment

The District will afford substitute employees the opportunity for continuation of employment for each succeeding year by signing a Letter of Reasonable Assurance issued by the District annually to all substitute employees who have performed their duties in an acceptable manner.

### **EXPECTATIONS AND GUIDELINES FOR SUBSTITUTE TEACHERS AND PARAPROFESSIONALS**

Substitute teachers should maintain good order wherever assigned and create conditions that are conducive to a good learning situation. The substitute teacher has the same legal and moral responsibility for the welfare of students as the regular classroom teacher.

1. Substitutes' hours are 7:45 a.m. – 3:45 p.m. In cases of late notification a reasonable length of time will be allowed.
2. Substitutes **will stay at school until 3:45 p.m. regardless of assignment.**
3. Substitutes should check with the office upon arrival for instructions, keys, and should check teacher's box upon arrival and departure each day. At the end of the day report to the principal regarding the next day and/or problems.
4. Substitute teachers should feel free to call upon the principal or other teachers for help concerning the day's work. The neighboring teacher can usually be of tremendous help with the class schedule.
5. Substitute teachers should familiarize themselves with the fire and safety drill regulations and assigned exits. They must account for all students under their supervision.
6. Substitute teachers should maintain proper classroom order and refer any disciplinary problems to the principal or other assigned administrator. (Principal or assistant principal must administer corporal punishment.)
7. Substitute teachers should not release students from classroom without official notice from the building principal or assistant principal.
8. Substitute teachers should follow the teacher's lesson plans whenever possible. Consistent reported deviations from written lesson plans are grounds for possible removal from District substitute list. The substitute should always abstain from inappropriate stories, remarks, or conversations about personal life, which could be construed as objectionable in any way.
9. Substitute teachers should grade papers if absence of regular teacher exceeds two days, or follow the teacher's instructions regarding grading work.
10. Substitute teachers should take on all duties of regular teacher including grading, lunch periods, assembly programs, bulletin boards, bus duty, recess, playground duty, hall duty, etc.
11. Substitute teachers will take care of daily attendance using the forms provided. Check with local principal for specific attendance procedures.
12. Substitute teachers should leave a brief summary of each class and the work completed, or not completed, as well as any other information that would be helpful. (See Report From Substitute Teacher in appendix)
13. Substitute teachers should become familiar with the teacher's classroom rules and regulations and study schedule for the day for attendance, lunch, homeroom and other important information for that grade level or subject level.
14. Substitute teachers are expected to have a professional attitude, and hold information about the schools in confidence.
15. Substitute teachers' dress and grooming shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by the principal.
16. Substitute teachers with excessive cancellations or little or no working activity are subject to removal from the district substitute list by the Director of Personnel or designee.
17. Substitute teachers are subject to reassignment to a different position by the principal or designee if circumstances necessitate such action.

As a substitute teacher, you are on the same professional level as a regular teacher and you are expected to observe the same ethical codes. There may be "...many disagreements over methods...even disagreements as to the basic aims of education. These are healthy and lead to progress, but they belong in the profession. Individual criticism of another teacher or other schools destroys public faith in all teachers and schools. Nothing else so feeds the fires of public distrust."\* Particularly desirable is loyalty to the school system and community. Gossip from school to school is inexcusable. "...loyalty to the profession is next after pride in the list of attitudes essential to effective teacher-public relations. Where praise seems impossible, silence is the rule."\*

If a substitute is concerned about some practice at the school, the substitute should talk to the responsible administrator.

If a substitute continues an unethical practice, the substitute may be dropped from the Substitute List after having first met with the Director of Personnel. Unethical practices consists of, but are not limited to such practices as use of obscenity, off-color remarks, consistent deviation from established lesson plans, inappropriate physical contact such as putting hands on students, assault or threat of assault.

\*National School Public Relations Association, **It Starts in the Classroom**, p. 8.

### **Procedure Upon Reporting To School**

1. Go immediately to the office for instructions and room assignment. Discuss any problems with the principal or responsible administrator. Pick up room key and substitute folder (if kept in office). Check the teacher's box for notices, plans, notes, attendance cards, etc.
2. A plan of the school plant is available in the principal's office, if needed.
3. Remember that you set the tone for the day. 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 of success.
4. 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, which may be in the main drawer of the teacher's desk or in the teacher's box.
5. Report to the office before leaving the school. The principal may have further instructions for you. Return the room key.
6. The principal would like for you to let him/her know of any special problems you encountered during your assignment.



**Substitute Finder System  
Substitute Employee Instructions,  
SubFinder FAQ, Positions and  
Assignment Log**

## SubFinder System

The following steps summarize the features of the system. **You must have a touch-tone phone to facilitate transactions throughout the process.** Please refer to the substitute employee instructions brochure for specific instructions.

### IMPORTANT PHONE NUMBERS:

SubFinder: (817) 547-5570 (24 hours a day)

SubFinder

Help Desk: (817) 547-5772

E-mail: [pat\\_bvnum@birdville.k12.tx.us](mailto:pat_bvnum@birdville.k12.tx.us)

6:45 a.m. – 3:00 p.m. phone answered in person by help desk secretary

3:00 p.m. – 6:45 a.m. phone answered by voice mail

### TO REGISTER IN THE SYSTEM: (one time only procedure)

Call: (817) 547-5570

- You will be asked to enter your PIN, which is your Social Security number.
- Press the # (pound) button on your phone keypad.
- Say your name when instructed.
- Press the # (pound) button again.
- SubFinder will then play your name back and ask if this is correct press 1, if not press 2. If you choose 2, you will repeat the above instructions to record your name again.
- Enter your telephone number, including area code when instructed.
- Set your dates of availability when instructed.
- The system asks if you are normally available to work for each day of the week.
- The system checks for correct information and then will proceed to the OPENING MENU

### WHEN THE SYSTEM CALLS YOU:

- 5:45 a.m. – 12:00 p.m.: For today's jobs only
- 4:30 p.m. – 10:30 p.m.: For tomorrow and future jobs
- The system calls and asks for your PIN number. (always your Social Security number)
- Push \* button if you do not wish to have any more calls during this calling period.
- The system describes the available job and specifies procedures for accepting or declining the job.
- If you accept, stay on the line until end of call and write down the job number.
- If you refused, the system will give additional instructions for accepting future calls on this day.
- The system will not respond accurately or completely to an answering machine.
- Devices that block computerized telemarketer calls will also block SubFinder calls.

### YOU CAN CALL THE SYSTEM 24 HOURS A DAY:

- To review available jobs, cancel assignments, and change personal information.
- Check the brochure on the following page for specific instructions.

# SubFinder™ System

## SUBSTITUTE EMPLOYEE INSTRUCTIONS

**SUBFINDER: (817) 547-5570 (24 HOURS)**  
**SUBSTITUTE OFFICE: (817) 547-5772**  
**(6:45 a.m. – 3:00 p.m.)**

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

**Remember, SubFinder only works from touch-tone telephones!**

### TELEPHONE SHORTCUTS:

Pressing # will take you back to the previous Menu.  
 Pressing \* will allow you to move to the next item when listening to a list of items, such as jobs.

**WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.**

### WHEN SUBFINDER CALLS YOU

#### To Offer You a Job

SubFinder will call and ask for your PIN followed by pound (#), or press star (\*) if you do not wish to receive any more calls during *this* calling period.

If you chose to enter your PIN, followed by pound (#) SubFinder will describe an available job.

- To hear special instructions Press 1
- To hear the itinerant schedule Press 2
- To continue Press 5

Once you press 5

- To accept the job Press 1
- To hear the job again Press 2
- To reject the job Press 9

If you press 1 to *accept* the job, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

- To hear special instructions Press 1
- To hear the itinerant schedule Press 2
- To hear directions to the site Press 3
- To continue Press 5

If you press 2 or 3, the appropriate information will be provided. If you press 5, you will be given two options.

- To hear the job again Press 2
- To end this call Press 9

If you press 9 to *reject* the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

- If correct Press 1
- If incorrect Press 2

#### To Notify You of a Job Cancellation

When a job has been canceled, SubFinder will call you with notification. You will hear "This is notification of a job cancellation". Enter your PIN followed by pound (#).

SubFinder will play the information for the job that has been canceled, including the job number.

- To acknowledge the cancellation Press 1
- To hear the cancellation again Press 2

### WHEN YOU CALL SUBFINDER

#### YOUR MAIN MENU

- To Review Current Assignments Press 1
- To Review Available Jobs Press 2
- To Cancel an Assignment Press 3
- To Review Personal Information Press 4
- To Pre-Register for the next school year Press 7
- To Leave the SubFinder System Press 9

You will hear the Pre-Register option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

#### MAIN MENU OPTION #1

##### TO REVIEW CURRENT ASSIGNMENTS

**From the Main Menu Press 1**

SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

- To hear special instructions Press 1
- To hear the itinerant schedule Press 2
- To hear directions to the site Press 3
- To continue Press 5

If you press 5, you will be given these options.

- To hear the job details again Press 2
- To hear the next job Press 3
- To cancel this job Press 4
- To return to the Main Menu Press 9

If you press 4, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

- If correct Press 1
- If incorrect Press 2

SubFinder will ask for confirmation of the cancellation.

- To confirm the cancellation Press 1
- Otherwise Press 2

#### MAIN MENU OPTION #2

##### TO REVIEW AVAILABLE JOBS

**From the Main Menu Press 2**

SubFinder will describe an available job, if any exist, followed by some or all of the following options

- To hear special instructions Press 1
- To hear the itinerant schedule Press 2
- To continue Press 5

Once you press 5

- To accept the job Press 1
- To decline the job Press 2
- To hear the job again Press 3
- To hear the next job Press 4
- To return to the Main Menu Press 9

If you press 1 SubFinder will repeat the job information, followed by the **JOB NUMBER**.

If you press 2 you are **REJECTING** this job. SubFinder will not offer you this job or call you on this job again. After you press 2 SubFinder will describe the next available job, if any exist, followed by the same options described above.

If you press 4 SubFinder will describe the next available job, if any exist, followed by the same options described above.

#### MAIN MENU OPTION #3

##### TO CANCEL AN ASSIGNMENT

**From the Main Menu Press 3**

Enter the **JOB NUMBER** followed by pound (#). SubFinder will play the job information.

- To cancel this assignment Press 1
- To return to the Main Menu Press 9

If you press 1 SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#).

SubFinder will repeat the reason.

- If correct Press 1
- If incorrect Press 2

SubFinder will ask for confirmation of the cancellation.

- To confirm the cancel Press 1
- Otherwise Press 2

#### MAIN MENU OPTION #4

##### TO REVIEW PERSONAL INFORMATION

**From the Main Menu Press 4**

SubFinder will play the Personal Information Menu

- To review your phone number Press 1
- To review your name recording Press 2
- To review the days of the week you can work Press 3
- For the date range menu Press 4
- To hear your employee ID Press 5
- To return to the Main Menu Press 9

**(1) To Review Your Phone Number**

SubFinder will play your phone number.

- If your phone number is correct **Press 1**
- To change your phone number **Press 2**

If you press **2**, enter the area code and phone number followed by pound (#). SubFinder will repeat the number.

- If your phone number is correct **Press 1**
- To change your phone number **Press 2**

**(2) To Review Your Name Recording**

SubFinder will play your name as it is recorded.

- If your name is recorded correctly **Press 1**
- To re-record your name **Press 2**

If you press **2**, record your name after the tone. When you are finished, press pound (#). SubFinder will repeat your name.

- If Correct **Press 1**
- If Incorrect **Press 2**

**(3) To Review the Days of the Week You Can Work**

To review your availability for

- Sunday **Press 1**
- Monday **Press 2**
- Tuesday **Press 3**
- Wednesday **Press 4**
- Thursday **Press 5**
- Friday **Press 6**
- Saturday **Press 7**
- To return to the Main Menu **Press 9**

After choosing a day, that day's availability will be played.

- If you would like to change your availability **Press 1**
- To use this schedule for another day of the week **Press 2**
- To return to the previous menu **Press 9**

If you press **1** SubFinder will ask "Are you normally available to work on (day of the week)?"

- If yes **Press 1**
- If no **Press 2**
- For mornings only (6 am until 12 pm) **Press 3**
- For afternoons only (12 pm until 6 pm) **Press 4**
- To enter specific hours **Press 5**

If you press **1, 2, 3, or 4** SubFinder will repeat the schedule that applies to your choice.

- If you would like to change your availability **Press 1**
- To use this schedule for another day of the week **Press 2**
- To return to the previous menu **Press 9**

If you press **5** for Special Hours:

**Step 1:** Enter the earliest time (HHMM) that you will be available followed by pound (#). If you will be available from the start of the day, press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

**Step 2:** Enter the latest time (HHMM) that you will be available followed by pound (#). If you will be available until the end of the day press star (\*). If you enter a specific time:

- For A.M. **Press 1**
- For P.M. **Press 2**

**Step 3:** Enter the minimum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (\*).

**Step 4:** Enter the maximum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (\*).

- SubFinder will repeat the schedule you entered.
- If you would like to change your availability **Press 1**
  - To use this schedule for another day of the week **Press 2**
  - To return to the previous menu **Press 9**

**(4) For the Date Range Menu**

- To add an UNAVAILABLE date range **Press 1**
- To add a DO NOT DISTURB date range **Press 2**
- To review a date range **Press 3**
- To return to the Main Menu **Press 9**

**(1) To Add an Unavailable Date Range**

**Step 1:** Enter the first date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable beginning today, press star (\*).

**Step 2:** Enter the beginning time (HHMM) that you will be unavailable followed by pound (#). If you will be unavailable from the start of day, press star (\*). If you enter a specific time:

- For a.m. **Press 1**
- For p.m. **Press 2**

**Step 3:** Enter the last date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable for only a single day, press star (\*).

**Step 4:** Enter the time (HHMM) that you will be available again, followed by pound (#). If you will be unavailable through the end of the day, press star (\*). If you enter a specific time:

- For a.m. **Press 1**
- For p.m. **Press 2**

Substitute Finder will repeat your unavailable date range.

- If correct **Press 1**
- If incorrect **Press 2**

If you press **1** SubFinder will respond "To continue receiving calls during this period, press **1**, otherwise press **2**." Pressing **2** will add a **Do Not Disturb** to the date range as well.

**(2) To Add a Do Not Disturb Date Range**

**Step 1:** Enter the first date (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called starting today, press star (\*).

**Step 2:** Enter the beginning time (HHMM) that you don't want to be called followed by pound (#). If you don't want to be called from the start of the day, press star (\*). If you enter a specific time:

- For a.m. **Press 1**
- For p.m. **Press 2**

**Step 3:** Enter the last date (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called for only a single day, press star (\*).

**Step 4:** Enter the time (HHMM) that you wish to receive calls again, followed by pound (#). If you don't want to be called until the end of the day, press star (\*). If you enter a specific time:

- For a.m. **Press 1**
- For p.m. **Press 2**

SubFinder will repeat the Do Not Disturb date range.

- If correct **Press 1**
- If incorrect **Press 2**

**(3) To Review a Date Range**

SubFinder will play your most current date range, if any exist.

- To hear the date range again **Press 2**
- To hear the next date range **Press 3**
- To remove the date range **Press 4**
- To return to the Main Menu **Press 9**

If you press **4**, SubFinder will ask for confirmation.

- If you are sure you want to remove this date range **Press 1**
- Otherwise **Press 2**

**(5) To Hear Your Employee ID**

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

**You DO NOT use this number to identify yourself when you call SubFinder.**

**SUBFINDER WEBCONNECT**  
**USERS' GUIDE FOR**  
**SUBSTITUTES**

To access SubFinder via the Internet, log on at:

<http://www.birdville.k12.tx.us/webconnect/>

Enter your **LAST NAME** in the last name field and your **SUBSTITUTE PIN NUMBER** (your Social Security Number) in the **PIN** field. Click the **Log In** button.

The welcome window appears. On the left side of the screen are buttons giving you access to various options. These include **Available Jobs**, **Current Jobs**, **Personal Info**, **DND/Unavailable**, and **Log Out**.

---

**AVAILABLE JOBS**

To view available jobs, click the **Available Jobs** button. WebConnect displays all available jobs for which you qualify. To accept a job, click the **Job ID number** listed in the **Job ID** column.

Once a job has been selected, WebConnect offers additional details on the job. It will also provide any Special Instructions that have been written for the job. To view **site directions**, click the hyperlink **Site Directions**.

<p>***<b>Note:</b> If the job/absence was entered via telephone and special instructions were recorded, you will see a message to call SubFinder to hear them.</p>
--

WebConnect presents two options: **Accept Job** or **Don't Accept Job**. Simply choose the one you desire. If you choose **Don't Accept Job** WebConnect will return you to the listing of available jobs.

If you choose to accept a job, remember to **write down the job ID number** for future reference (i.e., if you choose to cancel the job at a later time.) Click **Accept Job**. WebConnect will display the message **Job successfully selected** and will list any remaining jobs for which you qualify.

---

**CURRENT JOBS**

To view your current assignments, click the **Current Jobs** button. This will display all of your current assignments including job ID, date, site, position, and the employee for whom you will substitute.

To view **special instructions** and/or **site directions**, click the hyperlinks which are listed in the **Special Instruction** and **Site Column**.

<p>***<b>Note:</b> If the job/absence was entered via telephone and special instructions were recorded, you will see a message to call SubFinder to hear them.</p>
--

## PERSONAL INFORMATION

To review your personal information, click the **Personal Info** button. You will then see several tabs, including **General Information**, **Address**, **Certifications** and **Availability**.

The **General Information** tab displays your **Name**; your SubFinder generated **ID number**, your **PIN Number**, **Total Days Worked** for this year, **Total Certified Job Days Worked**, your **Date of Hire**, **Date Added** (entered) into the SubFinder System and whether you are a **Certified** (Teacher Sub) and/or **Classified** (Paraprofessional or EA) substitute.

**\*\*Note: The information under *General Information* can only be viewed; you cannot edit or change any of the information.**

The **Address** tab displays your ***current address*** and ***telephone number***. You may change your telephone number at any time if you wish to receive calls at a different location. ***It's very important that you keep your telephone number up-to-date or you will not receive calls from SubFinder for jobs.*** If the change is permanent, you must still do whatever your employer requires to make changes in personal information.

The **Certification** tab shows any Certifications you may have, as well as the expiration dates.

**\*\*\*Note: The information under *Certification* can be viewed only; you cannot edit or change any of the information.**

The **Availability** tab shows your work availability. This reflects what you've entered into SubFinder when you've called via the phone. You may change your availability at any time. However, just like calling SubFinder via the phone, any changes entered here can alter the availability of certain jobs being offered to you.

Click the **DND/Unavailable** tab to add a **Do Not Disturb** or an **Unavailable** to your record. Simply click on the **Add a Record** button.

**DND** and **Unavailable** can be added for a single day or for a date range, as well as for any time frame in the day. Enter the type, daily time, dates and times you wish and click **Adding Record**. This finalizes and records the transaction and takes you back to the original screen. If the information entered was incorrect, use the **Back** button on your Internet Browser to go back and re-enter the information. When everything is correct click the **Adding Record** button.

You can also review any **DND** or **Unavailable** that is already recorded. To review a **DND** or **Unavailable**, enter the start and end dates and the type. Click **Review**.

A screen will appear with the **DND** or **Unavailable** records entered for that date range. From this screen, you can edit or remove any **DND** or **Unavailable** that appears simply by clicking on the appropriate record's **Edit** or **Remove** button.

## LOG OUT

When you are finished, click **Log Out** to leave WebConnect. To log back in, click the hyperlink **Click here to log in again**.

## SubFinder FAQs

**Q: DO I HAVE TO CALL IN AND REGISTER WITH SUBFINDER BEFORE I CAN RECEIVE JOB OFFERS?**

**A:** Yes. You will not receive **any** job offers until you have registered!

**Q: DO I HAVE TO REGISTER EVERY TIME I CALL IN?**

**A:** No. You only have to register once.

**Q: WHAT HAPPENS IF SUBFINDER CALLS ME AND GETS MY ANSWERING MACHINE?**

**A:** Your answering machine will record some portion of SubFinder's greeting and narration asking for your PIN – Personal Identification Number. SubFinder will realize that the phone was answered, but will not leave any information regarding the job. SubFinder may call back later and offer you the job again or, if your district allows you to review available jobs, you may want to call in and see if anything is available.

**Q: WHAT IF SOMEONE IN MY FAMILY ANSWERS THE PHONE AND ITS SUBFINDER CALLING?**

**A:** You have two choices: 1) If you are not home, you can teach family members how to accept jobs for you. If you choose to do this, please make sure they realize how important it is to tell you about the job after they accept it! 2) If you are home, have the person who answered the phone put the receiver down and call you. Substitute Finder will ask for your PIN several times, waiting approximately 30 seconds between each request, so you will have time to get to the phone before the call is terminated.

**Q: CAN AN EMPLOYEE ASSIGN ME TO, OR REQUEST ME FOR, HIS/HER ABSENCE?**

**A:** Yes, the employee must have your SubFinder-assigned ID number in order to do this. You can obtain this number from SubFinder by reviewing your personal information.

**Q: WHAT IF THE DAYS I AM AVAILABLE TO WORK CHANGE FROM WEEK TO WEEK?**

**A:** You can change this information yourself, using your touch-tone phone. From the Main Menu, choose option #4 – To Review Personal Information and then choose option #3 - To Review the Days of the Week You Can Work. Follow the instructions given by the narrator and/or your reference card to change your available days.

**Q: WHEN I CALL IN TO REVIEW AVAILABLE JOBS, WILL I BE GIVEN A LIST OF JOBS FROM WHICH TO CHOOSE?**

**A:** No. You will hear one job at a time and will be able to accept the job, listen to the job again, or listen to the next job. If you accept the job, you may still review jobs for other dates, if there are any available at that time.

**Q: WHAT IS THE DIFFERENCE BETWEEN MARKING MYSELF 'UNAVAILABLE' AND MARKING MYSELF WITH A 'DO NOT DISTURB'?**

**A:** Marking yourself as 'Unavailable' means that you can not work for that time period. It does not mean that you don't want SubFinder to call you with offers for future jobs. For example: If you say that you are unavailable on Monday, SubFinder will not offer you a job for Monday but it may call you Monday evening to offer you future jobs.

When you create a "Do Not Disturb", you are telling SubFinder that you do not want to receive any calls during that time period. You are not telling SubFinder that you can't work. For example: If you ask not to be disturbed on Monday, SubFinder will not call you on Monday. But, it could call you Sunday night and offer you a job for Monday.

If you are not available to work **and** you do not want to receive any calls, you must add both items to the specified time period. After adding an Unavailable Date Range, SubFinder will ask you if you still want to receive calls during the period. Indicating that you do not will also place a Do Not Disturb on your account for the same period.

- Q: IF I ENTER AN UNAVAILABLE DATE RANGE (FOR EXAMPLE, FOR A VACATION) AND RETURN EARLY, CAN I BEGIN TO PICK UP JOBS EARLY?**
- A: Yes. You must call SubFinder, choose option #4 - To Review Personal Information, choose option #4 - For the Date Range Menu, choose option #3 - To Review a Date Range, and then remove the date range. You will then be eligible to receive job offers from SubFinder, as well as review available jobs (if allowed by the district.)
- Q: IF I REJECT A JOB FOR A PARTICULAR DAY, WILL SUBFINDER QUIT CALLING ME FOR THAT DAY?**
- A: No. SubFinder may still call you for other jobs if you meet the criteria.
- Q: IF I REJECT OR CANCEL JOBS, WILL I BE AUTOMATICALLY REMOVED FROM THE SUBSTITUTE LIST?**
- A: No. You will not be automatically removed for rejecting or canceling jobs.
- Q: DO I NEED TO REMEMBER MY JOB NUMBER?**
- A: Yes. The job number is your confirmation that SubFinder has registered your acceptance of the job. You will also need this number if you need to cancel the job.
- Q: WILL I HAVE THE SAME JOB NUMBER FOR ALL MY JOBS?**
- A: No. Every new job you accept will have a different job number.
- Q: CAN I CANCEL A PREVIOUSLY ACCEPTED JOB IN THE EVENT OF AN EMERGENCY?**
- A: Yes. From the Main Menu, choose option #3 - To Cancel a Job. After entering the job number, SubFinder will play the job information for you and then give you the option of canceling the job. If you try to cancel a job after the **Substitute Cancel Deadline**, you will be instructed to call the administrator and will be given the appropriate number to call.
- Q: WHAT IS MY SUBSTITUTE CANCEL DEADLINE?**
- A: Each district establishes its own deadline. Our system is setup to allow job cancellation up to one hour prior to the start of the job.
- Q: WILL I EVER BE OFFERED JOBS IN POSITION AREAS THAT I DID NOT REQUEST?**
- A: Maybe. You may be called for jobs outside your stated position area(s) if: (1) a special request for you has been made, or (2) SubFinder has been configured to call substitutes outside the position area after all matching substitutes have been called.

## **Substitute Paraprofessional Positions Defined**

### **Educational Aides**

**Content Mastery (CM)** - Qualifying students receive one-on-one help in a small setting. Students are taught the lesson from the classroom teacher then go to the content mastery room for additional help or small modifications. The class has a teacher and an aide. Students attend as needed for 10-20 minutes at a time.

**Homeroom Resource (HRR)** - Students with various handicapping conditions. Students are mobile and are mainstreamed into the regular classroom. Some students might be identified as being mildly mentally retarded. The aide helps the teacher by helping students with lessons and moving from one classroom to another.

**Transitional** - Students have been identified as being emotionally disturbed. Most students will be mainstreamed to regular classes. The aide helps the teacher by helping students with lessons and moving from one classroom to another.

**SELF** - Life Skills class. Students are medically fragile with a variety of handicapping conditions. The aide may be assigned to one student or a group of students. Students may need help with lessons, mobility, eating, etc. Some students may be in wheelchairs.

**PPCD - Pre-School Program for Children with Disabilities.** The aide helps the teacher by monitoring and working with 3-5 years olds who have various disabilities.

**Head Start** - The aide helps the teacher by monitoring and working with pre-school children.

**IDS – Intermediate Developmental Skills** class hosts students between 3<sup>rd</sup> and 5<sup>th</sup> grade who have been identified as having a handicapping condition. Students could be mild to moderate MR.

**PDS** - Intermediate Developmental Skills class hosts students between Kindergarten and 2<sup>nd</sup> grade who have been identified as having a handicapping condition. Students could be mild to moderate MR.

**ESL - English as a Second Language.** Aide helps the teacher work with students who need help with English.

**PE - Physical Education.** Aide helps the physical education teacher with the lessons and activities.

**Construction Trade** - Aide helps the teacher with students and building projects.

**Auto Tech** - Aide helps the teacher with students in the area of auto technology.

**Computer Lab** - Aide oversees the daily operation of the computer lab and works with students.

**Library Aide** - Aide helps the librarian with the daily operation of the library.

## Office and Clerical Staff

**General Office Clerk** - Clerk generally works in the office area with duties as assigned by the principal.

**Attendance Clerk** - Maintains daily attendance records. Works in an office environment.

**Administrative/Counselor Clerk** - Works in a specified office under the supervision of the principal, assistant principal or counselor.

**Switchboard** - Operates the switchboard and directs calls.

**Secretary** - Works under the supervision of the principal or assigned administrator.

## Specialty Areas

**LVN** – Licensed Vocational Nurse. Works in the school clinic. Must meet requirements provided by Health Services Department.

**Interpreters** – Sign-language interpreters for deaf education students. Must be proficient in sign-language interpreting.





