



Substitute Teacher Handbook

Lumberton Independent School District
121 S. Main
Lumberton, Texas 77657
(409) 923-7580

Superintendent
Dr. Gerald Chandler

Assistant Superintendent
Mrs. Patti Crouch

If you have difficulty accessing the information in this document because of a disability, please e-mail the HR office @ jmmoore@lumberton.k12.tx.us

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Introduction

Substitute teaching is a valuable and important part of the Lumberton Independent School District instructional program. The Board of Trustees and the Administration are grateful to individuals who serve as substitute teachers in the District.

We want the children of the Lumberton ISD to benefit from the services substitute teachers provide, and we sincerely hope that working in the district will be pleasant and rewarding for the substitute.

This handbook has been prepared to provide information that will assist with the questions that a substitute teacher may have, and aid permanent staff achieve the goals of the District. Following this guide will help the substitute have a successful year in Lumberton Independent School District.

The better prepared, organized and able to carry out the requirements and demands of being a substitute teacher, the greater the possibility of the substitute to be an effective facilitator in the learning process. Therefore, it is required that those who are interested in becoming substitute teachers attend training.

Individuals desiring additional information about substituting may contact:

HR Specialist: Jana Moore at 409-923-7502

Or

HR Director: Anna Miller at 409-923-7503

District and Campus Contact Information

School Board

President James Kersh
Vice President Margaret Cruse
Secretary Dr. Chad Hammett

Members: Kenny Burkhalter
Kevin Edwards
Julie Walker
Brett Yarbro

Central Administration

Superintendent – Dr. Gerald Chandler
Assistant Superintendent – Mrs. Patti Crouch

Campuses

Lumberton High School (9-12)
103 S. LHS Drive
(409) 923-7890

Principal
Assistant Principal
Assistant Principal
Assistant Principal
Counselors

Dr. John White
Travis Edgerton
Joan Garza
Mike Stewart
Molly Brinkley
Nicki Goad
Danielle Mitchell
Tammy Parker

Secretary

Lumberton Middle School (7-8)
123 S. Main
(409) 923-7581

Principal
Assistant Principal
Counselor
Secretary

Leanna Stringer
Michael Hatton
Candice Gore
Teresa English

Lumberton Intermediate (4-6)
107 S. LHS Drive
(409) 923-7790

Principal
Assistant Principal
Assistant Principal
Counselors

Paige Wing
Jason Morgan
Mike Tarver
Paula Ortiz
TBD
Denise Hanson

Secretary

Lumberton Primary (T-1, 1, 2, 3)
128 E. Candlestick
(409) 923-7490

Principal
Assistant Principal
Counselor
Secretary

Katherine Waldrop
Davon Bledsoe
Leslie McDuffie
Donna Wolcott

Lumberton Early Childhood (Pre-K, K)
1120 S. Main
(409) 923-7695

Principal
Counselor
Secretary

Kevin Wing
Pam Webb
Tammy McIntosh

Philosophy

The modern substitute teacher is not just a fill-in, but also an integral part of the education process. When a classroom teacher must be absent, it is a qualified and capable substitute who must step in and carry on the instructional program.

Mission

Policy AE

Lumberton ISD provides students the skills to become productive members of society.

District Goals and Objectives

Policies AB, AF

Goal 1 – Faculty

The district will recruit, develop, and retain the highly qualified staff required to provide the best educational experience for all students.

Goal 2 – Academics/Curriculum

The district will align curriculum throughout grade levels emphasizing critical thinking and application, while meeting the social and emotional experiences and needs of all students.

Goal 3 – Safe and Orderly Learning and Working Environment

The district will provide a safe, positive and well-maintained learning and working environment for all students and staff.

Goal 4 – Community Involvement

The district will promote parent, school, and community relationships that foster increased student achievement.

Goal 5 – Technology

The district will incorporate technology and other tools to support all instructional and administrative needs.

Goal 6 – Fiscal Management/Effective and Efficient Operations

The district will ensure resources are allocated in an efficient manner to support quality education and effective management for the district.

Job Description

Policy DPB (LOCAL)

Substitute teachers are subject to all duties of a regular classroom teacher. They are expected to monitor/supervise students in the absence of the regular classroom teacher, they are expected to enforce and obey school policies and procedures.

Job Pre-requisites

Policy DPB (LOCAL)

Substitute Teacher

High school diploma or equivalent

Substitute Paraprofessional

High school diploma or equivalent

Substitute Teacher Pay Scale

Policy DPB (LOCAL)

Pay Information

- Substitutes are paid once a month
- The W-4 form must be completed, as this is used by payroll for payment purposes. When completing your W-4 consider the tax table for the filing status: if you have not completed the filing status correctly, you may not have any taxes withheld in your paycheck. If necessary, please consult your tax accountant to make sure you have filed correctly.
- In order to expedite questions regarding pay, please remember the name of the teacher, date and campus site.

Short-term substitutes

\$80 Certified Teacher

\$70 Degreed

\$60 No Degree

Long-term substitutes for Teacher (greater than 20 days)

Certified

If a substitute is needed for a teacher for an extended period, a degreed substitute teacher may, at the Superintendent's discretion, be hired to substitute and shall be paid at the rate of 1.5X sub. rate beginning on the twenty-first consecutive day of substitute teaching for the same teacher. The 1.5X sub. rate shall continue from the twenty-first day until the conclusion of the extended period term.

Application Process

Policy DPB (LOCAL)

Requirements to become a substitute

1. Complete application online through the LISD Employment website, which include the following forms.

- Completed on-line Application
- Official high school transcript, GED certificate, or college transcript
- Copy of social security card
- Copy of driver's license
- Completed W4 form
- Immigration and Naturalization Service Form IN-9 as appropriate
- Criminal History Search Consent Form

2. Complete the substitute-training workshop at LISD.

3. Volunteer a minimum of 6 hours at a Lumberton ISD campus of choice.

- Contact campus secretary to schedule a date and time for the classroom observation.
- Report to the campus secretary on the schedule date to ask for specific instructions.
- Request campus principal's signature as verification of observation hours.
- Return signed form to Lumberton ISD Administration Human Resources Office.

Contingent upon completed application and records submitted, qualified applicant names will be reviewed and placed on the sub list.

Standards of Conduct

Policy DH (LEGAL) and DH (EXHIBIT)

1. Substitutes have an obligation to conduct themselves in an ethical manner in all things pertaining to school operations. The role of the substitute is professional.
2. Substitutes are expected to accept the assignments for which they have indicated they will serve in the Lumberton ISD school system.
3. The substitute should not compare one school with another, one group of employees with another or one group of students with another.
4. Criticism of students, school personnel, and school policies is made only to the building principal in a professional conference.
5. Treat all information about students, parents, and school employees as **confidential**.
6. Substitute teachers are expected to be on duty the entire day and perform all duties of the regular teacher, unless otherwise requested by the school's administrative staff.
7. Smoking and use of tobacco products are prohibited on district property.
8. Association with the school is not used as a means to inquire about your own or other children.

Dress Code

Dress and grooming

Policy DH (Local)

Teachers and staff members shall dress in a clean, neat, modest, and professional manner. Teacher/staff dress should serve as a model for students. Our desire is to appear professionally dressed while allowing the comfort and mobility needed to serve our students to the best of our ability. Therefore, as a substitute, you are assuming the role of a professional and your dress and grooming should reflect that. Dresses or slacks are recommended. For substitutes in physical education classes, shorts and tennis shoes will be permitted.

General Instructions

In addition to the following instructions, substitutes will receive further information concerning their assignment and building regulations when they report to the school.

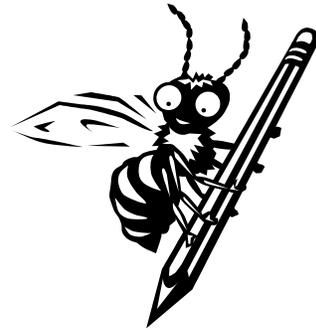
1. Frontline is an automated substitute placement system. Teachers register absences using the web or phone, and substitutes log on or receive calls to find jobs for which they are qualified. See Appendix A for further explanation.
2. Report to the campus office upon arrival at the assigned school to sign-in/clock-in and receive additional instructions.
3. Be sure to ask if there are duty responsibilities such as morning, lunch, or after school. Do not trade duty.
4. Learn the attendance procedures for the campus and how classroom attendance is recorded during the day.
5. Inquire about the process of taking up money for lunch, pictures, yearbook, etc. if needed.
6. Locate the classroom teacher's mailbox and check bulletin board if time permits.
7. Introduce yourself to the neighboring classroom teachers and become acquainted with them.
8. Locate and know the fire and emergency drill regulations, assigned exits, and refuge area procedures.
9. Anyone who comes to the classroom for information about a child or comes to the classroom asking that a child be released from school must be directed to the principal's office. Children are not to be released from the classroom without official notice from the office.
10. Find the classroom teacher's daily schedule; plan book, seating charts, record book, textbooks, and other needed materials.
11. Under no circumstances is a substitute teacher to administer medication internally to a student.
12. Never leave the classroom unattended. (Send a student for help if needed.)
13. Actively monitor students working.
14. Avoid changing the seating arrangement or any other parts of the room organization except for temporary grouping of pupils for instructional group work.
15. Supervision of halls and corridors is a responsibility of all teachers, especially when pupils are coming into the building or leaving the building at bell time.

16. The plans provided by the regular teacher must be followed as nearly as possible and the regular class routine should be maintained.
17. Please leave a note for the teacher relating to how much of the lesson plan you were able to accomplish, and list any special problems that might have occurred during the day.
18. Unless requested by the regular teacher, do not assign written work and leave it to be graded. Written work assigned which is beyond the lesson plans or the regular teacher should be graded and left for examination.
19. In most of the schools there are some students that have classes in special programs that they will need to attend at a specific time of the day.
20. Report any serious accidents or illness to the principal or school nurse immediately. The nurse will know if the student needs to be sent home or back to class.
21. Proper discipline or classroom order is a prerequisite to an atmosphere of learning. Be firm, business like, and command respect. Any unusual disciplinary problem should be taken up with the building principals or assistant principal. Substitutes are not permitted to use corporal punishment. Do not paddle the students!
22. If a substitute is teaching for an extended time, he/she should attend all scheduled teacher meetings. In case of doubt, make inquiry of the building principal.
23. Leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the classroom teacher. (Bulletins, parental notes, assignments, a list of absentees, general information about the day, and any problems)
24. A substitute teacher is expected to remain on duty for the entire day and follow the same work schedule as the regular teacher unless otherwise requested by the school's administrative staff.
25. Materials and/or equipment used during the day should be put back into the proper place. The classroom should be left in order.
26. Complete all reports that are requested, both for the regular teacher and the school office.
27. Before leaving at the close of the day, report to the campus office to determine if you will be needed the following day.
28. Be sure to sign-out/clock-out prior to leaving for the day.
29. Leave school at school. Do not discuss students and staff.
30. Remember: Children, in varying degrees, are much the same in thought, action, and accomplishment wherever you may go. Be prepared to meet them with poise, authority, dignity, and a sense of humor.

Keys to Being a Great Substitute



- Be prompt!
- Be yourself!
- Be honest!
- Be aware of your own special talents!
- Be firm, fair, consistent and caring!
- Be prepared.
- Be positive.
- Be flexible.
- Be professional.
- Be pleasant.
- Be patient.
- Be enthusiastic.



Not's

- Do **not** leave students unsupervised.
- Talk with students, **not** at them!
- Do **not** threaten.
- Have a sense of humor, but do **not** over do it.
- Do **not** ignore the lesson plans left by the teacher.

Do's

- Do** indicate self-confidence.
- Do** maintain order in the classroom.
- Do** treat each child in a kind and just manner.
- Do** respect each child.
- Do** make directions clear and concise.
- Do** ask for help when needed.
- Do** maintain dignity.

Computer Use

Substitutes are not permitted to use classroom computers at any time for personal use. If the classroom teacher has left a computer activity for students:

- Actively monitor their use to ensure that students are on task
- Actively monitor to ensure that students are not accessing inappropriate web sites

System users and parents with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

System users are expected to observe the following network etiquette:

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

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use. Additional information on these policies can be obtained at the school offices or in Board policy. CQ (LOCAL)

Cell Phone Use

Use of cell phones should be limited to before school, conference periods, lunch, and after school only.

During state assessments teacher and staff must have cell phones turned off completely. Students will be notified that cell phones are not allowed at school on state testing days and "no cell phone" signs will be posted on the door of any testing room. If a cell phone is seen during any state assessment it will be taken up immediately and the office will be notified. This policy will be reviewed during the campus training sessions prior to any state assessments and all information regarding cell phone use or possession will be documented.

Drills: Fire, Tornado, and other Emergencies

From time to time, students, teachers and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire drill Bells

| | |
|---------|--------------------------|
| 3 bells | leave the building |
| 1 bell | halt; stand at attention |
| 2 bells | return to the classroom |

Tornado Drill Bells

| | |
|-------------------|---|
| 1 continuous bell | move quietly but quickly to the designated location |
| 2 bells | return to the classroom |

Duty Hours

Full Day

| | |
|-----------------|--------------------|
| High School | 7:45 am to 3:45 pm |
| Middle School | 7:45 am to 3:45 pm |
| Intermediate | 7:00 am to 3:00 pm |
| Primary School | 7:00 am to 3:00 pm |
| Early Childhood | 7:00 am to 3:00 pm |

Questions and Answers

- Q. Do I always report to the principal's office before taking my class?**
- A. Yes, always. The principal must know that you are on the job.
- Q. How long am I expected to be on duty during the school day?**
- A. All substitute teachers are expected to perform the duties of the regular teacher-- Refer to the campus duty hours above.
- Q. Am I expected to handle all regular assignments of the classroom teacher?**
- A. Yes!
- Q. Is a substitute ever allowed to administer corporal punishment?**
- A. No! Send extreme discipline cases to the principal.

Q. May I visit schools and classes when not on duty?

A. Certainly, but make arrangements to visit through the office of the school principal.

Q. Is there any chance that I may be considered for a full-time position?

A. If you are fully qualified, you will receive consideration. You should indicate, however that you are interested in full-time teaching or aide position by completing an application for such a position.

Q. Is it all right for me to criticize or to complain if I see something I do not like in a school or in a classroom?

A. It is strictly unethical and unprofessional to criticize and complain generally or publicly. Valid criticisms should be made privately to the principal.

Remember, you are a professional person. If you were not, you WOULD NOT be on our substitute list.

Q. Why do I need to go back by the principal's office before I leave?

A. You need to sign out with the principal's secretary and see if you are needed for the next day.

EMPLOYEE WELFARE

DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol 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. [See policies at DH and DHE] 41 U.S.C. 702(a) (1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

[This notice complies with 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)]

School Safety

Each campus has a copy of the district crisis plan and implements procedures to notify staff and students of safety threats. Some items for you to be aware of:

- Location of the nurse's office and procedures for sending students to the nurse
- Location of latex gloves
- Location of the intercom system and how to call the office
- Location of the evacuation map for the room
- Location of the fire alarm and fire extinguishers
- Warnings bells and/or announcements and their meanings
- Visitors to the school should all have a visitor tag
- Students who are "high risk" during an emergency (asthma, limited mobility, etc)

Please visit with the principal or secretary about these items so that you will be prepared in an emergency.



Universal Precautions in the School Setting

Purpose:

The purpose of universal blood and body fluid precautions is to eliminate or minimize exposure to blood or other potentially infectious body fluids. All body fluids from another individual should be considered infectious. Appropriate barrier precautions should be used to prevent skin and mucous membrane exposure when in contact with blood or other potentially infectious body fluids of any person.

- I. Hand washing is an important preventative measure in the spread of disease. Hands and other skin surfaces should be washed with soap and water after contact with blood or body fluids and after the removal of gloves. Antiseptic hand cleaners should be used when soap and water is not available.
- II. Housekeeping – All surfaces contaminated with blood or body fluids should be disinfected with 1:10 solution of bleach (mixed fresh each day), or 70% alcohol, or some of the ammonia based disinfectants used by custodians. Use latex gloves when cleaning up a spill. Call custodian for cleanup of any large spills, or if you need help cleaning a contaminated surface.

Do not pick up broken glass with bare hands.

Articles contaminated with blood should be placed in a double plastic bag. If contaminated articles are thrown away in a classroom waste basket, have custodians remove material as soon as possible. In an article is saturated with blood (if 3 ounces

or more of blood or bloody fluids can be squeezed out of it), it should be placed in a red biohazard bag (located in the nurse's office). The nurse will arrange to have it disposed of properly.

- III. Personal Protective Equipment – Gloves (latex) should be worn when any contact with blood or other potentially infectious body fluids is anticipated. Gloves should be worn only once and thrown away. They should not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Skin breaks should be covered with a bandage under the gloves. Wash hands immediately after removal of gloves.

Scheduled Dates for Substitute Training

Check the LISD website for future substitute training dates. www.lumberton.k12.tx.us

Your name will be added to the sub list once you have completed: (1) the required paper work (2) the training workshop (3) a criminal history check has been run.

Sexual Harassment

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX. There can be two types of harassment:

“Quid pro quo”

Occurs when employment benefits are contingent upon sexual favors or adverse job consequences result from an employee’s refusal to submit.

“Hostile work environment”

Is based upon unwelcome repeated sexual comments, innuendos or touching which alters conditions or interferes with school/employment performance or access to opportunities of the district.

Sexual harassment can consist of unwelcome sexual comments or physical contact. The behavior often occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another).

All Lumberton ISD employees will refrain from all forms of sexual harassment. All district campuses have a notice posted advising how to report complaints under Title IX. For additional information, contact Dr. Gerald Chandler at 923-7507.



Lumberton ISD 2019-2020 Calendar



175 days

Times: EC Hours 7:20-2:35 Elementary Grades 1-6 Hours 7:30-2:45 Secondary Grades 7-12 Hours 8:30-3:45

July 2019

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October 2019

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November 2019

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December 2019

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January 2020

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February 2020

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March 2020

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April 2020

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May 2020

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June 2020

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IMPORTANT DATES:

- August**
 - 1-2 New Teacher Training
 - 5-13 Staff Development
 - 14 First Student Day
- September**
 - 2 Holiday Labor Day
- November**
 - 22 Early Release
 - 23-26 Staff Development
 - 27-29 Holiday Thanksgiving
- December**
 - 9-12 STAAR Testing
 - 20 Early Release
 - 23-31 Christmas Holiday
- January**
 - 1-3 Christmas Holiday
 - 20 Weather Day/Holiday
- February**
 - 17 Weather Day/Holiday
 - 18-21 Winter Break

- April**
 - 10 Holiday
 - 1-9 STAAR Testing
 - 13-17 Spring Break
- May**
 - 4-8 STAAR Testing
 - 11-14 STAAR Testing
 - 22 Early Release
 - 22 Last Student Day
 - 22 HS Graduation
 - 25 Holiday
 - 26 Staff Development
 - 27 Staff Development
 - 28 Staff Development

NINE WEEK PERIODS

| | Days | Minutes |
|------------------------|------|---------|
| First Semester | | |
| 1st | 42 | 18,270 |
| 2nd | 45 | 19,535 |
| Second Semester | | |
| 3rd | 44 | 19,140 |
| 4th | 44 | 19,020 |
| Total | 175 | 75,765 |

187 Number of Staff Days
175 Number of Student Days

LEGEND:

- F First Student Day of School
- H Holiday
- * Weather Day
- S Staff Development/Student Holiday
- SP Staff Planning
- [] Begin/End Closing Period
- ER Student Early Release
- WB Winter Break
- SB Spring Break
- [] Staff Exchange Day
- [] High School Graduation

Board Approved 4-4-19

LUMBERTON INDEPENDENT SCHOOL DISTRICT

PAYROLL DEPARTMENT

2019-2020

ACKNOWLEDGEMENT OF UNDERSTANDING

This is to verify that I will access a digital copy of the LISD Substitute Teachers Handbook by using this link:

https://www.lumberton.k12.tx.us/apps/pages/index.jsp?uREC_ID=1557911&type=d&pREC_ID=1683531

I understand that the handbook I view contains specific information, rules, and consequences that are extremely important to me and that I must read and complete this form to acknowledge my understanding of district guidelines. I also understand that any changes to district policy or law could cause changes to the content.

Substitute's Name (please print) _____

Substitute's Signature _____ Date _____

***APPENDIX A: FRONTLINE QUICK START GUIDE FOR
SUBSTITUTES***