



JIM NED CISD

SUBSTITUTE TEACHER HANDBOOK
2022-2023

441 Graham Street

Tuscola, TX 79562

325-554-7500

www.jimned.esc14.net

Glen Teal, Superintendent
Cristi Doty, Chief Academic Officer
Kari Phariss, Payroll Clerk

Treva Gambrell, High School Principal
Donna McClure, High School Secretary

Scott Carlisle, Middle School Principal
Ashley Williams, Middle School Secretary

Debbie Harris, Lawn Elementary Principal
Connie Roark, Lawn Elementary Secretary

Alana McClure, Buffalo Gap Elementary Principal
Marci Tutt, Buffalo Gap Elementary Secretary

Jim Ned CISD
Phone (325) 554-7500
www.jimned.esc14.net





JIM NED CISD

DISTRICT CALENDAR

2022-2023

CORE VALUES

**Integrity *Performance *Stability *Forward-thinking *Transparency *Partnership*

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	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
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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						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
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22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
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19	20	21	22	23	24	25
26	27	28				

MARCH						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
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23	24	25	26	27	28	29
30						

MAY						
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21	22	23	24	25	26	27
28	29	30	31			

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

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar Key		Grading Periods	
	New Staff Orientation (1)	1st Grading Period	Aug. 17-Sept. 23
	Workday/Student Holiday(3)	2nd Grading Period	Sept. 26-Nov. 4
	Student/Teacher Holiday	3rd Grading Period	Nov. 7-Dec. 21
	Staff Development Day(8)	4th Grading Period	Jan. 10-Feb. 17
	Early Release Day (5)	5th Grading Period	Feb. 21-Apr. 6
	Optional Staff Dev.(5)	6th Grading Period	Apr. 11-May 25
	Homecoming		
	District Convocation	May 26 - H.S. Graduation	
	Early Release - MS ONLY for MS Track Meet		
76,950	450 minutes per day	171	Student days, 187 Staff Days
75,600	minutes required		Bank 1,350
Early Release times - Elementary - 1:20 MS & HS - 1:40			
School Day Times - Elementary 7:50 - 3:20 MS & HS 8:10 - 3:40			

State STAAR and EOC Testing Schedule	
April 18-28	Grade 3-8 Reading Language Arts Window English I English II
April 25- May 5	Grade 5 & 8 Science Grade 8 Social Studies Biology U.S. History
May 2-12	Grades 3-8 Algebra I
	* Specific dates of tests during testing window will be shared by each campus in advance.

www.jimned.esc14.net

Board Approved Revision 7/7/2022

Endeavoring for a superior education.

Campus Directory

Jim Ned High School

830 Garza, Tuscola

325-554-7755

Treva Gambrell, Principal

Donna McClure, Secretary

Jim Ned Middle School

830 Garza, Tuscola

325-554-7870

Scott Carlisle, Principal

Ashley Williams, Secretary

Buffalo Gap Elementary

665 Vine St., Buffalo Gap

325-572-3533

Alana McClure, Principal

Marci Tutt, Secretary

Lawn Elementary

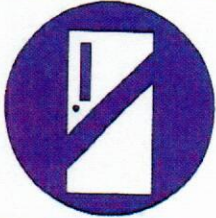
318 Avenue E., Lawn

325-583-2256

Debbie Harris, Principal

Connie Roark, Secretary

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

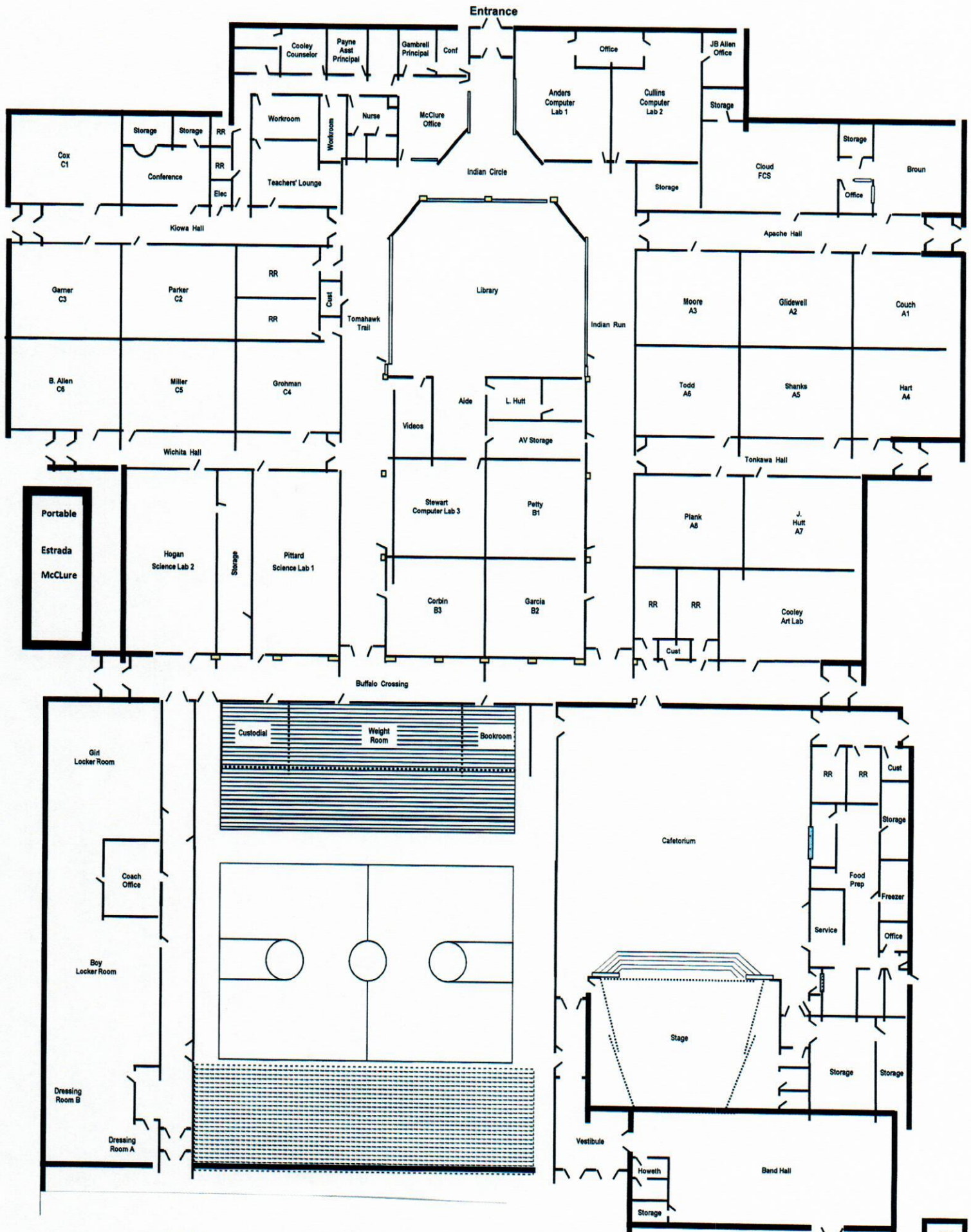
Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults



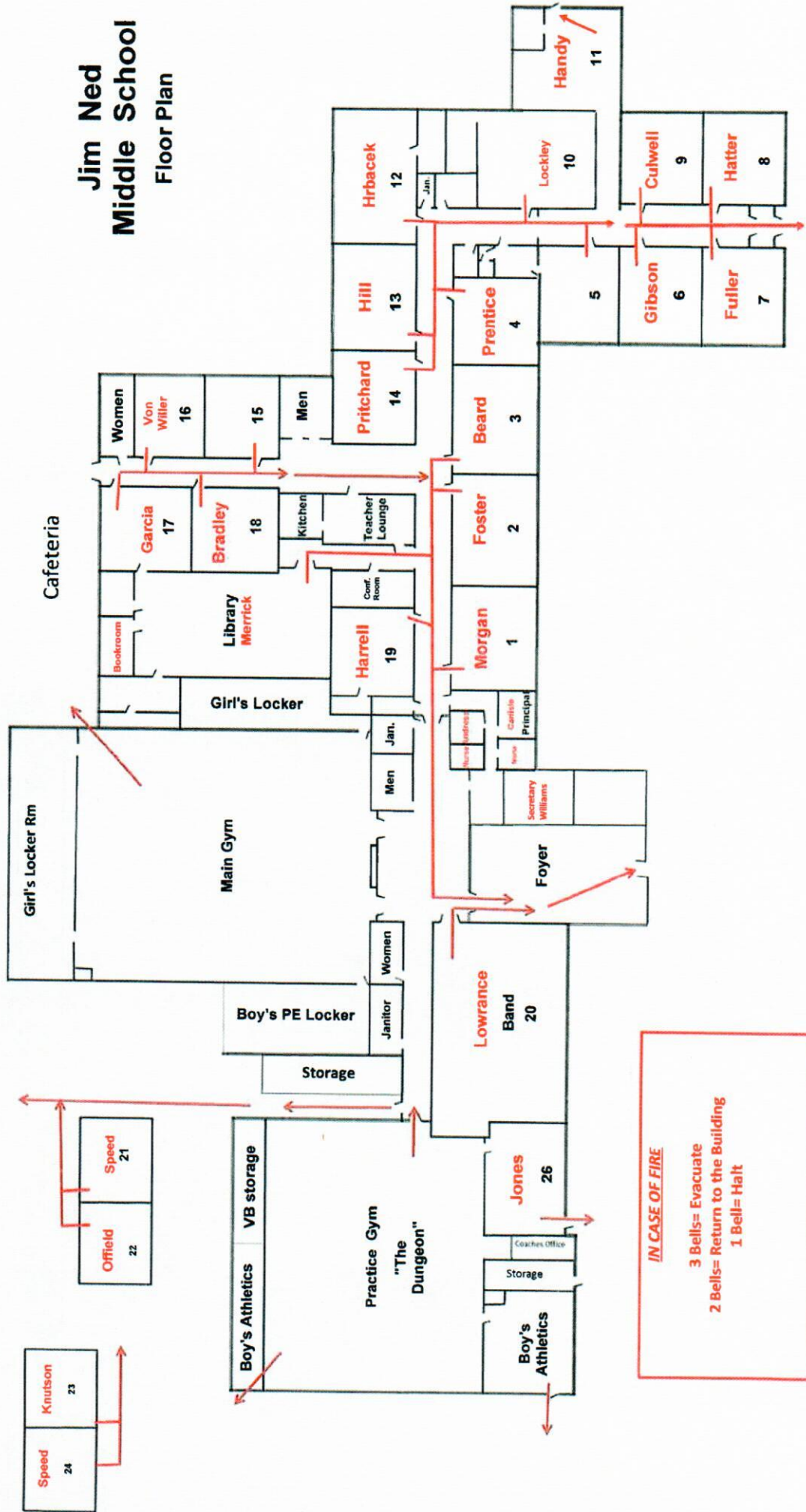
JIM NED HIGH SCHOOL

ISS

Ag Bldg
Moore
Conlee

Life
Acad
Santiago

Jim Ned Middle School Floor Plan



PORTABLES

5th Grade McClure (F)
5th Grade Holloway (E)
5th Grade Mostad (G)
Special Ed Cannon (G)

TRACK C

Lockdown

“LOCKDOWN, LOCKDOWN” secure in room.
Shelter Move to school building: McClure to F, Holloway to E, Mostad & Cannon to G.

Evacuate

Speaker notification. Line up, HOLD until 2nd evacuation announcement.
Move to track interior if fire
Take roster, phone, parent info sheet

Lockdown

“LOCKDOWN, LOCKDOWN”
move to saferoom
Take roster, phone, parent info sheet
Lock saferoom deadbolts
Lock doors to orange rooms

Shelter

Move to saferoom
Enrichment, etc. move to original room
Track move to **C**
Take roster, phone, parent info sheet

Architectural floor plan of the University of Illinois at Chicago, showing various rooms and buildings. The plan includes a central corridor system connecting different wings. Key rooms labeled include: COTCHER AUDITORIUM, BURSON AUDITORIUM, LANTIERE ROOM, TEST INSTRUMENTS, MODULAR FUNCTIONAL, RESEARCH JOURNAL, LAMON'S RDG LAB, WORKROOM, TEACHERS LOUNGE, PAUL, KITCHEN, CAFETERIA, SHOWER, BOWLING MUSIC, FAIN LIBRARY, CHAMBERS READING, BREAKAW 252D, SHARP 382D, MARTIN 411, SAIL 2ND, TRUETT 2ND, and THOMSON 1ST. The plan also shows a large outdoor area with a circular feature and a curved path.

ODDLE TIGER CHROME LAB



Jim Ned CISD uses the Red Rover system software to contact substitutes. You will receive an email from Cristi Doty once you have been approved to substitute. In that email you will be provided with guidance on how to set up your Red Rover account which can be accessed on your computer or phone. You will be able to customize your campus preferences when you set up your account. All questions concerning Red Rover should be directed to Cristi Doty cdoty@jimned.esc14.net.

Daily procedure for substitutes:

Check in at the front office and clock in at the beginning of your assignment. Sign out through the front office and clock out before leaving.

PROFESSIONAL ETHICS

The substitute has a professional obligation to the regular teacher, the classroom, and the school. He/she should use extreme caution in expressing personal reactions and opinions about what he/she sees and hears in the classroom and the school in which he/she teaches. Any information about the pupils must be treated as confidential.

A substitute teacher should avoid unfavorable criticism of the regular teacher or students except such as is formally presented to the principal in the interest of the school. Under no circumstances should a substitute teacher criticize a regular teacher or school procedures in the presence of other teachers or students. The substitute should not compare one school with another, one principal with another, one crew of cafeteria workers with another, or one group of pupils with

another. Adaptability to each unique situation is a necessary characteristic of the substitute teacher. All personal actions, while on campus, should be in a professional manner at all times.

PROFESSIONAL CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS - DH (EXHIBIT)

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

1. Professional Ethical Conduct, Practices, and Performance.

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

2. Ethical Conduct Toward Professional Colleagues.

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct Toward Students.

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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Jim Ned CISD Substitute Handbook Receipt 2022-2023

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

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform Jim Ned CISD Administration Office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the Chief Academic Officer if I have questions or concerns or need further explanation.

Print Name

Signature

Date

****Please sign, date, and remit to Cristi Doty, CAO. You can drop it off at the Administration Building – 441 Graham Street, Tuscola or email it to cdoty@jimned.esc14.net.**