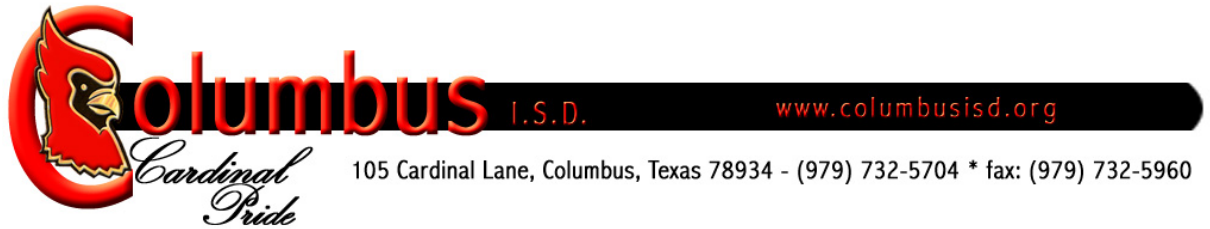


SUBSTITUTE TEACHER HANDBOOK



2010-2011



105 Cardinal Lane, Columbus, Texas 78934 - (979) 732-5704 * fax: (979) 732-5960

Welcome to Columbus ISD

The Columbus Independent School District is pleased to have you as a substitute teacher. Our staff appreciates the important role that substitute teachers fill in our school district. We stand ready to assist you in any way possible so your work will be personally rewarding.

This handbook was developed to provide you information about the district and to assist you as a substitute. Also included are campus handbooks to help you become acquainted with the procedures on each campus.

Again, welcome to Columbus ISD and thanks for being part of the CISD family!

Robert O'Connor
Superintendent of Schools

Columbus ISD Administrative Staff

Board of Education

President.....	John Brasher
Vice President	Dorothy Wostarek
Secretary	Gary Kulhanek
Board Members:.....	Alfred Pavlu
.....	Scott Kilpatrick
.....	Cherlyn Wilson
.....	Phillip Garcia

Columbus I.S.D. Administration (979) 732-5704

Superintendent	Robert O'Connor
Director of Student Services.....	Ester Chandler
Business Manager	Joan Trojacek
Athletic Director	Brent Mascheck
Network Administrator	Lance Portwood
Superintendent's Secretary	Theresa Portwood
Secretary to Director/Receptionist	Anela Javier
Payroll Clerk	Brenda Potter
Accounts Payable Clerk.....	Gina Valdez
Transportation Supervisor.....	Wanda Webb

Special Education Department (979) 732-5276

Director	Deborah Hayward
Counselor	Gigi Bowman
Secretary	Anna Shupak

High School Office (979) 732-5746

Principal	Brenda Krchnak
Assistant Principal	Michael Koehl
Counselor.....	Katherine Morris
Counselor	Jane Brugh
Counselor.....	Rob Sherrard
Secretary to Counselor.....	Amy Venghaus
Secretary/PEIMS.....	Tammy Sodalak
Attendance	Janel Barten**
Secretary	Lori Faldyn

Junior High School (979) 732-2891

Principal	Wayne Zimmerhanel
Assistant Principal.....	Gary Leopold
Counselor.....	Charlotte Tilotta
Secretary/PEIMS Clerk.....	Jan Mascheck**
Secretary	Brenda Skutca

Elementary School (979) 732-2078

Principal	Sally Kallina
Assistant Principal	Shawn Hagel
Counselor	Kay Divin
Secretary/PEIMS.....	Lynn Templeton
Secretary	Cleta Rau**
Secretary	Jeanette Machinsky

**Contact for subs

Substitute Employment Process

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

Recruiting

- Certified teachers who have requested employment and live in reasonable proximity to the district will be contacted.
- Local newspapers and other media will publicize additional needs.
- Prior year substitutes will be contacted each summer for confirmation.

Certification

- Texas Education Agency guidelines require that school's use the most qualified persons available each day that substitutes are required.

Benefits

- Provides employment on a part-time basis
- Offers opportunity to explore teaching as a career
- A per diem payment of:

If substituting for a **Teacher or Paraprofessional** the following rate applies:

	<u>Half-Day</u>	<u>Full-Day</u>
Substitute with No Degree	\$30.00	\$60.00
Substitute with College Degree	\$35.00	\$70.00
Substitute with Teaching Certificate	\$40.00	\$80.00

If substituting for more than 5 consecutive days, the substitute will receive an additional \$5.00 per day. (Example: Teacher is out on medical leave for six weeks – first 5 days is paid at regular rate, beginning with the 6th day forward, pay will increase by \$5.00 per day.)

If substituting for a Special Needs Teacher or Paraprofessional (e.g. Life Skills Classroom / PIC-PAC classroom), the substitute will receive an additional \$5.00 per day.

Note: Half-day is for work up to 4 hours.

Full-day is for work from 4 ½ hours to 8 hours.

Please review the cutoff dates on the table below.

Paychecks are issued on the 26th of each month.

COLUMBUS ISD MONTHLY PAYROLL DATES 2010 - 2011		
PAY DATE	CUT OFF DATE	PAY PERIOD COVERS
September 24, 2010	<u>September 11, 2010</u>	<u>08-08-10 / 09-11-10</u>
October 26, 2010	October 09, 2010	09-12-10 / 10-09-10
November 24, 2010	November 06, 2010	10-10-10 / 11-06-10
December 17, 2010	December 04, 2010	11-07-10 / 12-04-10
January 26, 2011	January 08, 2011	12-05-10 / 01-08-11
February 25, 2011	February 05, 2011	01-09-11 / 02-05-11
March 25, 2011	March 05, 2011	02-06-11 / 03-05-11
April 26, 2011	April 09, 2011	03-06-11 / 04-09-11
May 26, 2011	May 07, 2011	04-10-11 / 05-07-11
June 23, 2011	June 11, 2011	05-08-11 / 06-11-11
July 26, 2011	July 09, 2011	06-12-11 / 07-09-11
August 26, 2011	August 06, 2011	07-10-11 / 08-07-11

Personnel Records

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

The following documents must be included in your personnel file:

- Completed application form
- Texas Teacher Certificate or official letter indicating recommendation
- College transcripts indicating degree(s)
- W-4 Form
- I-9 Form
- Copy of valid Texas Driver's License
- Copy of Social Security Card
- Completed Reference Check forms

Each day that you work as a substitute, you will be required to complete a Daily Report form.

Columbus Elementary School

Substitute Handbook
2010-2011



Welcome to C.E.S.!

Dear Substitute:

Substitutes play a very important role in the school day. Please keep the following in mind:

- Check in the office when you arrive.
- Check on any duty assignment that the teacher may have for a particular day.
- Follow the specific plans that have been prepared by the teacher.
- At the end of the day, please leave a brief summary report on the teacher's desk and check out in the office.
- Remember that information regarding students is confidential.
- If you have free time, check in the office for possible ways to help out.

General information is provided in the handbook. If you have any questions about procedures or plans, please do not hesitate to ask any member of our faculty or staff. We welcome your questions and want your experience to be a successful one. We appreciate your help in working with the children of Columbus Elementary School.

Thank you,

Sally Kallina, Principal

Shawn Hagel, Assistant Principal

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OFFICIAL SCHOOL DAY – GRADES PreK - 5

Students may arrive at 7:30 A.M. and report to the cafeteria for breakfast. Students will be dismissed to the classrooms beginning at 7:50 A.M. each day.

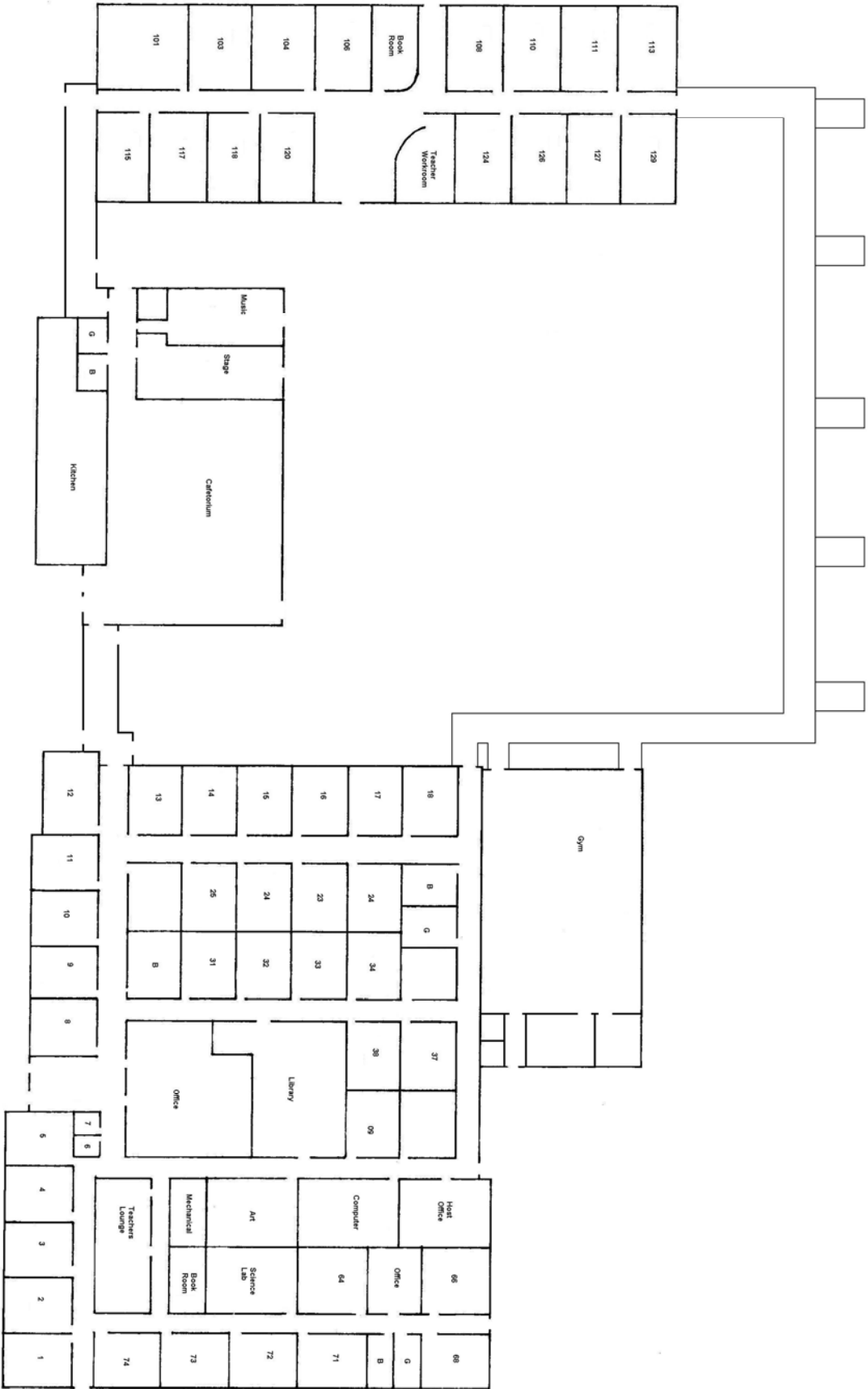
Breakfast 7:30 – 8:00 A.M.

Pre-Kindergarten - Kindergarten 8:00 – 3:10
1st – 5th Grade – 8:00 – 3:20

Students must leave the campus at dismissal unless they are reporting for after school programs.

Staff Hours –
7:45 A.M. - 3:45 P.M.

Teacher / Substitute Day -
Begins – 7:45 A.M.
Ends – 3:45 P.M.



Reunion Area

Columbus Elementary School

CES Schedule - 2010-2011

7:50 Students will report to their 1st period class
 8:00 Announcements / Instruction begins
 8:10 Tardy Bell

Pre-Kindergarten

8:00-10:45
 10:45-11:15 Lunch
 11:15-11:45
 11:45-12:45 Nap/Conference
 12:45-3:10
 3:10 Dismiss

Kindergarten

8:00-11:00
 11:00-11:50 PE / Music
 11:50-12:30
 12:30-1:00 Lunch
 1:00-1:20 Recess
 1:20-2:05 Enrichment
 2:05-3:10
 3:10 Dismiss

1st Grade

8:00-10:55
 10:55-11:25 Lunch
 11:25-11:50 Recess/Bathroom Break
 11:50-12:35 Enrichment
 12:35-1:25 PE/Music
 1:25-3:15
 3:20 Dismiss

4th Grade

8:00-9:50 1st period
 9:50-10:40 PE/Music/Technology
 10:40-12:20 2nd period
 12:20-12:50 Lunch
 12:50-1:05 Recess
 1:05-2:45 3rd period
 2:45-3:15 Enrichment/TAKS/UII
 3:20 Dismiss

2nd Grade

8:00-8:55
 8:55-9:45 PE/Music
 9:45-12:10
 12:10-12:40 Lunch
 12:40-1:00 Recess
 1:00-2:10
 2:10-2:40 Enrichment/UII
 2:40-3:15
 3:20 Dismiss

3rd Grade

8:00-10:20 Morning Break
 10:20-11:05 Enrichment/TAKS/UII
 11:05-11:35 Lunch
 11:35-11:55 Recess
 11:55-1:30 Afternoon Block
 1:30-2:20 PE/Music
 2:20-3:15 Afternoon Block
 3:20 Dismiss

5th Grade

8:00-9:00 1st period
 9:00-9:30 Enrichment/Technology/TAKS/UII/Math-Reading Ext
 9:30-10:25 2nd period
 10:25-11:20 3rd period
 11:20-11:50 Study Hall/Technology/TAKS/UII/Math-Reading Ext
 11:50- 12:20 Lunch
 12:20-12:35 Recess
 12:35-1:30 4th period
 1:30-2:25 5th period
 2:25-3:15 PE/Music/Technology
 3:20 Dismiss

ATTENDANCE ACCOUNTING

DAILY ATTENDANCE ACCOUNTING WILL BE DONE AT 9:50 A.M. Below are some important facts concerning attendance procedures, Please read this section before you take attendance for the 2010-2011 school year.

- Class list will be in teacher's classroom.
- On the class list, substitutes will circle those students who are absent. If a student is not on the list, please add their name.
- Once attendance is taken, sign and date in ink.
- Send to the office with a student.
- Do not let students take attendance.
- If a student is in ISS, mark ISS by student's name. They are not absent.
- If a mistake is made, just correct and initial. White out cannot be used.
- Students who leave before 9:50 A.M. are counted absent. If they return the same day, a re-admit slip needs to be issued at the office before they come back to class.
- Students who arrive after 8:10 A.M. are tardy and need a tardy slip issued by the office staff. Those arriving after 9:50 A.M. are considered absent all day.
- Any notes regarding previous day absences by students are turned into the office.
- Leave a list for the teacher: students absent, tardy, or checked out.
- Do not mark in the teacher's gradebook.
- **Reminder: DO NOT TAKE ATTENDANCE BEFORE 10:00 A.M.**

CAFETERIA AND FOOD SERVICE

Closed Campus-Columbus Elementary School has a closed campus. Students will not be allowed to leave the campus during the lunch period unless a parent/guardian meets them in the office and signs them out.

School Cafeteria-The District participates in the National School lunch program. Columbus Elementary School provides nutritious, hot meals twice a day. Breakfast is served every morning from 7:30 to 8:00 A.M. each school day. We expect students to either eat lunch provided by the school or eat a lunch from home. Students will not be allowed to skip their lunch meal. Lunch is served by grade level each school day.(Refer to class schedule for times). Each grade level lunch period lasts 45 minutes (approximately 30 minutes for eating and 15 minutes for outdoor recreation).

Food Cost/Tickets and Federal Free/Reduced Lunch Program-Breakfast and lunch prices are set by the CISD school board at the beginning of each school year. Breakfast tickets may be purchased in the cafeteria each morning. Lunch tickets must be purchased in the cafeteria between 7:45 to 8:00 A.M. Lunch tickets are sold for 5 days, 10 days, and 20 days. Students who come from households that meet the state and federal guidelines for the free and reduced price breakfast and lunch program are served at CES. Participation in this program requires the parent/guardian of the student to complete the application form and return it to CES. Forms may be obtained from the office at any time during the school year. Adults can purchase a lunch or salad from the cafeteria. Cokes and coffee are available in the teacher's lounge. Faculty and staff leaving campus during the lunch period must sign out at the office and back in at the office when returning.

Cafeteria Conduct-

1. Students are asked to talk quietly and pleasantly in the cafeteria and monitor the noise level.
2. Students are to move through the line at an appropriate pace.
3. Students may not take food or drinks from the cafeteria.

Cafeteria Visitors-Parents may eat with students in the cafeteria. Visitors should come to the office prior to going to the cafeteria to pay for the meal and to sign in as a visitor on campus.

DISCIPLINE PROCEDURES

1. Familiarize yourself with the Code of Conduct.
2. Make notes for the teacher.
3. If a student engages in serious or persistent misbehavior, you need to send that student to the office, or call the office for assistance.
4. Do not leave any student(s) unsupervised at any time.

CAMPUS RULES

- A. Show respect to people / property.
- B. Follow directions given by all campus personnel.
- C. Keep hands, feet, and objects to yourself.
- D. Bring only school supplies to school.

DRESS CODE

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. Clothing must be neat and clean in appearance and appropriate to the gender of the student.
2. Vulgar or obscene patches and suggestive lettering or insignia or organizational products referring to alcohol, tobacco, drugs, sex, weapons, or gang-related paraphernalia or gang colors are not permitted. This includes all grotesque figures that imply death, killing, horror, or crime of any variety.
3. Clothing must not be too tight/loose, saggy, or over-sized. The waistband of pants, shorts or skirts must be worn at the waist. Shirts or tops must be of reasonable length. Pants legs should not drag on the floor. Overall straps are to be correctly hooked.
4. Shirts must be buttoned within one bottom of the throat. The midriff must not be exposed when arms are raised. No spaghetti strap shirts unless another shirt is worn underneath. Muscle shirts, tank tops or undershirts worn as outer garments are prohibited.
5. Shorts, skirts, and dresses should be of moderate length. Cut-offs, short-shorts, spandex, and pajamas are not permitted. Clothing and accessories shall not be worn in a manner that conceals or obscures identity or creates a safety issue. Keep in mind modest and decent appearance.
6. All students must wear appropriate shoes. No roller shoes or open toed shoes (i.e. flip flops, sandals, etc.) allowed. Tennis shoes are required for PE.
7. Hats, caps, headbands, stocking caps, bandannas, chains, and hip cloths are not acceptable. Rakes, picks and grooming combs or carved insignias may not be worn in hair.
8. Hair must be kept clean, neat, and trimmed to a moderate length. Hair should not obstruct eye-sight. No students' hair shall be of a non-natural human color.
Examples: blue, green, pink, purple, etc.
9. Jewelry and accessories are not to be noisy, distracting, disruptive or offensive in any way. Large dangling earrings and artificial nails are not to be worn. Jewelry for any pierced area of the body, other than the ears (for girls), is not permitted. Boys may **not** wear earrings or any piercing jewelry.

The administration will reserve the right to judge on all matters concerning personal appearance. Violators of the dress code will call parents to deliver a change of clothing. Students may be provided alternate clothing by the school nurse. Students placed in “In-School Suspension” (ISS) until proper clothing can be provided. Consequences will be given based on the number of violations.

Lost and Found – Items that are found on school premises or school vehicles are to be turned into the office. Students who have lost an item may come to the office to check the lost and found for the missing article.

DRILLS--- Fire, Tornado and other Emergency Drills

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the directions of teachers or marshals quickly, quietly, and in an orderly manner.

Emergency signals: 3 bellsfire; leave the building.
1 bell halt; stand at attention.
2 bells return to room.

Tornado emergency signal is:

One long, continuous bell.....Go to designated area.

EMERGENCY PROCEDURES / CRISIS PLAN

Crisis Management Team

Sally Kallina Shawn Hagel Kay Divin Deborah Loessin Julie Leopold

Grade level chair teachers will be members of the Teacher Communication Team.

The key term used to identify a crisis situation is **LOCKDOWN**. Teachers will call the office and use this code when there is a serious situation that requires immediate attention. The office will use it to alert staff that a “lockdown” will take place.

The designated place for meetings with the media is the Net 3 room. (room # 50)
The superintendent is the spokesperson for the District.

The following drills will be conducted during the school day.

1. Fire
2. Tornado
3. Lockdown
4. Emergency Checkout
5. Campus Evacuation

KULM Radio Station/District School Reach System – will be used to communicate situations to staff, community and parents.

Preventive Measures to Ensure the Safety of C.E.S. Students

- Staff members will wear a nametag with name and position at C.E.S. Substitutes will also wear a tag.
- All visitors will report to the office and receive a visitor tag.
- Side doors to the street will be locked at all times.
- Any suspicious individuals will be reported to the City Police.
- All staff members will have flashlights and batteries in the event of an electrical outage.
- All students are to remain silent and listen to any directions given to them by their teacher or other authority.
- Walk – do not run.
- Teachers should take gradebooks to use as a checklist of students. (If time allows, teachers should call the office to take inhalers, or other special items, especially when evacuating the campus.)
- Leave lights on in the classroom.
- Close the classroom door.

Fire Drill – will be used for reports and verification of smoke, fire, chemical, or bomb threat.

An announcement will be made or tone from the intercom given to signal the staff to move students to the fire drill positions. (*In the event of a bomb threat, cell phones, Walkie-talkies, etc. would not be used.*)

Evacuation instructions for campus evacuation map / fire drills

Evacuation routes are shown on the Campus Evacuation maps posted in each room/office. Locate your room and observe the route that your room and section will follow to exit the building. Once your section leaves the building, report to the following outside locations given below. Notice that teachers in certain room numbers will have a special assignment.

SECTION LEADER- responsible for leading their section out of the building to their assigned area. The leader needs to identify the safest route for their section if their building exit is blocked off or if the route to their outside area is unsafe. Section leaders should check with the other teachers in their section for any missing students. Section leaders should report to the proper authorities if there are any missing children.

I. **SECTION Mazac** – ROOMS 1, 2, 3, 55, 56, 57, 58, 61, 62, 73, 74

Evacuate through North double doors to North teachers' parking lot.

SECTION Smothers – ROOMS 4, 5, 6, 7, 42, 43, 44, 45, 46, 47, 48, 54, 59, 60

Evacuate East through main entrance to East campus playground.

Rooks – check infirmary # 45 and conference room # 46

Divin – check nurse's office # 44 and conference room # 6

Noska – check teacher's lounge # 59

SECTION Gerik – ROOMS 8, 9, 10, 29, 30, 31, 32, 33, 40, 41

Evacuate East through main entrance to East campus playground

Wheatley - check the boys' restroom across from room # 9 (#30 on the map)

Rau – check teachers' workroom

SECTION Aschenbeck – ROOMS 11, 12, 13, 14, 15, 16, 24, 25, 26, 27, 28
Evacuate through South double doors and out East single door in cafeteria walkway to East campus playground.
Bergfeld – check the girls’ restroom across from room # 10 (#28 on the map)

SECTION Hartley - ROOMS 17, 18, 19, 20, 21, 22, 23, 34, 35, 36, 37, 38, 49, 50, 51, 52, 53
Evacuate through West double doors to North teachers’ parking lot.
Fitzgerald – check the boys’ and girls’ restrooms (#20 and # 21 on map)

SECTION Bonner – ROOMS 63, 64, 65, 66, 67, 68, 69, 70, 71, 72
Evacuate through West double doors through Special Education offices to North teachers’ parking lot.
Bonner or teacher in room # 72 at the time check bathrooms # 69 & # 70

SECTION P. Geisler – ROOMS 101, 103, 104, 106, 115, 117, 118, 120
Evacuate through East double doors to East campus playground.

SECTION K. Geisler – ROOMS 108, 110, 111, 113, 122, 124, 126, 127, 129
Evacuate through South double doors to sidewalk and continue to East campus playground

Students and teachers in the gym will also report to the North teachers’ parking lot.
PE teachers are section leaders.

Students and teacher in music room (and food service workers) evacuate to the East campus playground.

Tornado – the following procedures will be used in the event of a storm or tornado warning issued for this area. If time permits, staff will move students to designated tornado position. If the time does not allow for movement to this position, students will be moved to inside walls, away from the windows. If teachers feel they cannot get to the main building safely, they should stay in their rooms. Staff members and students should remain quiet and listen for further instructions. Teachers and students will move to the following designated areas when the plan is activated.

The following procedures will be used during bad weather or tornado warnings:

- Move students from the three wing classrooms, gym, and cafeteria to the main building, if there is enough time.
- Teachers and administrators will make a professional decision whether to have students remain in classrooms or to bring students to their designated rooms in the main building.
- Move students to the interior walls once students have reached their designated rooms and have students get under desks, tables, or chairs.
- Have students cover their heads, eyes, and face away from any glass.
- Move students out of the center of the room in case the room ceiling would collapse.
- Move students out of rooms, in the main building, that have an exterior wall(s) to rooms that only have interior walls.
- Students that cannot leave the cafeteria need to move under tables, cover their heads, eyes and do not face the glass windows.

Tips and facts to remember:

- Texas experiences an average of 188 tornadoes each year, most of which occur during the months of March through June.
- Typically, tornadoes move from the southwest to the north at about 25 miles per hour.
- The debris picked up by the tornado serves as battering rams and missiles that can add to the destructive potential and danger.
- It is not unusual for rain to end just before a tornado strikes.
- A tornado watch is issued by a weather service when conditions are favorable for severe weather to develop. A watch lasts 5 to 6 hours.
- A tornado warning is issued when a tornado has been reported. Warnings are issued for whole counties or portions of counties and are usually valid for 30 minutes to an hour.
- When a tornado has been sighted stay away from windows, doors, and outside walls.
- Have a flashlight in your classroom.
- Have a battery-operated radio if AC power is interrupted.
- To activate plan most schools utilize a public address system to talk directly to students and teachers.
- Small interior rooms, windowless hallways, and bathrooms offer the best protection in the event of a tornado.
- Once in a sheltered area, students should be prepared to drop to their knees and kneel forward covering heads, eyes with arms and hands.
- In a larger detached building such as a gym, students should be relocated to bathrooms, locker rooms, or other small rooms, if they do not have enough time to relocate to the main building.
- Consideration should be given to hold classes beyond regular school dismissal time until the severe weather threat has passed.
- Likewise, at the end of the school day, students may need to be held from boarding buses until danger has passed.

Locations for teachers to evacuate to:

Room	Teacher	Main Building-if time allows	Teacher
1	Mazac	5 th Grade/Sp Ed Hallway	
2	Templeton, J.	5 th Grade/Sp Ed Hallway	
3	Shilling	Computer/Science Lab Hallway	
4	Walker	Computer/Science Lab Hallway	
5	Moore	Computer/Science Lab Hallway	
8	Gerik	4 th Grade Hallway	
9	Computer Lab	4 th Grade Hallway	
10	O'Connor	4 th Grade Hallway	
11	Stewart	2 nd / 3 rd Grade Hallway	
12	Aschenbeck	2 nd / 3 rd Grade Hallway	
13	Bergfeld	25	Kuhn
14	Collins	25	Kuhn
15	Neisner	24	Ruether
16	Coyle	24	Ruether
17	Fitzgerald	23	Hunger
18	Jurek/Masek	22	Morrison
71	Smothers/Noska	63	Writing Lab

72	Turner/Bonner	63	Writing Lab
73	Gates	Hallway between teachers' lounge and bookroom	
74	Harris	Hallway between teachers' lounge and bookroom	
101	Bundy/Oppermann		
103	P.Geisler	45	Benford
104	Lewis	44	Loessin
106	Hoots	43	L. Templeton
108	Burris	53	Burleson
110	Wagner	54	Science Lab
111	Morrow	34	Berger
113	Hoelscher	54	Science Lab
115	Gross	50	Net 3
117	Jones	49	Feehery
118	Madison	64	Johannes/Wanjura
120	Edman	49	Feehery
124	Geisler,K.	50	Net 3
126	Clark	22	Morrison
127	Dudensing	38	Hartley
129	McDaniel	37	Pavlicek
Gym	Leopold/Gonzalez	2 nd /3 rd Grade Hallway	

Teachers and staff not responsible for students will report to CES office.

Teachers will report to their rooms to receive students that will be released to their homerooms from Reading Lab, GT, Resource, PE, cafeteria, Music, and playground. Teachers will assist the staff members to assure a safe return to their homerooms.

Lockdown- will be used in the event of a dangerous individual or event occurring on campus.

Walkie-talkies will be used to communicate across the building.

- Immediately lock your door.
- If an injury has occurred call 911, if possible.
- Take an account of your students, if any are not in your room place their name on a sheet of paper and slide it out into the hall underneath your classroom door.
- If everyone in your room is OK, take the green slip of paper taped under your desk and slide it outside your door.
- DO NOT OPEN YOUR DOOR UNLESS THE GREENSHEET OF PAPER HAS BEEN SLID BACK INTO YOUR ROOM. THIS WILL LET YOU KNOW IT IS NOT THE INTRUDER TRYING TO GAIN ACCESS.
- You can halt lock down procedures when you are told to do so over the public address system by the principal, assistant principal or designee.

Outside doors – will be secured.

Front Doors (Main Entrance) – Jeanette Machinsky
 South Side Doors – Kay Divin
 Spec. Education Doors – Deborah Hayward
 Cafeteria – Marilyn Baumbach
 Gym – Julie Leopold, Eddie Gonzalez, Jerry Perrino
 Principal / Assistant Principal – will call 911
 Cleta Rau – will call Supt.'s office
 PEIMS – will call Spec. Ed. Dept.

Unaccounted Student

1. Teachers (2nd-5th), as a preventative and accountability measure, should have students sign in/out logging the time when leaving/arriving back to the room for bathroom, office, library, etc.
2. GLC's should walkie talkie the office when sending students in from the playground informing the office of their destination (office, nurse, etc.). Machinsky will monitor the student's arrival.
3. "Mr. Clooney, please report to _____ (use the grade level of the missing student, ex: 2nd grade)" will be announced over the "all call" intercom in the event of an unaccounted student. This will be the code to begin a student search.
4. Grade chairs will perform an area check as follows after informing a partner teacher to monitor their class:
 - a. Mazac-5th grade hallways and restrooms by SpEd area
 - b. Wheatley-Front foyer, front porch and computer hallway
 - c. Morrison-Back hallway and restrooms
 - d. Bergfeld-Front restroom and tunnel
 - e. Dudensing-New playground
 - f. K. Geisler-Early childhood wing hallways and teacher parking lot
 - g. P. Geisler-Tunnel, cafeteria and cafeteria restrooms
 - h. Leopold-Back parking lot
5. Machinsky will monitor the walkie talkies and call law enforcement and parents if student is not found in the building.
6. Kallina, Hagel or Divin will check the teacher parking lot and drive the perimeter of the school. The search will expand out one block at a time if student is not located.

Emergency Checkout – will be used in the event of a disaster on campus involving the main building or an event close to campus, which may place the members in danger.

Prekindergarten – Classroom (Lewis, Medina, Lara)

Kindergarten - Classroom (Gross, Guerrero, Heger)

1st – 2nd - Cafeteria (Meyer, Masek, Gully, Jasek,)

3rd – 5th - Gym (Bonner, Jurek, Turner, Labay, Pickett, Zajicek)

Mrs. Smothers and Mrs. Rooks, will assist in the office area. Mrs. Hayward's office will be available to support any given area as needed.

Check out sheets will be picked up from the office by Medina, Guerrero, Gully, and Labay before reporting to the designated area. These will be used to check students out of school.

Total Campus Evacuation – would take place if the campus facility were not suitable for staff or students due to an emergency situation. The principal and / or assistant principal will inform the campus bus drivers. A call will be made to the high school principal to send drivers to the elementary campus. One C.E.S. driver will take the other drivers to pick up their buses.

Driver - Kindergarten (Zone 7)

Jasek - Kindergarten (Zone 6)
 HS Driver - Pre-Kdg. / 1st (Zone 5)
 Benford - 2nd (Flagpole) – Exit doors leading to the cafeteria.
 Heger- 2nd (Flagpole) – Exit doors leading to the cafeteria.
 HS Driver - 3rd (Gym – Zone 3) – Exit doors leading to the gym.
 HS Driver - 3rd (Gym – Zone 2) – Exit doors leading to the gym.
 Gonzalez- 4th (Front)
 Leopold- 4th (Front)
 HS Driver - 5th (Zone 1) – Exit through Spec. Ed. Door.
 HS Driver – 5th (Zone 1) – Exit through HOSTS Door.
 Perrino - will use the Handicapped bus to transport any special needs students.

Students will be transported to the High School auditorium.

Mail / Package Deliveries

Staff will open mail at times when students are not in the classroom. If suspicious materials are received the office will be notified. The principal / assistant principal will shut down the air conditioning, if necessary, call 911, and students will be evacuated from the building. Staff members are encouraged to wash their hands after handling the mail.

LIBRARY

The CES library provides programs that enhance classroom learning. The librarian and volunteer assistants present programs that promote the use of the library for research and leaning and enhance a love of recreational reading. Students may check out books during their assigned library time. Substitutes can get books from Mrs. Rooks before school or during planning time. Mrs. Rooks will assist you in locating appropriate reading material for the grade, class, or subject you are teaching. If there is any time during the day when the students have completed the work that the teacher assigned, please read to them!

Fines and Fees-Fines are charged for overdue library books. The student must pay for books that are lost if they are not found in a reasonable amount of time or by the end of the school year.

NURSE’S STATION

Students should get permission from their teacher or a staff member to go to the nurse’s station. If the nurse is not in her office, the student is to report to the office to obtain assistance. Each teacher has clinic referral forms available.

PROCEDURES TO FOLLOW WHEN REPORTING TO SCHOOL

1. Sign in at the CES office at 7:45 A.M. (See Cleta Rau before reporting to classroom).
2. Get keys to open room / return keys.
3. Check lesson plans and schedule for the day.
4. Check for morning and afternoon duties.
5. Follow lesson plans and the classroom discipline plan.
6. Attendance taken at 10:00 A.M.
7. Leave teacher a summary of the day.
8. Sign out at 3:45 P.M. in the office.

All subs must follow teachers’ afterschool duty schedule.

TEACHER – DRESS

No jeans or shorts may be worn on Monday – Thursday when reporting to school. Jeans may be worn on Friday with spirit shirt.

TELEPHONE

The telephone in the office is for emergency use only and requires permission for use from supervisory personnel. If a student requests to use the telephone during the school day, please send the student to the office with a note giving permission. Students should not be given permission to leave class during direct instruction.

VISITORS ON CAMPUS

Visitors to the campus are to enter through the front doors **ONLY** and report to the school office. Identification may be required of any person on school property. Persons having no legitimate business to enter school property or any person who threatens the normal operation of the school will be ejected upon his/her refusal to leave peaceably upon request.

Visitor Procedures-

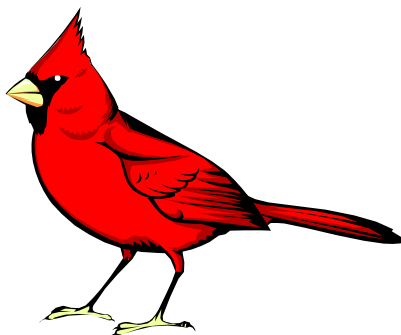
1. Sign in at the CES front office.
2. Pick up a visitor's sticker to be worn visibly while visiting on campus.
3. Wait in front lobby until instructed to go to the classroom or other area of the campus.
4. Unless a conference has been scheduled, do not attempt to talk with teachers or staff during class or duty time.
5. At the completion of the visit return to the office to sign out.

It is the responsibility of all faculty and staff to redirect visitors who have not signed in to the office. Please **POLITELY INQUIRE** if the visitor has signed in; if not, redirect him/her to the office.

*Columbus Junior High School
Riverside Campus*

*702 Rampart, Columbus, Texas 78934
979-732-2891 fax- 979-732-9081*

*Substitute Handbook
2010 - 2011*



Be The Best !

Welcome to Columbus Junior High School-Riverside Campus. We are happy to have you here because you are vital to our students. If you have any questions, the principal, assistant principal, teachers, or office personnel will be happy to help. Do not hesitate to ask for help if you have any problems.

Questions that you may have:

How will I be contacted if I am needed to substitute at CJHS-RC?

If we know in advance that a substitute will be needed, Mrs. Mascheck will contact you. Many times teachers will call Mr. Leopold in the morning that they will need a substitute. In this situation, Mr. Leopold will then call the substitute teacher.

When I arrive on campus, what should I do?

Please arrive on campus by 7:30, check in with the PEIMS coordinator for instructions. You will be informed of specific instructions. You should receive attendance sheets, discipline form, seating chart, and instructions on lesson plans.

What is the “no locker campus” policy?

Columbus Junior High-Riverside Campus is a “no locker campus”. Students are issued a set of textbooks to be used at home throughout the school year. Each teacher has a classroom set available for students to use at school. CJHS-RC students do not have lockers to keep supplies and materials.

What do I do if I have a question about the dress code?

Ask another teacher or the principal, assistant principal, or the counselor. The teacher will send an e-mail, then the principal or the assistant principal will handle the situation. The principal or assistant principal handles issues on boy’s dress code while the counselor handles issues on girl’s dress code.

What do I do if a student shows up late to class?

If a student is late to your class he or she is tardy. If they have a signed pass from another teacher, then excuse the tardy. If not, fill out the discipline form on the student and the teacher will assign the detention hall the following day.

What do I do about a discipline problem?

A form will be provided to document any discipline problems throughout the day. The teacher will then take the appropriate action towards the student the next day. If you need immediate assistance, send a student to the office for the assistant principal/principal or send the student you are having trouble with immediately to the assistant principal’s/principal’s office.

How should I mark the attendance?

The office would like for substitutes to mark students absent on the attendance sheets. The PEIMS coordinator will mark the attendance. You will also need to leave a note for the teacher with the names of students who are absent that day.

What about duty situations?

Teachers serve duty on a rotating basis. Familiarize yourself with the duty schedule at the end of this handbook to see if the teacher whom you are substituting for has duty.

What if I have a question regarding the lesson plans?

Please ask if you have any questions or concerns. The teacher next door may be able to assist you or you can contact the office for assistance.

What should I do if I have an emergency situation in my classroom?

Send a student to the office to ask for help.

FIRE AND DISASTER DRILL PROCEDURES

Disaster/ Tornado Drill:

Disasters and tornado drills will include teachers, staff, custodians, visitors and students. Everyone will move to the west and southwest walls of the classroom or any other room that they may be in at the time and sit with their backs to the wall putting their heads between their knees and covering with hands and arms. Stay away from windows and doorways to avoid flying objects and glass. Stay calm and quiet and wait for the all- clear signal.

Signals: 1 bell will signal that there is an impending tornado or disaster.
1 bell will signal the all-clear.

Fire Drill:

Fire Drill will include teachers, staff, custodians, visitors and students. Everyone will leave the room or building or hallway they are in by the nearest exit. Move quickly, but do not run, shove or push others. Keep noise to minimum so you can hear instructions from teachers and administrators.

Signals: Fire alarms and fire warning lights will notify teachers and students to leave the building and move at least 20 yards away. 1 bell will signal an all clear and return to the building.

Teachers should always lead students from building, instruct students on conduct while leaving building, halt the students in the proper places, and have the students face the building and remain quiet. The last student leaving the building should close the door to the classroom. Teachers should carry their gradebooks with them.

Should the electricity be off a whistle will substitute for the bell.

Lock Down Drill:

Teachers should lock their doors, turn out the lights, and move students against a wall, away from windows and doors. If a teacher next door cannot lock your door, move your students into the teacher's room next door.

Other Emergencies:

Teachers will have a school map and emergency plan flipbook at their desks. Please familiarize yourself with this flipbook.

Personnel who can assist you:

Wayne Zimmerhanel, Principal
 Gary Leopold, Assistant Principal
 Charlotte Tilotta, Counselor
 Jan Mascheck, PEIMS Coordinator
 Brenda Skutca, Secretary

Team Leaders: Scott Klump – 8th grade
 Jamie Kollmann – 7th grade
 Tamalyn Neuendorff – 6th grade
 Sheila Prause – Spec Ed & Electives

CJHS-RC Duty Assignments 2010– 2011

	A.M./P.M. Athletic Facilities	A.M. Bus	A.M. Car Pickup	A.M. 6 th	A.M. Cafeteria	P.M. Bus	P.M. Car
Monday	Hoots/Kobersky	Guthmann	Brown	Noska	Klump	Wellborn	Wessels
Tuesday	Hoots/Kobersky	Boehme	Petrosky	Brune	Walker	Jolly	Chester
Wednesday	Hoots/Kobersky	Kainer	Wehmeyer	Neuendorff	B. Thibodeaux	Walla	Kollmann
Thursday	Hoots/Kobersky	Guthmann	Rerich	Noska	Russell	Gibson	A. Thibodeaux
Friday	Hoots/Kobersky	Thomson	Gonzales	Lapham	Todd	Prause	Chester

Partridge/Escamillia will be on duty in the library and Volger will be on duty in the Band Hall every day.



Columbus
High School

Substitute Teacher's
Handbook

2010-2011

WELCOME TO COLUMBUS HIGH SCHOOL

SUBSTITUTE TEACHER INFORMATION:

Welcome to Columbus High School! We appreciate your willingness to come and assist us in the task of educating the students of Columbus High School. Without you and others like you, we would be unable to complete our mission. If you are unsure of anything, please do not hesitate to ask any of our permanent employees for assistance.

If it is known in advance that a substitute teacher will be needed, Mrs. Janel Barten will phone you and schedule your employment at that time. If a substitute is needed without advance notice, Mr. Koehl will call you between 5:30 a.m. and 7:00 a.m. on the day that you are needed.

Please arrive at school by 7:30 a.m. and park in the south parking lot behind the high school and check in with Janel Barten in the front office. Mrs. Barten will advise you of the room number in which you will be working, the teacher for whom you are covering, the subject area being taught and the location of the information you will need for the day. Teachers have been instructed to leave the following: lesson plans, seating charts, rosters and hall permits.

STUDENT BEHAVIOR:

Students at Columbus High School are expected to treat all persons including themselves, other students, teachers, administrators and substitute teachers with respect. It is natural for some students however, to test the substitute teacher's role until they get to know you. Please be firm, polite, respectful and professional. If a student's behavior is unruly or disrespectful in any way, make a note to the teacher outlining exactly what occurred and who was involved. If the student's behavior is disruptive enough that learning cannot take place, please call the office and request that an administrator come to the classroom.

Students will ask you for permission to leave the room for various reasons. As a general rule, these requests should be denied. However, if you feel that the request is warranted, the student will need a signed pink hall pass filled out completely in order to be in the halls during class periods. Please allow only one student to leave the room at a time.

BELLS:

Bells ring to signify the beginning and ending of class; however the teacher dismisses the class. There are four minutes between each class for travel time, rest room breaks and water. A bell schedule for regular days, activities and assemblies are included in this packet. If there is any other schedule to be followed, you will be notified in the morning when you arrive.

ATTENDANCE:

Student attendance is to be taken every class period. If a student is more than 20 minutes late to class, they are to be marked absent. While the regular classroom teacher submits attendance using the computer program, it is requested that substitutes submit attendance on paper and have a student bring the slip to the attendance office. Please submit attendance even when all students are present.

ANNOUNCEMENTS:

Announcements are made at the beginning of 3rd period each day. Please see to it that students are attentive and respectful.

TARDY POLICY:

When the tardy bell sounds all students should be in their assigned seat and ready to begin work. If a student arrives after the tardy bell rings, he/she is tardy. Please mark them tardy on the attendance sheet and allow them to remain in class.

DUTY:

You are expected to serve the teacher's duty if assigned that day and you should fulfill any other duties assigned to the teacher. During class changes, please stand in the hallway by the door to observe student behavior. If you observe something that is out of the ordinary, please report it to any permanent employee or an administrator immediately.

END OF DAY PROCEDURES:

Please sign out with Mrs. Barten at the end of the school day. If you did not leave a recap of the day's activities in the classroom, please leave one with Mrs. Barten at this time.

DEPARTMENT CHAIRPERSONS:

Your first line of assistance will be the department chairpersons of the teacher for which you are substituting. Below is a list of the current department chairpersons.

Career and Technology	Wendy Page
Languages	Shari Hedstrom
Fine Arts	Paulina Kearney
Mathematics	Mary Beth Tromblee
Physical Education/Health	Rhonda Bloodworth
Science	Sandy Lundgren
Social Studies	Sheri Peters
Special Education	Robert Russell

OTHERS WHO WILL ASSIST YOU:

Principal	Brenda W. Krchnak
Asst. Principal	Michael Koehl
Guidance Counselor	Kathe Youens
Guidance Counselor	Rob Sherrard

EMERGENCY SITUATIONS:

CRISIS SITUATION:

LOCK DOWN:

A lockdown will occur in the event of a weapon on campus, hostage situation, suicide on campus, or any other situation deemed appropriate. An administrator will announce on the PA system that we are in a lockdown situation. You are to immediately go to your door, usher any

students from the hallway into your classroom, lock and close your door, move students away from the doors and windows, continue classroom activities and wait for further instructions.

DISASTER/TORNADO DRILL:

Disasters and tornado drills will include teachers, staff, custodians, visitors and students.

Everyone will move to the designated area posted for that location and sit with their backs to the wall putting their heads between their knees and covering with hands and arms. Stay away from windows and doorways to avoid flying objects and glass. Stay calm and quiet and wait for the all-clear signal.

DISASTER/TORNADO DRILLS: PA SYSTEM NOTIFICATION

FIRE DRILL:

Fire Drills will include teachers, staff, custodians, visitors and students. Please follow the emergency exit routes that are posted by the doorway of each room in the building. Everyone will leave the room or building or hallway they are in by the nearest exit. Move quickly, but do not run, shove or push others. Keep noise to a minimum so you can hear instructions from teachers and administrators.

You should lead students from the building, halt the students in the proper places and have the students face the building and remain quiet. The last student leaving the building should turn off the light and close the door to the classroom. Please make sure you take a copy of the class roster to ensure that all students are accounted for.

NOTE: Should the electricity be out, a whistle will substitute for the bell.

FIRE SIGNALS: PA SYSTEM NOTIFICATION

Substitute Teacher Handbook 2010-2011

Special Education Information

Special Education Information

Special Education provides programming and services to help students with special needs. A federal law provides the outline, the requirements and the standards that govern special education programming in the local district. This includes students with a variety of disabilities that require additional services or assistance in order to make educational progress. Federal and State legislation define the specific disabilities to be served and the services provided to eligible students. To be eligible for services, a student must have one or more of the disabilities and must need specialized services that cannot be provided through general education alone. Students are eligible for services from age three through twenty-one. (Those with visual or auditory impairments are eligible from birth through age twenty-one.)

A comprehensive evaluation, including evaluation of language, physical and emotional factors, is done in order to determine eligibility and need for services. This assessment includes sociological information and individually administered tests of cognitive ability, educational achievement, as well as specialized tests for specific areas of concern. Evaluations are done by individuals with specialized training and skills in each area of disability. Educational impact is a primary consideration in the determination of whether a student is eligible to receive services. There must also be a clear and specific need that is directly related to the disability.

Students who are eligible for services through Special Education may have assistance in the regular classroom. This may be through accommodations &/or modifications done by the teacher, additional personnel who support or provide instruction, or may include specialized equipment or materials. For some students instruction may be provided in a special education classroom, usually a smaller group setting, with specially trained teachers. For some students this is a short period of instructional time; for others it may mean most of the day with a special education teacher.

Supportive services such as speech therapy, counseling, occupational therapy, physical therapy or other related services may be provided if those are necessary for a student to benefit from instruction. For students with disabilities that require more specialized services, some assistance is provided through itinerant or consultant personnel who come to the district. This could include services for students with visual impairments, auditory support services, or other disabilities that require more specialized assistance in order to have educational benefit.

Special Education Services are developed through a team effort. The team includes the parents, school administrators, teachers, and individuals with specialized knowledge in assessment or training in the provision of services to students. An individual program is designed for each student. The results of the evaluation are the basis for the plan that is developed.

Disabilities Served through Special Education

Special Education services are defined in federal and state law. The following disabilities are defined for Special Education programs in Texas.

Orthopedic Impairment - A student with skeletal or mobility problems that impacts school performance.

Other Health Impairment - A student who has limited strength, vitality, or alertness, due to chronic or acute health problems that adversely affect education performance

Traumatic Brain Injury - A student who had an injury to the brain that resulted in total or partial functional disability or psychosocial maladjustment; does not include brain injuries that are congenital or degenerative, or those induced by birth trauma

Specific Learning Disability (SLD) - The child has an SLD which means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia; and by reason of the SLD, the child needs special education and related services.

Speech Impairment - A student who has a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment.

Mental Retardation - A student whose thinking and coping skills are very much below normal limits compared to others of the same age.

Autism - A student who has a developmental disability that affects verbal and nonverbal communication and social interaction, which has been evident before age three, and which adversely affects educational performance. This also includes students who have pervasive developmental disorders.

Auditory Impairment - A student who has a serious hearing loss in both ears, even after corrective medical treatment and/or use of amplification.

Visual Impairment - A student who has no vision or has a serious visual loss after correction, and, as a result, needs specialized services which include a functional vision evaluation and a learning media assessment, or adaptive materials.

Deaf-Blind - A student who has a combination of auditory and visual impairments and is eligible both as auditorially impaired and visually impaired.

Emotionally Disturbed - A student who exhibits emotional or behavioral problems that seriously affects educational performance. These may be related to an inability to learn not caused by intellectual, sensory or health factors, or an inability to build or maintain relationships. These may also be inappropriate behaviors or feelings, a general pervasive mood of unhappiness or depression, or a tendency to develop symptoms or fears related to school.

Multiple Disabilities - A student who has a combination of disabilities that impair performance in psychomotor, self-care, communication, cognition and social, emotional development.

Modifications/Accommodations

Modifications and accommodations are designed to enable a student to make appropriate progress and are determined by the ARD committee on an individual basis. Once they are set by the ARD, they must be implemented. The general education teacher is responsible for modifying the assignments or making appropriate accommodations. If you serve as long term substitute and you have questions regarding the modifications please see a special education teacher, counselor, or principal on your campus.

Confidentiality

A key component in integrity, respect, and character is how we treat the students and the information about them. Many of us have access to confidential information. How we deal with it demonstrates a great deal about each of us. Confidentiality of information about students with disabilities is particularly important. These students have rights to privacy under the Federal Education Rights and Privacy Act, known as FERPA.

Those who work with special education students in any way are entrusted with information of a highly sensitive and personal nature. It is your responsibility to safeguard this information in order to live up to that trust. As a substitute teacher, you need only the instructional information from the assigned teacher, and may not have access to more information about individual students or why specific modifications may be done for a specific student.

Information about a special education student, the name, disability, problems, or any other information about that student may **not** be given to another individual. This includes verbal, written, electronic mail disclosure as well as casual conversations in the building, the lounge, cafeteria, stores, football games, or in conferences and meetings. Accidental disclosure of information or discussion of students can be permanently damaging to a student. In ARD meetings, no student other than the one for whom the meeting is convened may be mentioned or discussed. This includes brothers and sisters of the student. No one who is not specifically authorized on the current Access List should be given any information about a special education student. "Need to Know" is very restrictive in the school setting because children can be hurt by unnecessary distribution of identifying information. Only the special education office may release copies of information contained in student files.