Mission | Medina Valley Independent School District will provide its students with a superior and diverse education that inspires excellence, promotes accountability and values, and encourages all students to achieve their highest potential.

This handbook does not constitute an offer of employment or alter the fact that an at-will employment relationship may be terminated by either party at any time. Medina Valley ISD reserves the right to change or modify the contents of this handbook at any time, without prior notice to employees.
Medina Valley ISD- Administrative Office

Office Hours: 7:30 a.m. to 4:30 p.m.

8449 FM 471 South
Castroville, Texas 78009
Phone (830) 931-2243
Fax (830) 931-4050

Erin Williams ext. 1115
Donna Ryder ext. 1271
Tiffany Galindo ext. 1106

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Introduction and District Information

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide and brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time: changes shall supersede any handbook provisions that are not compatible with the change. This manual is available online at http://www.mvisd.com.

District Information

Medina Valley Independent School District encompasses 296 square miles; 286 in Medina County and 10 in Bexar County. Medina Valley ISD provides the educational facilities and resources to meet the needs of approximately 4,500 students on five campuses. It is currently classified as a 5A UIL district. The district was formed in 1960 by the consolidation of the schools of Castroville and LaCoste. The District is known for high academic standards, athletic success and traditional conservative core values and beliefs. Medina Valley ISD is known for a rich tradition of success, pride and community support. The District is growing by approximately 300 new students a year. The District is the largest employer in Medina County. The District is proud of being named a “Top Workplace” for back-to-back years; 2014, 2015, and 2016.

MVISD STRATEGIC GOALS

- **Growth**- Takes a proactive role in planning for our rapidly growing population.
- **Funding**- Ensures proper allocation of funds to support all areas of the district.
- **Class/Course Offerings**- Provides a variety of academic and extracurricular activities that promote well-rounded, career-minded students.
- **Communication/Involvement**- Fosters an environment of parental and community involvement through open communication.
- **Technology**- Provides relevant and reliable technology for staff, students, and guests.
- **Facilities/Infrastructure**- Provides and maintains appropriate facilities for district programs.
- **Legislative**- Exceeds federal/state/local legislative requirements to develop an educational journey for each student’s interests and success.
- **Staffing**- Recruits and retains quality staff while offering professional development and leadership opportunities.
Shared Vision

Our Students will:

- Be passionate and responsible in their learning and in life
- Be well-rounded emotionally, socially, and academically
- Demonstrate strong values and pride through their actions and beliefs
- Follow an educational path that allows them to explore academic and/or vocational career possibilities
- Be equipped with the necessary skills, knowledge, and resources for their future
- Contribute positively as members of our community and society

Our learning environment will provide:

- State-of-the-art and relevant technology and facilities
- Consistent and effective communication between the home, school, and district
- Classroom experiences focused on student engagement and learning
- Opportunities for parents and staff to work together for student success
- A staff that is highly qualified, valued, and offered ongoing opportunities for growth
- Settings that are both physically and emotionally safe

Our district and community will work together to:

- Provide real-life learning opportunities to prepare students for the workforce
- Encourage and provide parental involvement and engagement to support the learning environment
- Provide a variety of educational programs with appropriate curriculum
- Support a growing and diverse population
- Build partnerships that are mutually beneficial
2018-2019 Calendar

Students’ First Day
8/27/18

Student & Staff
Holidays
Independence Day: 7/4
Labor Day: 9/3
Thanksgiving: 11/19 – 11/23
Winter Break: 12/24 – 1/4
Stock Show: 1/25
Spring Break: 3/11 – 3/15
Holiday: 4/19
Memorial Day: 5/27

New Teacher
Orientation/ TTESS
Orientation: 8/13, 8/14
TTESS: 8/15

Student Holiday/
Professional Learning (PL)
District Professional Learning Conference: 8/16

Campus PL 8/17, 8/21 – 8/24
Convocation & District PL 8/20

District PL 10/8
Campus PL 1/7
District PL 1/21
Campus PL 2/8
Campus PL 2/18
Campus PL 6/7

Inclement Weather
4/26

Graduation Day
6/7/19

Assessment
EOCs 12/3 – 12/7
TELPAS 3/4 – 3/7
STAAR 4/9 – 4/12
EOCs 5/6 – 5/10
STAAR 5/13 – 5/17

*STAAR/ Retest June 24 - 28

Six Weeks Period

1st Six Weeks Aug. 27 – Oct. 5
2nd Six Weeks: Oct. 9 – Nov. 9
3rd Six Weeks: Nov. 12 – Dec. 21
4th Six Weeks: Jan. 8 – Feb. 22
5th Six Weeks: Feb. 25 – April 18
6th Six Weeks: April 22 – June 6

Days x 440 = Minutes
12,760
10,560
11,000
13,200
14,960
14,080

Total School Days 174 = 76,560
(75,800 is TEA’s minimum requirement)
Campus Information

Medina Valley Middle School
Student Hours: 8:20 a.m. to 3:50 p.m.
Thomas Grajek, Principal
Stephanie Clark, Secretary ext. 1162
Robin Schneider, Receptionist ext. 1161
8395 FM 471 South
Castroville, Texas 78009
Phone (830) 931-2243

Loma Alta Middle School
Student Hours: 8:20 a.m. to 3:50 p.m.
Julie Center, Principal
Christine Guarnero, Secretary ext. 4301
Veronica Martinez, Receptionist ext. 4300
266 CR 381 South
San Antonio, TX 78253
Phone (830) 931-2243

Medina Valley High School
Student Hours: 8:30 a.m. to 4:15 p.m.
Dwight McHazlett, Principal
Karen Shipp, Secretary ext. 1120
Monica Montalvo, Receptionist ext. 1151
8365 FM 471 South
Castroville, Texas 78009
Phone (830) 931-2243

Potranco Elementary
Student Hours: 7:50 a.m. to 3:10 p.m.
Sandy Bermea, Principal
Teresa Gaitan, Secretary ext. 2015
Alexandra Ledezma, Receptionist ext. 2000
190 CR 381 South
San Antonio, Texas 78253
Phone (830) 931-2243

Castroville Elementary
Student Hours: 7:50 a.m. to 3:10 p.m.
Ken Center, Principal
Cindy Botello, Secretary ext. 2502
Kelly Galvan, Receptionist ext. 2500
1000 Madrid
Castroville, Texas 78009
Phone (830) 931-2243

LaCoste Elementary
Student Hours: 7:50 a.m. to 3:10 p.m.
Natalie Benke, Principal
Kayla Patton, Secretary ext. 3003
Laura Valdez, Receptionist ext. 3000
16069 Uvalde Street
LaCoste, Texas 78039
Phone (830) 931-2243

Luckey Ranch Elementary
Student Hours: 7:50 a.m. to 3:10 p.m.
Georgia Neuman, Principal
Janice Grajek, Secretary ext. 2604
Cyma Torrance, Receptionist ext. 2605
12045 Luckey River
San Antonio, TX 78252
Phone (830) 931-2243

Medina Valley ISD Resource Office
Phone (830) 931-2243 ext. 1124
Board Adopted: February 1, 2018

Medina Valley ISD
Elementary Plan 2

Legend

Schools
- ELEM
- MID
- HIGH
- OTHER
- FUTURE

Current Elementary Boundaries

Roads

Planning Areas
- CASTROVILLE
- LACOSTE
- LUCKEY RANCH
- POTRANCO

0 1.5 3 6 Miles
Employment

Equal Employment Opportunity

The Medina Valley ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against and employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Assistant Superintendent of Human Resources/Public Relations at (830) 931-2243 extension 1107.

Application Process

All applicant must process through the Medina Valley Human Resource Office. The following information is needed to complete an applicant’s file for a substitute:

a) Complete Application
b) Complete Region 4 Online Training
c) Come in for interview with Human Resource Director
d) Attend Substitute Training at Central Office Building
   a. Complete Employee Information Sheet
   b. Complete Pre-Employment Affidavit for Applicant
   c. Complete New Hire Packet

Failure to complete any of the above information will delay your consideration as a substitute teacher for Medina Valley ISD. Once all completed documentation is returned to the Human Resource Office and it is cleared, process, and approved, the applicant will be able to begin accepting jobs through AESOP.

Compensation

Paychecks

All employees are paid semi-monthly. Individuals may access their pay information through the Employee Access Center. For those not selecting Direct Deposit, paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization. If a pay date falls on a non-working day of the 187 day (10-month) calendar, all
paychecks will be mailed to the employee’s address on file in the payroll office. After a check is mailed, a waiting period of 10 calendar days from initial issuance of the check will be required prior to reissuing a check if the original check is not received in a timely manner. The stop payment fee charged by the financial institution is the responsibility of the employee. Please note - the district cannot assure timely delivery of checks placed in the mail. To avoid such incidences, direct deposit is strongly encouraged.

Automatic Payroll Deposit

The district offers employees direct payroll deposit to the bank of his/her choice. Employees wishing to take advantage of this service must complete the appropriate forms by the cutoff date of the month prior to the month in which he/she wishes for the direct deposit to begin. With direct deposit, an employee’s pay is automatically deposited into their bank account and becomes available on the pay date. **NOTE:** First pay is in the form of a paper check and will be sent to the address of record. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; medical and child care reimbursement; the Texas Tomorrow Constitutional Trust Fund; higher education savings plans; and Medina Valley ISD Education Foundation. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Teacher Retirement

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

Creditable Years of Service

Experience as a substitute teacher is recognized for salary increment purposes; as long as the substitute holds a valid Texas teaching certificate at the time the service is rendered. A person must be employed for at least 90 full-time days or its equivalent (number of days employed multiplied by the percent of day employed) in order to receive credit for a year of service.
Administrative Procedure

The following pay scale will be used in paying substitute teachers:

A. Certified Teacher (holds a valid Texas Teacher Certificate).........$80.00 per day
B. Degreed (Bachelor’s degree or higher)............................................$75.00 per day
C. Non-degreed.................................................................................$65.00 per day

An official transcript/certificate must be provided in order to be given credit for placement on the substitute teacher pay scale.

Returning Substitutes: A substitute teacher in category A, B or C who has served at least 60 days in the previous school year as a Medina Valley I.S.D. substitute will be paid $10.00 more per day than the established rates in categories A, B and C. If the 60 days are not maintained annually, the pay will revert back to the established rates for their category.

Current Substitutes: Any substitute in category A, B or C who works as a substitute for Medina Valley I.S.D. for at least 60 days in the current school year qualifies for an increase of $10.00 per day beginning on the 61st day. Notice is required to receive the additional compensation. It will be the substitute teachers' responsibility to provide notification via writing to HR. If the 60 days are not maintained annually, the pay will revert back to the established rate.

Substitute Teacher Training

All substitute teacher candidates must complete online sub training through Region 4 which may be found at www.esc4.net. There is a fee of $25.00 for this training, which is the candidate's expense. All substitutes must also attend a free local training conducted by MVISD. Both trainings need to be completed prior to being added to the substitute teacher list. All substitutes must attend an annual re-certification class.

Fingerprinting

The 2007 Texas Legislature passed Senate Bill 9 requiring fingerprint-based criminal background reviews for certain school employees in Texas Public schools which includes certified teachers, charter school employees, non-certified staff, contractors and substitutes.

Steps for fingerprinting:

- The applicant will receive a FAST Fingerprint Pass form from MVISD.
- Applicant will schedule an appointment via phone or online at L-1 Online Appointment Scheduling (Note: You must select a location prior to scheduling an appointment). When scheduling the appointment, the applicant must have the FAST Fingerprint Pass form in hand and must pay all required fees before the appointment can be finalized.
• The applicant must take their FAST Fingerprint Pass form, receipt from their payment and photo identification (driver’s license, state issued identification card, etc.) to their scheduled appointment.

• It is recommended that the applicant keep possession of their FAST Fingerprint Pass until they are sure their prints have cleared and completed.

• When the criminal history report is made available in the DPS Clearinghouse, DPS will notify the district by email of the individual’s criminal history activity.

• The district may withdraw an employment offer at any time if there is activity on an applicant’s criminal history; the district does not have to wait until TEA renders a decision before withdrawing the offer of employment.

• Fingerprinting fee reimbursement is available upon twenty successful days of substituting during the current school year. A written request along with a copy of the receipt will need to be submitted to HR.
Absence Management

SIGNING IN

To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser’s address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “Having trouble signing in?” link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).
GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click Help Resources and select Frontline Support. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial 1-800-942-3767. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:
- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you’re eligible for other jobs. You can always call in (see “When You Call into Absence Management” section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear “Hello” after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:
- Listen to available jobs – Press 1
- Prevent absence management from calling again today – Press 2
- Prevent absence management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

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Duty Assignments

Campus duties will be assigned by campus administration to staff members as is necessary to safely and efficiently operate the school. Teachers shall have responsibility for being in their classroom or place of assignment on time. The majority of discipline cases arise due to teachers being late or being away from their group.

Duties may include, but not be limited to the following:
- Lunch period duty
- Hall duty
- Duty at extracurricular activities
- Bus loading duty
- Parking lot duty
- Supervising detention hall or in-school suspension
- Tutoring
- Housekeeping duties such as turning out lights, locking doors, etc.

Each building principal shall prepare the schedule of extra-duty assignments. If needed, substitutes may also be reassigned to a different classroom.

Employee Appearance and Grooming Guidelines

The image of the Medina Valley Independent School District is reflected in the dress and grooming habits of its employees. All District employees shall dress in a clean and neat manner appropriate to their assignments in the District.

General Requirements
1. All clothing will contribute to the appropriate appearance of the employee. Clothing will fit properly, be cleaned and pressed, and be in good repair. Clothing will be non-revealing and exhibit modesty in styling. Fabric that clings to the body is not appropriate. Appropriate undergarments must be worn.
2. Employees will exhibit respect for their bodies by practicing personal hygiene.
3. Any visible tattoos must be covered.
4. Employees may not exhibit visible piercings except female’s staff members may wear one set of pierced earrings.
5. Flip-flop type sandals are not permitted.
6. Natural colored hair will be cut in a conservative style. Men may wear beards and mustaches as long as they are clean, neat, and well groomed.
At any time during the school year, administration may make a decision regarding interpretation of these guidelines. In all cases, the decision of the superintendent is final.

**Substitute Expectations**

The substitute teacher should report to the main office upon arriving at school to receive his/her assignment. After receiving the assignment, the substitute teacher should report to the assigned classroom. The following items should be observed as preparation before the day begins:

- Become familiar with the procedure for checking class rolls, lunch schedule, and rules for emergency fire and disaster drills. Review the campus student handbook to become familiar with policies and regulations of the school.
- Information will be provided by the campus regarding attendance-taking procedure. Do not allow students to take attendance.
- Review and follow the lesson plans and the instructions provided by the regular teacher. Do not assign written work and leave it to be graded, except at the request of the regular teacher.
- Locate materials for carrying out the assignment. Substitute teachers are responsible for the pupils, equipment, and materials assigned to their care.
- As a means of creating the appropriate classroom climate, introduce yourself to each new group of students with whom you have contact throughout the day.
- Firm, fair treatment of all students, combined with explicit explanations and directions will prevent many disciplinary problems. When individual pupils cause behavior problems which are disruptive to the learning environment, refer those students to the campus administrator with a discipline slip or note explaining the circumstances.
- It is important that the regular teacher be informed of the material covered during his/her absence. Leave the regular teacher a brief summary of the day’s activities. As you prepare your summary, report only that which is necessary and remember not to criticize the regular procedures. The summary may explain student attendance and/or behavior or any other information that may be helpful to the teacher.
- At the end of the day, leave the room neat and orderly. Return all keys to the campus office and check to determine the need for further service.
District Policies

Employee Conduct and Welfare

Standards of Conduct

All employees serve as role models for students. Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interest of the district. Confidentiality regarding students, especially dealing with special education issues, will be strictly adhered to.

No employee shall engage in behavior on the job that holds potential for severely damaging the professional and personal trust required for cooperative working relationships, as well as for providing a positive role model for students. By example, but in no way as a limiting factor, such behavior shall include profanity, displays of vulgarity, sexual misconduct, sexual harassment, lying, and alteration of records.

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident.

Complaints and Grievances

In an effort to hear and resolve employee concerns and complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees
are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the district’s DGBA (local) policy concerning the process of bringing complaints and grievances is located in the Appendix.

Texas Educators Code of Ethics

Purpose and Scope

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 and good moral character. 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. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board of Educator Certification (SBEC) and its certification process.

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.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

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, gender, disability, family status, or sexual orientation.

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 or who provides information for a disciplinary investigation or proceeding 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 intentionally, knowingly or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly 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, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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 person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual
attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

**Discrimination, Harassment and Retaliation**

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the Assistant Superintendent of Human Resources. A complaint against the superintendent may be made directly to the board.

The district’s DIA (local) policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available in the appendix.

**Harassment of Students**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student by an employee will be reported to the student’s parents and promptly investigated. An employee who know of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse and Bullying* for additional information.

The district’s FFH (local) and DF (legal), which deals with issues such as procedures for reporting and investigating harassment against students, of employee offenses against children, solicitation of a romantic relationship with a student, and termination of employment is included in the appendix.
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 Medina Valley ISD substitutes will refrain from all forms of sexual harassment. All Medina Valley ISD Policies are available online at http://www.mvisd.com.

Bullying

All employees are required to report student complaints of bullying to the campus principal. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and can be found in the appendix.

Hazing

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Family Education Rights to Privacy Act (FERPA)

FERPA is a federal law that protects the privacy and confidentiality of all students. This law applies to all public schools in the nation. All educators, professionals, school personnel and substitute teachers should consider the following rules.

Under FERPA guidelines, school employees shall not discuss:

- A student’s grades in a course or individual assignment or assessment.
- A student’s progress in a course or educational setting.
- A student’s physical or mental disability or challenge.
- A student’s handicap.
- A student’s limitations.
- A student’s placement.
- A student’s confidential or personal information.

**If you have to think about it, DON’T say it**
Electronic Media

Personal Use of Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district’s students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for Web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See Use of Electronic Media with Students, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined
All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- **Electronic media** includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). **Electronic media** also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

- **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.

- **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

- The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Safety

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

If an on-the-job accident occurs (either on school property or on school business) to any school employee who is under your supervision, follow these procedures:

- Report the accident (the day it occurs) to your supervisor.
- Provide name of victim, time and place of accident.
- Provide brief description of how accident happened.
- The injured employee must file a written report in the District Personnel Office within 24 hours of the accident.

Employees with questions or concerns relating to safety programs and issues can contact the Assistant Superintendent of Operations.

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district’s facilities. When it becomes necessary to open late, to release students early, or to cancel
school, district officials will post a notice on the districts Web site at [http://www.mvisd.com](http://www.mvisd.com) and notify the following radio and television stations:

- WOAI - 1200 AM
- KCCY - 100.3 FM
- KKYX - 680 AM
- WOAI - Ch 4
- KENS - Ch 5
- KSAT - Ch 12
- FOX - Ch 29

Inclement weather that may exist in this area includes, but is not limited to:

- Tornados
- Thunderstorms and high winds
- Heat wave, ozone alerts and drought
- Flash Floods
- Heavy snow or ice

Note: Substitutes, who have job assignments on school days that have been cancelled due to inclement weather, will NOT be paid. However, the consecutive day count will continue after the missed day for the substitutes in the long term assignments.

**Drills: Fire, Tornado and other Emergencies**

MVISD has developed a Comprehensive School Safety and Crisis Management Plan. Copies of the district’s “Safety Management Quick Reference Guides” are available throughout the campuses and district facilities.

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use. Campuses will conduct school disaster drills, including lockdown procedures, periodically during the school year.

**Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district’s weapons policy should report it to their supervisors or call the Superintendent immediately.
Drug-Free Workplace Requirements

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District’s activities. 41 U.S.D. 702(a) (i) (A); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. 41 U.S.C. 702 (a) (i) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction. 41 U.S.C. 701 (a) (i) (D)

Within 30 calendar days of the Superintendent’s receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (i) take appropriate personnel action against the employee, up to and including termination of employment or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee. 41 U.S.C. 702 (a) (i) (B), 703 (This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act [20 U.S.C. 3471, 1221e-3(a) (i) and 34 CFR 85.630]; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201]; and notice requirements imposed by the Texas Workers’ Compensation Commission rules at 28 TAC 169.2)

Alcohol- and Drug-Abuse Prevention

Medina Valley ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s DH (Local) policy and DI (Exhibit), regarding employee drug can be found in the appendix.

Tobacco Use

State law prohibits smoking, using tobacco products or vaping on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.
Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

**Administering Medication to Students**

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

A student who takes medication during the school day must bring a written request from his/her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

*In some very specific situations, students may be allowed to carry medication with them. For more information about these exceptions contact the campus nurse. Forms for student health care are available in the nurse’s office at each campus.*

**Notice of Student with a Diagnosed Severe Food Allergy**

A severe food allergy is an allergy that might cause an anaphylactic reaction. An anaphylactic reaction is a serious allergic reaction that is rapid in onset and may cause death. It is important to the check the appropriate substitute folder provided by the classroom teacher for information regarding whether specific students in the class have been diagnosed with a severe food allergy. All health information is confidential. If there is a student with a diagnosed food allergy in the class, please contact the campus nurse for procedures on food allergy management.

**Student Illness or Accidents**

If a child becomes ill while at school or has an accident, the child should be sent to the nurse/campus administrator's office. In the case of a serious illness, accident or injury, do not move student; send for the school nurse or administrator immediately. In addition, substitutes should not withhold a student from going to the nurse or restroom for any reason. Universal precautions will be observed to prevent contact with blood or other potentially infectious materials. All blood and body fluids or other potentially infectious materials are considered infectious regardless of the perceived status of the source or individual. Personal Protective Equipment (PPE) supplied by the district will be used as necessary. Examples may include but not limited to, latex or vinyl gloves, sharps containers, cardio pulmonary resuscitation barriers etc. If you need additional information
or training please contact the school nurse. If the substitute is involved in an accident on campus, report it to the campus office immediately.

Under no circumstances should a substitute teacher administer medicine to a student.

Student Conduct and Discipline

The general morale of a student body is dependent upon many factors. Among these are the successes of its graduates, the attitude of the faculty and administration, the general behavior of individual students, and the general reputation of the school. The School Board, administration and faculty of this school district are convinced that a primary factor in good student morale is an overall regard for quality citizenship on the part of the student body.

Students are expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all school employees, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students. Proper conduct includes following the campus rules, classroom rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student’s conduct should contact the classroom teacher or campus principal.

All employees of the school shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the Board. In each instance in which an employee acts to help a student conduct himself/herself properly, emphasis shall be placed upon growth of the student in his/her ability to discipline himself/herself.

Classroom teachers are expected to address the following violations if they occur in the classroom:

- Eating, drinking or gum chewing in undesignated areas
- Exhibition and/or use of electronic device(s) or paging/cellular devices, except in special circumstances as authorized by the campus principal or designee
- Running, making excessive noise, or other disruptions
- Poor sportsmanship
- Cheating or copying the work of another
- Throwing objects
- Refusal to participate in classroom activities
- Failure to bring appropriate materials to the classroom
- Talking without permission in the class
- Sleeping in the class
• Tardiness
• Inappropriate public display of affection
• Violation of the dress and grooming standards
• Leaving the classroom without permission
• Exhibiting any unacceptable or unwanted physical contact that does not result in injury
• Behaving in any way that disrupts the school environment or educational process

Discipline protocol should be as follows:

• Administer 1st Verbal Warning- Use direct language. “Chris, finish the assignment on page 106.”
• Administer 2nd Verbal Warning with directions. “Chris this is the second time you have been told to finish the assignment on page 106. If you are told again, you will receive a referral.”
• Provide a referral or call the office for assistance.

If these types of violations occur outside the classroom, the consequences may be addressed outside the classroom. **A formal written disciplinary referral is not mandatory unless the student is sent to an administrator for assistance.**

Staff may use any one or combination of the following consequences depending upon the seriousness of the violation:

• Student conference
• Student-teacher contract
• Special assignment or duties
• Loss of classroom privileges
• Time out or Detention
• Parent contact/conference
• A grade of zero for cheating
• Confiscate inappropriate items such as earrings, cell phones, games, cameras, beepers, etc.
• Supervised campus service assignments
• Referral to an administrator for assistance but a formal written disciplinary referral is required
Substitute Supplements/Resources

Sponge Activities
A sponge activity is one that “soaks up” extra time. Students can complete the following activities independently, in groups, or as a whole class. Sponges also can be developed to introduce, enhance, or compliment the lesson for the day.

(Primary grades) for Beginning of the School Day Sponge Activities:
1. Be ready to tell one playground rule.
2. Tell me the name of a student in our class whose name begins with “J” or “M” etc.
3. Be ready to draw something that is only drawn with circles.
4. Be ready to tell a good health habit.
5. Pick a color, write it on the board and have the children draw something that is that color.
6. I went to a sporting goods store and I bought each child names an item.
7. What number comes between 31-33, 45-47, etc.?
8. Have a word written on the board and have the children write down rhyming words.
9. Hangman, using the names of the children in the class.
10. Simon Says

Dismissal Sponge Activities:
1. “I spy” – who can find something in the room that begins with “M”, “P” etc.
2. Number the rows or tables. Dismiss table numbers by holding up the number of fingers for each table.
3. Those children who have all crayons put away may line up.
4. Those with freckles/buckled shoes/new front teeth/etc. may line up now.
5. Say the days of the week or months
6. Reward activity: We have had a good day! Who helped it be a good day for everyone? John you remembered to wash your hands, please line up. Ellen – you showed us how to be quiet, you may line up. Dawn, you walked nicely all the way to the playground, it is your turn to line up.
7. Use flash cards; first correct answer earns a dismissal.
8. To review the four basic shapes, have children name objects of that shape from around the room.

Student Motivation Ideas and Low Cost Rewards
• Certificates - Can be given to exceptional students at the end of the day or as prizes for classroom activities.
• Pencils and Paper Clips - These colorful basics can be used for many rewards or prizes. These are good items to have for team awards or classroom treats at the end of the day.
• Stickers - Can be given throughout the day to reward good schoolwork or reinforce good behavior, such as lining up quietly or taking turns. These are a favorite of younger students.
• Tickets - Students can earn tickets throughout the day for being on-task, cooperating, or following. They can be turned in at the end of the day for a drawing, or for older students the top three or four ticket holders can win a prize.
• Extra Recess Time - Allow an extra five minutes of recess. Be sure to check with the Principal and neighboring teachers beforehand to make sure this will not interfere with any other schedule the school has.

• Story Time - As a reward at the end of the day a story can be read. Write the title of a book on the blackboard. A letter is erased each time the students are off task or behaving inappropriately. At the end of the day if any of the letters remain they get to hear the story.

• Talk Time - Older student enjoy moving to another seat and being allowed the opportunity to visit. This reward can be given at the end of the class period if students have stayed on task and well behaved. To ensure an orderly classroom, explain that this extra time will be taken back if the noise level rises and they may only change seat one time.

Ways to Say Good Job:

• You’ve got it made.
• That’s good!
• That’s right!
• Exactly right!
• Good Work!
• That’s it!
• Great!
• I knew you could do it!
• Good for you!
• Couldn’t have done it better myself.
• Now you have it.
• Terrific!
• Wow!
• Wonderful!
• Good thinking!
• Fine!
• Perfect!
• Tremendous!
• Keep it up!
• Sensational!

• Fantastic!
• That’s really nice!
• That’s clever!
• Super!
• That’s coming along nicely!
• I’m impressed!
• What neat work!
• It looks like you put a lot of work into this.
• Super!
• Congratulations, you got it right!
• I’ve never seen anyone do it better!
• You’ve got that mastered!
• Now that’s what I call a fine job!
• One more time and you’ll have it!

• Now you’ve figured it out!
• You’re getting better and better!
• Beautiful!
• Nothing can stop you now!
• You haven’t missed a thing!
• That looks like it is going to be great!
• Nice going!
• Outstanding!
• You must have been practicing!
• You certainly did well today!
• You’re really improving!
• You did that very well!
Medina Valley ISD

A Note from the Sub

Substitute: ________________ Date: ___________

Absent Students:

______________________________________________

Late Students:

______________________________________________

CLASS COMMENTS:

Need to Know

SUPERSTAR STUDENTS

STUDENTS WHO NEEDED REDIRECTION

Contact Information:

Email: ___________________

Phone: ___________________
Substitute Handbook Receipt

Name: __________________________________________

I hereby acknowledge receipt of a copy of the Medina Valley ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees will be able to access the Substitute Handbook via the MVISD website.

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 book. 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.

__________________________________________  ____________________________
Signature                                      Date