

***CROSBY INDEPENDENT
SCHOOL DISTRICT***



SUBSTITUTE HANDBOOK

TABLE OF CONTENTS

Introduction.....	3
Requirements for substitute teaching.....	4
Procedures for calling substitutes.....	5
Hours of duty.....	5
Reporting to work.....	6
Release from assignment.....	6
Substitute teacher pay.....	6-7
Terminating employment.....	8
Responsibilities of the principal.....	8-9
Responsibilities of the teacher.....	9
Responsibilities of the substitute.....	9
Educators' Code of Ethics.....	11-13
Payroll.....	14
School Calendar.....	15
Campus Information.....	16

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INTRODUCTION

Substitutes fulfill a very important function in our school district. They are called upon with little or no notice to fill a vacancy by the absence of a district staff member. Substitutes are thus given great responsibility and a degree of trust that is unique in the field of education.

The Crosby Independent School District is dedicated to maintaining a positive educational climate. Accomplishing this requires that our substitutes maintain a high degree of professionalism and decorum.

While this handbook cannot cover every situation or circumstance that will confront the substitute, it is intended to provide general guidelines that may contribute to success.

Remember that the welfare of our students is the prime consideration. When in doubt, consult with a teacher or one of the office staff.

Thank you for helping mold our future.

Substitute Application Requirements/Information

Requirements for Substitute Teacher

The basic requirement for substitutes is teacher certification. Persons who have a degree, or have completed at least 30 semester hours of college work, and have completed the substitute teacher training course, may be placed on the substitute teacher list. If you were a substitute prior to the 95-96 school year and/or are certified to teach, the training course is not required.

Persons wanting to enroll in the substitute teacher training course offered by Region IV need to visit the following website: www.esc4.net, then use the ***Search for Professional Development*** box, to find the "Substitute Training" course and follow the instructions for enrollment.

Substitute Teacher Applicants must meet the following conditions:

- Submit completed CISD Substitute application or submitted LRA from previous school year
- Must be fingerprinted & pass background check prior to working
- Substitute Teaching Workshop Certificate from Region IV (only for Non Certified Substitutes)
- Official college transcript(s) with seal
- Have a college degree and a Texas Teaching Certificate; or
- Have a Bachelor's Degree but no Texas Teaching Certificate; or
- Have completed a minimum of 30 college credit hours
- Complete all TalentEd forms, including Substitute Orientation & Region 4 Training
- Complete Safe Schools Trainings

Upon the completion of the training courses (if applicable) and the above required steps & forms, you will be added to the substitute teacher list.

Requirements for Substitute Paraprofessionals

Substitute Paraprofessional applicants must meet the following conditions:

- Submit completed CISD Substitute application or submitted LRA from previous school year
- Must be fingerprinted & pass background check prior to working
- Have a high school diploma; or
- Hold a Graduate Equivalency Diploma (GED)
- Completed all TalentEd forms, including Substitute Orientation
- Complete Safe Schools Trainings

Upon the completion of the above required steps & forms, you will be added to the paraprofessional substitute list.

After completing all the information requested, and you have been approved by the HR Department to be added to the system, you may visit each campus and introduce yourself to the principal and/or secretary.

“At-Will” Employment

Substituting for Crosby ISD is on an “At-Will”, “As-Needed” basis. As an At-Will employee, you are not guaranteed to have a position on a daily basis. School district administrators may determine—at any time—to terminate assignments, when such actions would better serve the needs of students, campus sites, or districts. DCD (Local), DCD (Legal), Board of Trustees.

PROCEDURE FOR CALLING SUBSTITUTES

Daily and long-term substitute needs are met through a web-based placement system called **Frontline Absence Management**, also referred to as Aesop. This platform uses skill-matching and preference lists to connect eligible substitutes to requests made by campuses. Substitutes can search for and accept assignments, plus receive automatic notification of open assignments, online or via telephone. While having access to a personal computer is desirable, it is not a necessity.

- To log in to Aesop, navigate to www.frontlinek12.com/aesop Enter your ID number and PIN.
- You can also manage personal information over the phone; dial 1800-942-3767. You will be prompted to enter your ID number, then your PIN

HOURS OF DUTY

The normal school hours for campus staff are generally required of substitutes. The elementary schedule is *generally* 8:00 a.m. to 4:00 p.m. Secondary schedules are *generally* 7:00 a.m. to 3:00 p.m.

Any special duties that require a different time schedule will be shared with you, as soon as possible.

Substitutes may also be employed on a half-day basis. The following schedule proxies a *general* guideline for this and more detailed information will be provided via Aesop job acceptance.

ELEMENTARY

8:00 a.m. to 12:00 p.m.....1/2 day
12:00 p.m. to 4:00 p.m.....1/2 day

SECONDARY

7:00 a.m. to 11:00 p.m.....1/2 day
11:00 p.m. to 3:00 p.m.....1/2 day

REPORTING TO WORK

When you arrive at your assigned campus, proceed directly to the office to sign in. The school secretary, or office staff, will provide you with a temporary badge for the day. Lesson plans, roll sheets, schedules and any other pertinent information about the assignment will be available in your assigned classroom or from the office staff.

ASSIGNMENTS

Please note: Sub assignments may change at your time of arrival. The Principal or Assistant Principal have discretion to change assignments. If you cannot fulfill an assignment you may be sent home for the day without pay.

You are suggested to arrive 15 minutes before school begins. The campus or site administrator may assign you to other duties during a conference period. You will have a thirty (30) minute duty free lunch.

Arrangements will be made to unlock the classrooms(s) for you. A campus handbook providing the duty schedule, lunch schedule and fire drill procedures will be made available to you. If for some reason this is not shared with you on arrival, ask for it. This information could be critical in an emergency.

RELEASE FROM ASSIGNMENT

At the end of the school day, all books and classroom supplies should be put away, lights turned off, and windows and doors locked before checking out.

You should return to the office, sign out, and see the school secretary concerning the need for continuation in the assignment.

SUBSTITUTE TEACHER PAY

Crosby ISD substitute pay rates:

Non-Degreed	\$80.00 daily
College Degree	\$90.00 daily
Certified Teacher	\$100.00 daily
Paraprofessional	\$64.00 daily

The following rates will be effective after substituting for 10 consecutive days in the same teaching assignment (long term):

≥ 30 Hours	\$100 daily
Degreed	\$125 daily
Certified	\$150 daily

***Substitute Staff Pay** You are paid according to the actual number of days worked at the appropriate daily rate approved by the Board of Trustees.

Compensation For Hours Worked

Crosby ISD pays all substitutes either a half-day (4 hours) or a full-day (8 hours) pay for substituting. A full-days' pay is based on completing the FULL work day schedule you were assigned. Crosby ISD suggests you be at your assigned campus or site 15 minutes before your work day begins. Half-day pay is half of a full day-pay.

SUBSTITUTES ARE NOT ELIGIBLE FOR HOLIDAY BENEFITS

Pay days are around the 15th and the last day of each month. 1-15th will pay on the last day of the month and 16-31st will pay on the 15th of the following month. Due to the Christmas Holidays, subs will not be paid for services December 1st-15th until January 15th paycheck with the exception of long term subs. Please allow for this lag time prior to calling to check on pay status. If there are discrepancies on your pay, please start by calling the campuses you worked at **first** to make sure all days were turned in correctly to payroll. If you do not receive a check within the above time, please contact the payroll office at 281-328-9200 Ext 1232. Any long term or vacant assignment will receive a higher rate of pay beginning

Long-Term/Vacant Assignment

Long-term or vacant assignments are assigned by the building principal. Every long term or vacant assignment is considered as an "at-will" assignment and may end at any time. **NOTE:** Each Long-Term assignment is an individual assignment. The higher rate of pay will not continue from one assignment to another. Substituting in vacant positions may have variant retirement pay deductions.

SUBSTITUTING AFTER RETIREMENT

Individuals who are receiving retirement pay and benefits from the Teacher Retirement System may be employed in the public schools of Texas as a substitute unless the position is actually vacant. **Substituting in vacant positions may have additional stipulations for those receiving TRS benefits.** Questions regarding retired teachers wanting to substitute should be addressed to the Texas Teacher Retirement System.

Change in Personal Status

Any change of name, address, telephone number, or availability must be reported to the Human Resources Office at 281-328-9200. Failure to notify the HR could result in your working status being inactivated.

Change in Educational Status

Official transcripts validating a change in education status or teacher certification must be submitted to the HR Office before a change in pay status will be approved. A change in pay status is effective the day the personnel office receives a new transcript or diploma. No retro pay will be issued.

TERMINATING EMPLOYMENT

Substitutes are on an “as-needed” basis; therefore, there is no guarantee that the services will be needed on a regular basis. Substitutes can request to be removed from the district substitute list at any time by contacting the HR office at 281-328-9200.

Substitutes are required to work a minimum of 5 days per semester, failure to do so will result in termination. Once terminated, in order to reactivate your substitute status, a new application will need to be submitted online and you will be processed as a new substitute.

Habitually reporting late to assignments (More than 3 times)

You are expected to report on time and to stay until the end of your assignment.

Students should not be left unattended

Under no circumstances should a sub engage in an argument or physical confrontation with a student.

Never touch or physically handle a child.

Never photograph children and/ or post any information online regarding the classroom or a student.

The district may also remove a substitute due to poor conduct, not following district policy and/or any complaint made against them by campus staff (refer to pgs. 8-10). The substitute will be notified by the campus administrator and will be issued a copy of an Inadequate Service Report, which will state the reason for requested removal from the district substitute list.

In the month of May, a Letter of Reasonable Assurance will be mailed out to each substitute on the district list. This letter must be signed and returned by the indicated date. If the substitute fails to do so, he/she will be removed from the substitute list for the upcoming school year.

ELECTRONIC COMMUNICATIONS USAGE

Substitute Personnel who choose to bring electronic communication devices (i.e., cellular phone, lap top) on district property must adhere to Crosby ISD guidelines.

The phone or laptop must be turned off during instructional/work time. The electronic communications device(s) should be turned on ONLY during a teacher’s non-instructional time; i.e. lunch, conference period, before/after school etc. For paraprofessional employees, the electronic communications device(s) should be turned on ONLY before/after designated work hours, lunch, and /or break time.

RESPONSIBILITIES OF THE PRINCIPAL/DESIGNEE

- 1) Provide the substitute with a place to sign in and out.
- 2) Direct the substitute to the classroom and help locate lesson plans and supplies needed for the day.
- 3) Provide the substitute with a schedule for the school day.
- 4) Provide the substitute with directions for reporting absences and tardies,

- information about fire drills and other emergency procedures.
- 5) Advise or provide the substitute with the location of restrooms, lunchrooms, etc. A campus map would be ideal.

RESPONSIBILITIES OF THE CLASSROOM TEACHER

- 1) Complete lesson plan instructions (include book titles and page numbers.
- 2) Location of materials, supplies and books.
- 3) Classroom rules of conduct.
- 4) Schedule of the day with names of students for each class.
- 5) Names of reliable students for assistance, if needed.
- 6) The location of your campus handbook.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

- 1) Report directly to the office at the assigned time to sign in and receive specific instructions about assignment.
- 2) Perform any special duties assigned to the regular teacher (unless otherwise instructed).
- 3) Prevent students from leaving the classroom unless it is absolutely necessary.
- 4) Assume responsibility and care properly for your students, equipment and materials.
- 5) Follow the lesson plans provided by the teacher as closely as possible.
Try to maintain the regular routine of the class.
- 6) If possible, leave a summary of work covered, etc. for the regular teacher.
- 7) Maintain good discipline in the classroom. Ask a neighboring teacher to watch the class or send a student if assistance is needed.

Do not leave the classroom unattended.

SCHOOL PROPERTY

The regular classroom teacher is legally and morally responsible for the welfare of all children and is charged with the maintenance of school property. No less is expected of the substitute teachers.

A great deal of the materials in the classroom is personal property of the teacher and should be treated with the same respect and care as the district's property.

Standards of Conduct

Policy DH

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 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 in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence 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 policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

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. This chapter shall apply to educators and candidates for certification. (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 for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly 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 of students, 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 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, knowingly, or recklessly 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 be under the influence of alcohol or 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 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 or minor.

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.

Substitute Pay Rates

The following substitute rates will be effective for the 2021-2022 school year:

Teachers:	Non-Degreed	\$80.00 daily
	(30+ college hours)	\$45.00 ½ day
	College Degree	\$90.00 daily
	(bachelor's or higher)	\$45.00 ½ day
	Certified Teacher (Texas)	\$100.00 daily
Paraprofessional/Support Staff (under 30 college hours)		\$65.00 daily
		\$32.00 ½ day
Nurse (RN/LVN Certified)		\$90.00 daily
		\$45.00 ½ day

2022 - 2023 CROSBY INDEPENDENT SCHOOL DISTRICT

JULY 2022

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

JANUARY 2023

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

Total Days for Teachers: 187
 First Day of School for Students: August 11, 2022
 Last Day of School for Students: May 25, 2023

1st Semester: 86 days 2nd Semester: 89 days

Total Instructional Days = 175 Days

HOLIDAYS

Independence Day	July 4
Labor Day	September 5
Thanksgiving Break	November 21 - 25
Winter Break	December 22 - January 4
MLK Day	January 16
Spring Break	March 13 - 17
Good Friday	April 7
Memorial Day	May 29

STUDENT & TEACHER HOLIDAYS
 (Administrative Staff Work Days)

October 6, 7, 10 February 17, 20

NEW TEACHER ORIENTATION

July 27, 28

STAFF DEVELOPMENT DAYS (No School for Students)

August 1-5, 8-10 February 16
 January 5, 6 May 26

ELEMENTARY PLC DAYS (No School For PreK - 5th Grade)

September - 16 March - 3
 November - 11 April - 10

* Secondary PLC Days will continue to be on Wednesdays unless otherwise communicated.

BAD WEATHER MAKEUP DAYS

February 16, 17

SCHOOLS PHONE

Crosby Kindergarten Center	281-328-9370
Barrett Elementary School	281-328-9320
Newport Elementary School	281-328-9330
Crosby Elementary School	281-328-9360
Drew Elementary School	281-328-9306
Crosby Middle School	281-328-9264
Crosby High School	281-328-9237

KEY

- Regular Monthly Board Meetings
- Holiday
- Holiday for Students & Employees on 187-day contracts (Administrative Staff Work Day)
- Semester Stop/Start Days
- Staff Development Day
- New Teacher Orientation
- Early Release Day
- Elementary PLC Days



AUGUST 2022

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022

S	M	T	W	T	F	S
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25	26	27	28	29	30	

MARCH 2023

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

OCTOBER 2022

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

APRIL 2023

S	M	T	W	T	F	S
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30						

NOVEMBER 2022

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20	21	22	23	24	25	26
27	28	29	30			

MAY 2023

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20	21	22	23	24	25	26
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DECEMBER 2022

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023

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

CAMPUS INFORMATION

Crosby High School

333 Red Summit Dr.

Crosby, TX 77532

281-328-9237

Hours: 7:15 a.m. - 2:45 p.m.

Crosby Middle School 6th-8th

14703 FM 2100

Crosby, TX 77532

281-328-9264

Hours: 7:15 a.m. - 2:45 p.m.

Charles R. Drew Elementary School 1st-5th

223 Red Oak

Crosby, TX 77532

281-328-9306

Hours: 8:15 a.m. - 3:35 p.m.

Newport Elementary School 1st-5th

430 N. Diamondhead Blvd.

Crosby, TX 77532

281-328-9330

Hours: 8:15 a.m. - 3:35 p.m.

Crosby Elementary School (behind CMS) 1st-5th

14705 FM 2100

Crosby, TX 77532

281-328-9360

Hours: 8:15 a.m. - 3:35 p.m.

Barrett Elementary School 1st-5th

815 FM 1942

Crosby, TX 77532

281-328-9317

Hours: 8:15 a.m. - 3:35 p.m.

Crosby Kindergarten Center PK-K

805 Runneburg

Crosby, TX 77532

281-328-9370

Hours: 8:15 a.m. - 3:35 p.m.

Substitute Handbook Receipt

Name _____

School Year _____



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

Employees have the option of receiving the handbook in electronic format or hard copy. The electronic format may be accessed at www.crosbyisd.org under the Employment tab.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the substitute handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

- I choose to receive a hard copy of the substitute employee handbook.

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 I have an obligation to inform the Personnel Office of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting the Personnel Office if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to Lana Chase in the HR Office.