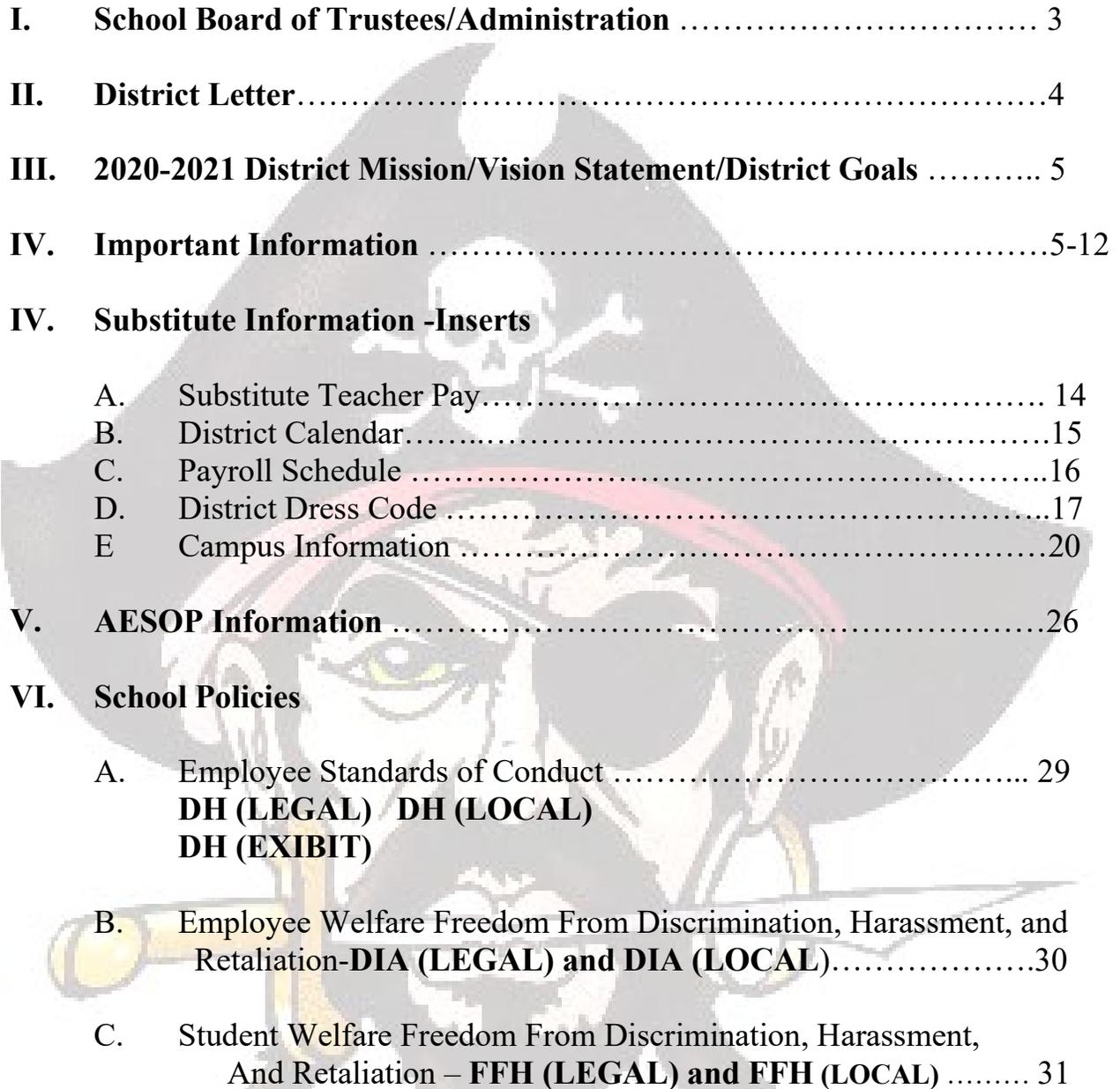


**MATHIS  
INDEPENDENT  
SCHOOL  
DISTRICT**

**Substitute Handbook  
2020-2021**

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# Mathis Independent School District

## SCHOOL BOARD

Ms. Melinda Barajas	<i>President</i>
Mr. Rick Cortez, Jr.	<i>Vice-President</i>
Mrs. Angie Trejo.	<i>Secretary</i>
Dr. Moises Alfaro	<i>Member</i>
Mrs. Justine Sablatura	<i>Member</i>
Mrs. Abel Monsibaiz	<i>Member</i>
Dr. Michelle Davila	<i>Member</i>

## SUPERINTENDENT OF SCHOOLS

Mr. Benny P. Hernandez

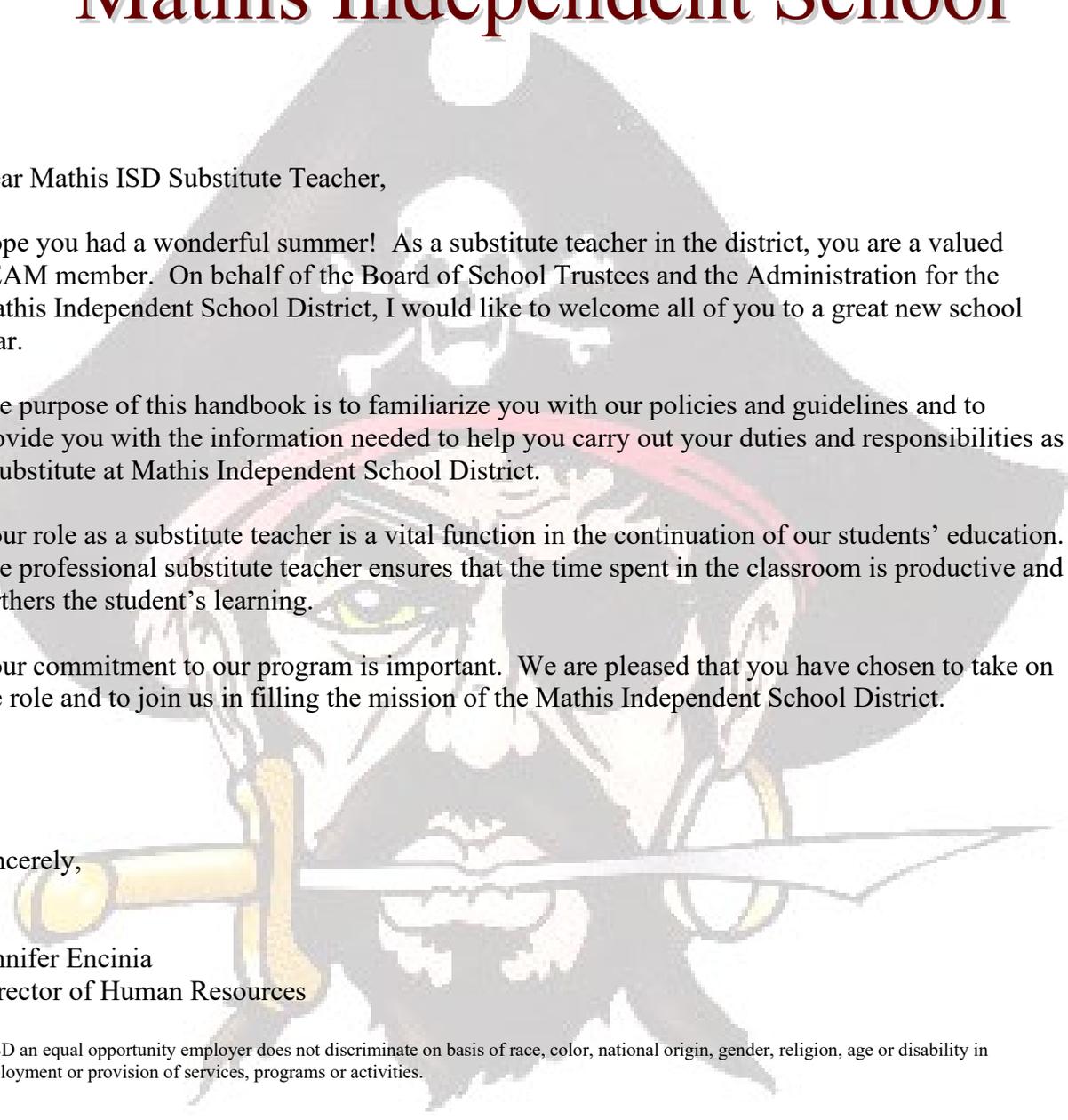
## ADMINISTRATION

Ms. Jennifer Encinia	Director of Human Resources
Ms. Gail Shepler	Finance Officer
Mrs. Veronica Garza	Director of Special Education
Mrs. Lacy Brauchle	Reading Curriculum/Instructional Coach
Dr. Veronica Gutierrez	Math Curriculum/Instructional Coach
Mr. Derward "Trae" Stevens	Athletic Director/Head Football Coach
Mr. Jose Avila	Technology Director
Mrs. Rosie Huerta	Distribution Center Director
Mrs. Sueann Martinez	Child Nutrition Services Director
Mrs. Christina Alvarado	Special Programs, Counseling, & Assessment Director

## CAMPUS ADMINISTRATORS

Mrs. Patricia Pittman, Mathis Elementary Principal  
Mrs. Margaret A. Eckhoff, Math Elementary Assistant Principal  
Mrs. Cynthia Westbrook, Mathis Intermediate Principal  
Mr. David Garcia, Mathis Intermediate Assistant Principal  
Mr. Randy Tiemann, Mathis Middle Principal  
Mrs. Nicole Tucker, Mathis Middle Assistant Principal  
Dr. Jesse Riojas, Mathis High School Principal  
Dr. Jesse Dolin, Mathis High School Assistant Principal  
Mr. Braydon Maxwell, Mathis High School Assistant Principal  
Mr. Leobardo Cano, Mathis Learning Center Principal

# Mathis Independent School



Dear Mathis ISD Substitute Teacher,

Hope you had a wonderful summer! As a substitute teacher in the district, you are a valued TEAM member. On behalf of the Board of School Trustees and the Administration for the Mathis Independent School District, I would like to welcome all of you to a great new school year.

The purpose of this handbook is to familiarize you with our policies and guidelines and to provide you with the information needed to help you carry out your duties and responsibilities as a substitute at Mathis Independent School District.

Your role as a substitute teacher is a vital function in the continuation of our students' education. The professional substitute teacher ensures that the time spent in the classroom is productive and furthers the student's learning.

Your commitment to our program is important. We are pleased that you have chosen to take on the role and to join us in filling the mission of the Mathis Independent School District.

Sincerely,

Jennifer Encinia  
Director of Human Resources

MISD an equal opportunity employer does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provision of services, programs or activities.

## **Mission Statement**

Mathis ISD: an accountable learning community that creates innovative thinkers and leaders who will change the world.

## **Vision Statement**

Building Minds Together

## **DISTRICT GOALS**

Goal 1: Mathis ISD will meet or exceed state and federal accountability standards.

Goal 2: Mathis ISD will continue to develop an innovative educational culture.

Goal 3: Mathis ISD will continue to align educational processes.

Goal 4: Mathis ISD will be fiscally responsible stewards of our resources.

## **IMPORTANT INFORMATION**

### **Substitute Information**

Your service to Mathis ISD as a substitute teacher is a very important part of the normal routine of the school system. It is your service that helps the district maintain its educational program in the absence of certified personnel. The purpose of this handbook is to provide information that will assist you in a daily routine on the campus you're assigned. Should you have additional questions do not hesitate to ask any member of the faculty or staff.

### **I.D. Badge**

Substitute Teachers will be provided a ID sticker to be worn during the entire assignment. They will be dated and can be discarded at the end of the school day. Each day a new ID sticker will be provided. It lets us know who is on our campus and it lets others know that you are welcome on their campus.

### **School Hours**

The school day for substitute teachers is eight hours, and depends on the campus the substitute is scheduled to work at. A sign- in and sign-out attendance roster is located at the office. **Punctuality is extremely important.** All substitute teachers are requested to arrive **15 minutes** before the start of class to open and be at their classroom door to greet students with a smile as they enter the classroom. The hours may vary. Refer to the administrative assistant at each campus for a schedule.

## Assignment

You are obligated to complete one assignment before starting another, even if your favorite assignment becomes available. If, due to personal difficulties, you are unable to complete your assignment, notify the campus principal or the campus secretary immediately so arrangements for another substitute can be made.

It is your obligation as the substitute teacher to call the campus principal or campus secretary if you are unable to come to work once you have accepted an assignment. You may not call to cancel an assignment to take another assignment at another campus on the same day. The safety of the students is very important and not showing up to an assignment is not good practice. This could cause grounds for termination from the substitute list.

You will be on a SMOKE FREE campus. You will be expected to remain on campus for the full school day if working a full day assignment. You may bring your lunch or purchase a school lunch. Do not plan to leave the campus before campus dismissal time without permission of the school principal or campus secretary. Duties assigned to the teacher for student supervision will be part of your assignment as the substitute.

It is the intent of the district to provide you with an excellent working environment. Mathis ISD has a very good school with a competent staff and excellent student body. Providing safe, effective learning for all students is the GOAL. As a substitute, you become part of that environment, your activities and leadership in the classroom assist in maintaining the continuity of the regular instructional program.

## Keys

**Never leave your classroom unattended.** If an emergency arises, call the office or ask for assistance from a neighboring teacher. **Lock your classroom when vacant or close your door.** **Secure your valuables.** Students should not have access to the teacher's desk or files. For security reasons, all classroom doors are to remain closed or locked at all times.

## Student Illness or Accident

If a child becomes ill while at school send him/her immediately to the nurse/office with a student escort if necessary. Do not try to diagnose or take care of a student's medical problem yourself. **DO NOT LEAVE THE CLASSROOM.** Use the classroom phone for emergencies or for getting help.

Accidents or injury-the school nurse or an administrator should be summoned immediately. Use the classroom phone if one is available. **DO NOT LEAVE THE CLASSROOM.**

**Under no circumstances should a substitute teacher/paraprofessional administer medication to a student.**

## **Confidentiality**

**As a substitute teacher, you should observe the same ethics of professionalism as the professional** your replace. Student conduct, grades, or abilities are not the business of unauthorized personnel in or out of the district. **Do not** discuss these issues with teachers in general conversation in the lounge or other areas structured for social conversation. Student needs and strengths should be discussed in conference with a co-teacher or the instructional administrator when assistance and concern is appropriate.

**Special caution in expressing personal opinions and reactions about any student or co-worker is advised. Criticism of district personnel or students in the presence of other faculty, staff, students, or community members is inappropriate.** Should you have a specific concern your best channel of communication is the administrative staff of the campus you are assigned.

## **Dress**

**Professional attire is required. Dress appropriately for the assignment. (Follow district dress code for employees)** Students do notice what any teacher or authority figure wears to school. How you dress does affect the level of respect students will give to you, the “teacher.” The dress and grooming of District employees shall be clean and neat in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

## **Cell Phones**

Expectations for use of cellular/personal phones and personal calls during the workday and school activities include:

- Cellular/personal phones are expected to be turned off or on silent while instruction is being provided to students.
- Personal calls should be kept to a minimum, so as not to interfere with job responsibilities as well as to show the students that you as “teachers” follow the same rules of using cellular phones during class time is NOT allowed.
- During school emergencies, use of personal phones should be limited to contacting administration or emergency personnel. The District Emergency Plan is to be followed.

## **Employment**

All substitutes are employed on an at-will basis and are not considered contractual employees. They are employed for any specified length of time and have no property right in the employment. Substitutes do not have Chapter 21 rights. The district has the right to deny access to specific grade levels, teachers, campuses, and/or locations.

**Reasons for excluding substitutes from any substitute assignment (including, but not limited to):**

- Not showing up for an assignment without calling in or calling at a short notice (two times)
- Not accepting jobs (must work at least 2 days per month)
- Unacceptable or inappropriate behavior by the substitute
- Not following “teacher” assignment and having NO CONTROL of the classroom

By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school wages during any scheduled school break School Calendar 2014-2015. This calendar established for this school year, and each school year hereafter, identifies the scheduled school breaks. Continuation of employment is contingent on school operations and will not apply in the event of any disruption that is beyond the control of the district. (ie. lack of school funding, natural disaster, court orders, public insurrections, war, etc.)

**Paychecks**

Substitute Teachers are paid semi-monthly.  
It is suggested you keep track of your assignments worked in case of a pay issue.

**Direct Deposit**

The district requires direct deposit. Employees can have their paychecks electronically deposited into their account. Contact the payroll department for more information about the automated payroll deposit service.

**Red Flags**

It is the retiree’s responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1-800-223-8778- for detailed written information regarding employment after retirement, please contact TRS at [www.trs.state.ts.us](http://www.trs.state.ts.us). The district cannot assist you in answering your TRS questions. It is your responsibility to ask TRS before working with the district.

**Harassment of Students**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Substitute Teachers who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal, campus counselor, or other appropriate district official. All allegations of prohibited harassment of a student will be reported to the student’s parents and promptly investigated.

**Drug-Abuse Prevention**

Mathis ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Substitute Teachers who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substance Act during working hours will be dismissed.

## Reporting Suspected Child Abuse

Substitute Teachers who suspect child abuse or neglect are obligated to report their concerns to campus principal or other appropriate district officials. All allegations of prohibited child abuse of a student will be reported to the student's parent and investigated.

## Child Sexual Abuse

Anyone who suspects that a child has been or may be abused or neglected has legal responsibility under state law for reporting the suspected sexual abuse to the law enforcement or to Child Protective Services (CPS).

## Bullying

All employees are required to report student complaint of bullying to the Campus Administrator as quickly as possible. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

- The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process in a violation of District policy.
- DEFINITION: Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:
  1. Will have the effect of physically harming as student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property; or
  2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
  3. EXAMPLES OF BULLYING: Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction, of property, theft of valued possessions, name calling, rumor spreading, and ostracism.
  4. REPORTING: Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

## Discipline

1. The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a **positive learning environment**. A well-organized and skillfully conducted class will have fewer discipline problems. Your presence, stature and tone of

voice affect the reactions of the class to you. A **POSITIVE ATTITUDE** will do much to win the respect of the students. The points below offer some sound and proven advice.

- a.) Start the day in the manner in which you wish to continue. **Greet students at the door.**
  - b.) Know what lessons you will present, at what time you present them, and the method you will use.
  - c.) Observe carefully pre-schedule routines (homeroom, breaks, and lunches, etc.)
  - d.) **DO NOT THREATEN**-provide obtainable GOALS with enforceable consequences.
  - e.) Be consistent and fair saying please and thank you to the students
  - f.) **Stand when presenting a lesson and walk around at all times.**
  - g.) Speak loudly enough to be heard, but softly enough to obtain attention.
  - h.) Corrections for academic/behavioral success.
  - i.) Contact the principal if you need help. (Safety & Security)
2. If after several attempts at positive redirection a student continues to disrupt the learning environment for other students, you may call the office explaining details of the inappropriate behavior and attempts at redirection for them to escort the student to the office. **DO NOT LEAVE THE CLASS** to escort the student to the office personally! **DO NOT TOUCH** the student to send them out of the classroom towards the office. If the student refuses to leave, contact the office via classroom phone.

## **Instruction**

You are in charge. Students, equipment, and materials are assigned to your care. Leave the room neat, clean, and well attended.

Attempt to carry on the work of the regular classroom teacher. You are **more** than a babysitter. You are maintaining regular instruction. **You must be monitoring students by walking down the aisles.**

Do not participate in an instructional parent conference without the approval of the campus principal or the instructional supervisor.

If you have been assigned for more than one day, and need to discuss lessons with the regularly assigned classroom teacher, **ASK** the principal regarding the advisability of contacting the regular classroom teacher. That may have already been done for you.

**SPECIAL INSTRUCTIONS MAY BE GIVEN TO YOU BY THE PRINCIPAL OR SUPERVISOR. FOLLOW THEM AS DIRECTED.**

## **Reporting Crime**

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who make a report under the ACT. State law also provides

employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Fraud and Financial Impropriety**

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **Criminal History Background Check**

Substitute teachers may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

Substitutes shall notify the Human Resources Director, Ms. Jennifer Encinia, within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any other offenses.

## **Fire and Emergency Drills**

Become familiar with emergency drill procedures. Diagrams are posted in each room.

## **Tobacco Products and E-Cigarette Use**

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

### **Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises 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's Office immediately.

### **Electronic Media**

Substitutes shall be held to the same professional standards in their public use of electronic media as they are in any other public conduct. If a substitute's use of electronic media violates state or federal law or District policy, or interferes with substitute's ability to effectively perform his or her job duties, the substitute is subject to disciplinary action, up to and including termination of employment.

### **Relationship with Students**

Substitute shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between substitute and student is always prohibited, even if consensual.



# Substitute Information Inserts

# Substitute Pay

## SUBSTITUTE TEACHER PAY

- **Non-Degreed Substitute**  
**(0-59 College Hours)**  
Daily Rate: \$65.00
- **Non-Degreed/Degreed Substitute**  
**(60 + College Hours or Associate Degree)**  
Daily Rate: \$70.00
- **Bachelor's Degree Substitute**  
Daily Rate: \$80.00
- **Bachelor's Degree Certified Substitute**  
Daily Rate: \$90.00
- **Master's Degree Substitute**  
Daily Rate: \$100.00
- **Master's Degree Certified Substitute**  
Daily Rate: \$110.00

**\*Substitute teachers with college degree need to bring a copy of their college transcript indicating degree earned to Ms. Jennifer Encinia, Human Resource Director.**

## MATHIS ISD



### 2020-2021

**Grading Periods**  
 Aug. 3 - Oct. 2 ----- 44 days  
 Oct. 9 - Jan. 19 ----- 40 days  
 Jan. 20 - April 5 ----- 44 days  
 April 6 - June 23 ----- 52 days  
 Total days --- 180 days

**Student/Teacher Holidays**  
 September 7, 2020  
 November 23-27, 2020  
 Dec. 21 - Jan. 8, 2021  
*\* Return to school on Jan. 11, 2021 from Holiday Break.*  
 April 2, 2021  
 May 31, 2021  
 Spring Break:  
 March 15-19, 2021

**Intervention Days**  
 July 27-31, 2020  
 November 16-20, 2020  
 January 11-15, 2021  
 March 8-12, 2021  
 April 26-30, 2021

**Intersession Days**  
 October 05-09, 2020  
 January 4-8, 2021  
 March 15-19, 2021

**Staff Development Days**  
 July 16-24, 2020

**Testing Dates**  
 December 7-11, 2020  
 April 6-9, 2021  
 May 3-14, 2021  
 June 21-23, 2021

**MAP Testing Window**  
 August 17-28, 2020  
 January 25-29, 2021  
 February 1-5, 2021

July 2020						
Su	M	Tu	W	Th	F	Sa
			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	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		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			

October 2020						
Su	M	Tu	W	Th	F	Sa
				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

November 2020						
Su	M	Tu	W	Th	F	Sa
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					

December 2020						
Su	M	Tu	W	Th	F	Sa
		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 2021						
Su	M	Tu	W	Th	F	Sa
					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						

February 2021						
Su	M	Tu	W	Th	F	Sa
	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						

March 2021						
Su	M	Tu	W	Th	F	Sa
	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			

April 2021						
Su	M	Tu	W	Th	F	Sa
				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	

May 2021						
Su	M	Tu	W	Th	F	Sa
						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					

June 2021						
Su	M	Tu	W	Th	F	Sa
		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			

Intervention	Student/Teacher Holidays	Intersession
Bad Weather Days	Test Dates	Graduation Day June 18, 2021
Staff Development/Teacher Prep.	First and Last Day of School First Day: August 3, 2020 Last Day: June 23, 2021	

Mathis Elementary Campus	(361) 547-4106
Mathis Intermediate Campus	(361) 547-2472
Mathis Middle School	(361) 547-2381
Mathis High School	(361) 547-3322
Mathis Learning Center	(361) 547-4166
Mathis Special Education Department	(361) 547-4123
Mathis Administration Office	(361) 547-3378

SHOULD EMERGENCY SITUATIONS OCCUR, SUCH AS SEVERE WEATHER, an announcement will be released from the office of the Superintendent to local radio and television stations. Information will be posted on our district website and a call will be placed to parents. If classes are canceled, makeup days will be scheduled by campus administrators per Superintendent's Orders.

Board Approved May 26, 2020 REVISED:7/29/2020

Board Approved May 26, 2020  
LC Supt. Office

15

**MATHIS ISD  
2020-2021 PAYROLL SCHEDULE**

PAY PERIOD		Weeks to Submit in True Time	PAY DATE
Begin	End		
8/15/2020	8/28/2020	08/15 & 08/22	9/15/2020
8/29/2020	9/11/2020	08/29 & 09/05	9/30/2020
9/12/2020	9/25/2020	09/12 & 09/19	10/15/2020
9/26/2020	10/9/2020	09/26 & 10/03	10/30/2020
10/10/2020	10/23/2020	10/10 & 10/17	11/13/2020
10/24/2020	11/6/2020	10/24 & 10/31	11/30/2020
11/7/2020	11/20/2020	11/07 & 11/14	12/15/2020
11/21/2020	12/4/2020	11/21 & 11/28	12/30/2020
12/5/2020	1/1/2021	12/05, 12/12, 12/19 & 12/26	1/15/2021
1/2/2021	1/15/2021	01/02 & 01/09	1/29/2021
1/16/2021	1/29/2021	01/16 & 01/23	2/12/2021
1/30/2021	2/12/2021	01/30 & 02/06	2/26/2021
2/13/2021	2/26/2021	02/13 & 02/20	3/15/2021
2/27/2021	3/12/2021	02/27 & 03/06	3/30/2021
3/13/2021	4/2/2021	03/13, 03/20 & 03/27	4/15/2021
4/3/2021	4/16/2021	04/03 & 04/10	4/30/2021
4/17/2021	4/30/2021	04/17 & 04/24	5/14/2021
5/1/2021	5/14/2021	05/01 & 05/08	5/28/2021
5/15/2021	5/28/2021	05/15 & 05/22	6/15/2021
5/29/2021	6/11/2021	05/29 & 06/05	6/30/2021
6/12/2021	6/25/2021	06/12 & 06/19	7/15/2021
6/26/2021	7/16/2021	06/26, 07/03 & 07/10	7/30/2021
7/17/2021	7/30/2021	07/17 & 07/24	8/13/2021
7/31/2021	8/13/2021	07/31 & 08/07	8/30/2021

**REVISED 10/05/20**

## **DRESS CODE**

Employee Appearance Policy DH District employees shall dress and be groomed in a clean and neat manner appropriate for their assignment and adhere to the following standards of dress and hygiene.

### **The following are the District's dress and grooming standards for men:**

- Shirrtails shall be tucked in. Shirts that are designed to be worn outside the trousers are allowed.
- Shirts shall be buttoned, with the exception of the top button.
- Shoes or boots shall be worn at all times.
- Hair shall not be worn excessively long and shall be well groomed. Hair may cover the ear but shall not pass the bottom of the ear. Hair shall not cover the forehead past the eyebrows. Hair may cover the collar but shall not pass the bottom of the collar.
- Sideburns may reach to the point of the jaw and shall not extend from the ear any further than the corner of the eye.
- Men shall be clean-shaven. Moustaches, goatees, and beards are allowed but shall be trimmed at all times.
- Medallions, beads, religious symbols, or chokers may be worn, but those that are so large or of such nature as to be distracting shall be worn inside the shirt.
- No shorts shall be worn except by teachers engaged in physical education classes.
- For activities such as field trips, exceptions may be made by the principal and must meet dress code guidelines.
- Spirit shirts only and khaki pants (no jeans) shall be worn on Friday's/Spirit Day. Except on a special event approved by Superintendent of Schools.

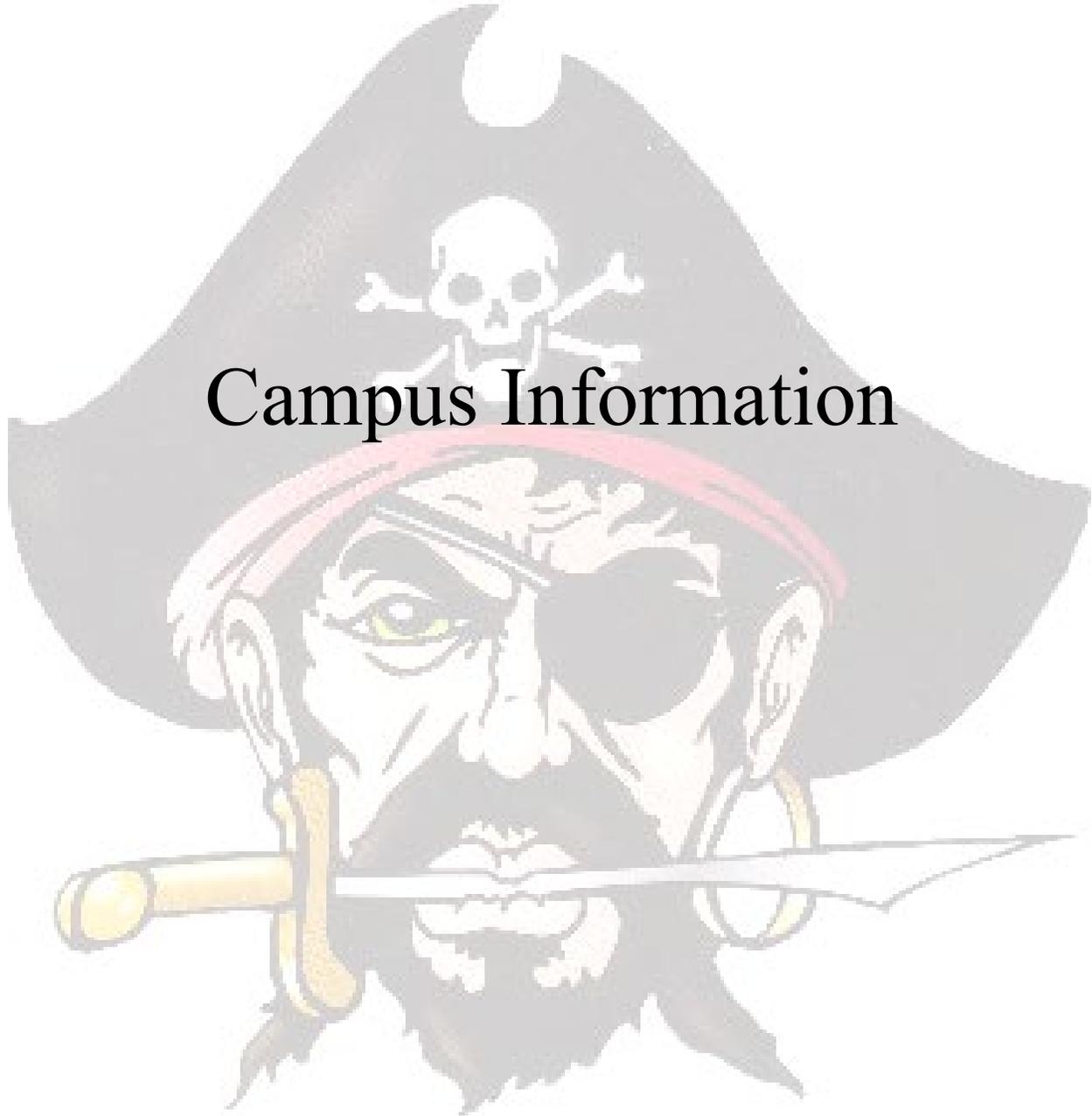
### **The following are the District's dress and grooming standards for women:**

- Hemlines of dresses, blouse-and skirt combinations, or split skirts shall be no shorter than the "width of a dollar bill" (2 ½ inches) above the top of the kneecap.
- All blouses, dresses, tops, and tunics shall cover the shoulders, back, front, and sides.
- Sleeveless garments may be worn, but anything that covers less than the shoulders, back, front, and sides, must be worn under a jacket at all times.
- Blouse shall be tucked in. Blouses that are designed to be worn outside the trousers are allowed.
- Shoes, boots and/or sandals with back strap shall always be worn. Flip flops are not allowed at any time. Tennis shoes may be worn during Spirit day.
- If pantsuits, jumpsuits, or slacks are worn, they shall not be excessively tight.
- Spirit shirts only and khaki pants (no jeans) shall be worn on Friday's/Spirit Day. Except on a special event approved by Superintendent of Schools.
- No halter-tops, bare midriffs, low-cut necklines, see-through or spandex material garments shall be allowed.
- No shorts shall be worn except by teachers engaged in physical education classes and only during physical education class time. For activities such as field trips, exceptions may be made by the principal and must meet dress code guidelines.

- No Capri pants will be allowed.

**The following applies to men and women:**

- Business attire is the expectation for all professional, paraprofessional and clerical staff at all times.
- No patches of a suggestive nature shall be worn, and such patches shall not be displayed in appropriate places. Garments advertising alcoholic beverages shall not be worn by anyone attending or working in the public schools. This prohibition includes T-Shirts, patches, belt buckles, and caps purchased through regular retail outlets or given as premiums by advertisers.
- Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District Employees. Violation of any policies, regulations, or guidelines, may result in disciplinary action, including termination of employment.
- No jeans shall be worn at any time with the exception of special approval by superintendent office due to a special event that merits the wearing of jeans and for custodial, maintenance, and any other staff member where the duties and responsibilities are labor intensive requiring the usage of jeans.
- Any pants that are frayed, torn or have holes in them are not allowed on campus.
- No t-shirts or sweatpants shall be worn by professionals, paraprofessionals, and clerical staff.
- Hair must be neat, clean, and well-groomed at all times. Distracting hairstyles such as extremely dyed hair, painted hair, spikes, tails, braids, mohawks, or dreadlocks are not allowed. Hair shall not cover the forehead past the eyebrows.
- Tattoos must remain covered at all times during school hours and school sponsored activities. Additional standards may be established by supervisors and approved by the Superintendent.



# Campus Information

# Mathis Elementary Campus

## Address

315 South Duval Street  
Mathis, TX 78368

## Telephone

361-547-4106

## Administrators

Mrs. Patricia Pittman-Principal  
Mrs. Margaret Eckhoff, Asst. Principal

## Counselor

Mrs. Brenda Leal

## Campus Secretary

Mrs. Belen Acosta

# Mathis Intermediate School

## Address

550 E. San Patricio  
Mathis, TX 78368

## Telephone

361-547-2472

## Administrators

Mrs. Cindi Westbrook, Principal  
Mr. David Garcia, Asst. Principal

## Counselor

Mrs. Heather Anderson

## Campus Secretary

Mrs. Leonor Trevino

# Mathis Middle School

## Address

1627 E. San Patricio  
Mathis, TX 78368

## Telephone

361-547-2381

## Administrators

Mr. Randy Tiemann, Principal  
Mrs. Nicole Tucker, Asst. Principal

## Counselor

Rebecca McDonald

## Campus Secretary

Mrs. Carla Ramirez

# Mathis High School

## Address

1615 E. San Patricio  
Mathis, TX 78368

## Telephone

361-547-3322

## Administrators

Dr. Jesse Riojas, Principal  
Dr. Jesse Dolin, Asst. Principal  
Mr. Braydon Maxwell, Asst. Principal

## Counselor

Mrs. Laura Coria, Counselor  
Ms. Roxanne Aguirre, College Readiness Coordinator

## Campus Secretary

Ms. Jo Liz Villarreal

# Mathis DAEP School

## Address

516 E. Saint Mary's  
Mathis, TX 78368

## Telephone

361-547-4166

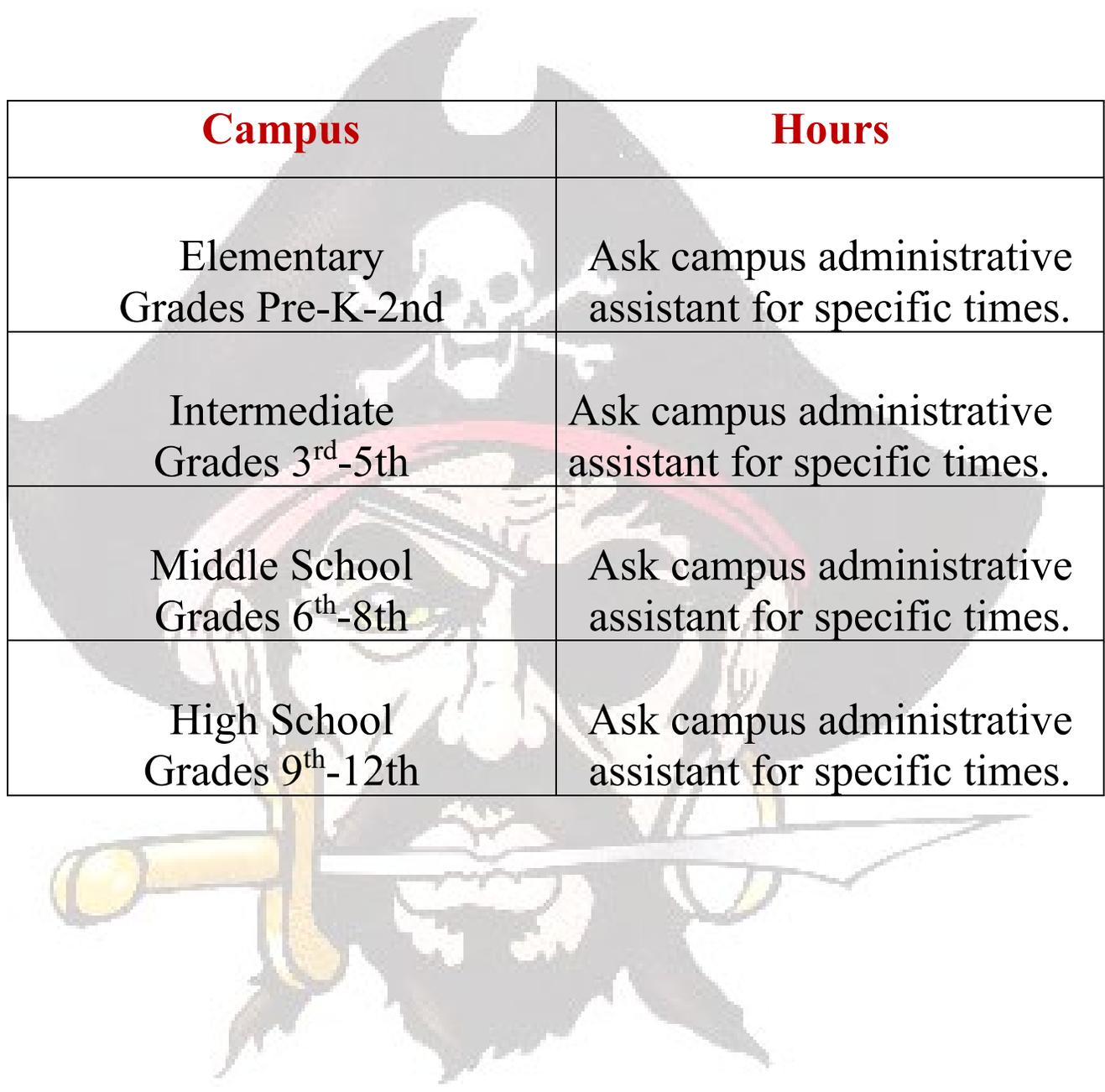
## Administrators

Mr. Leo Cano, Principal

## Campus Secretary

Mrs. Jennifer Rodriguez de Padilla

## Scheduled Campus Hours for Substitute



<b>Campus</b>	<b>Hours</b>
Elementary Grades Pre-K-2nd	Ask campus administrative assistant for specific times.
Intermediate Grades 3 <sup>rd</sup> -5th	Ask campus administrative assistant for specific times.
Middle School Grades 6 <sup>th</sup> -8th	Ask campus administrative assistant for specific times.
High School Grades 9 <sup>th</sup> -12th	Ask campus administrative assistant for specific times.



## 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

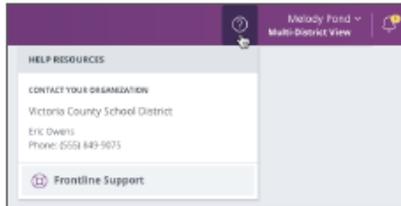
If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

### 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).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="checkbox"/> Reject <input checked="" type="checkbox"/> Accept
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	



## 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.



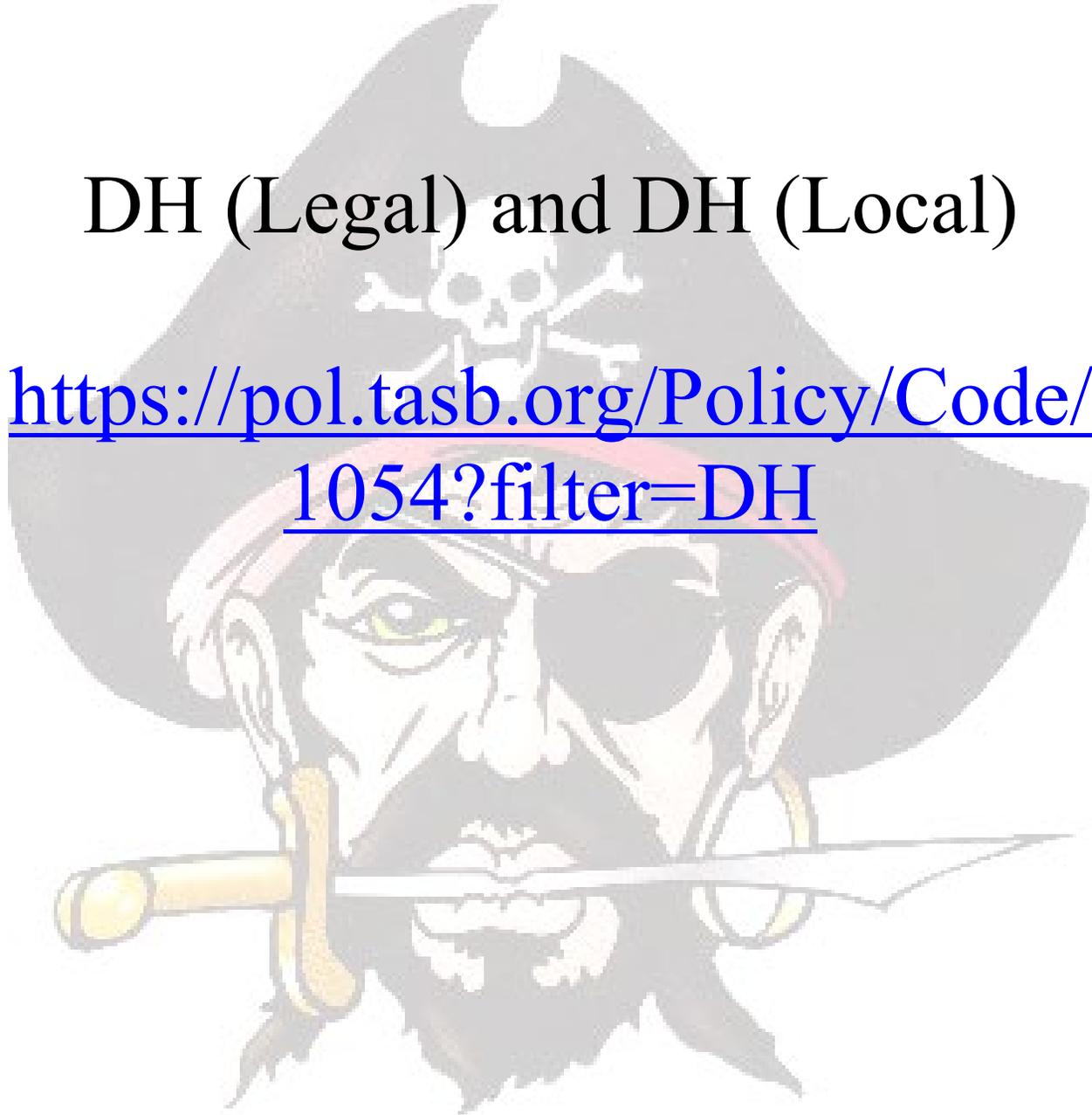


## **POLICIES**

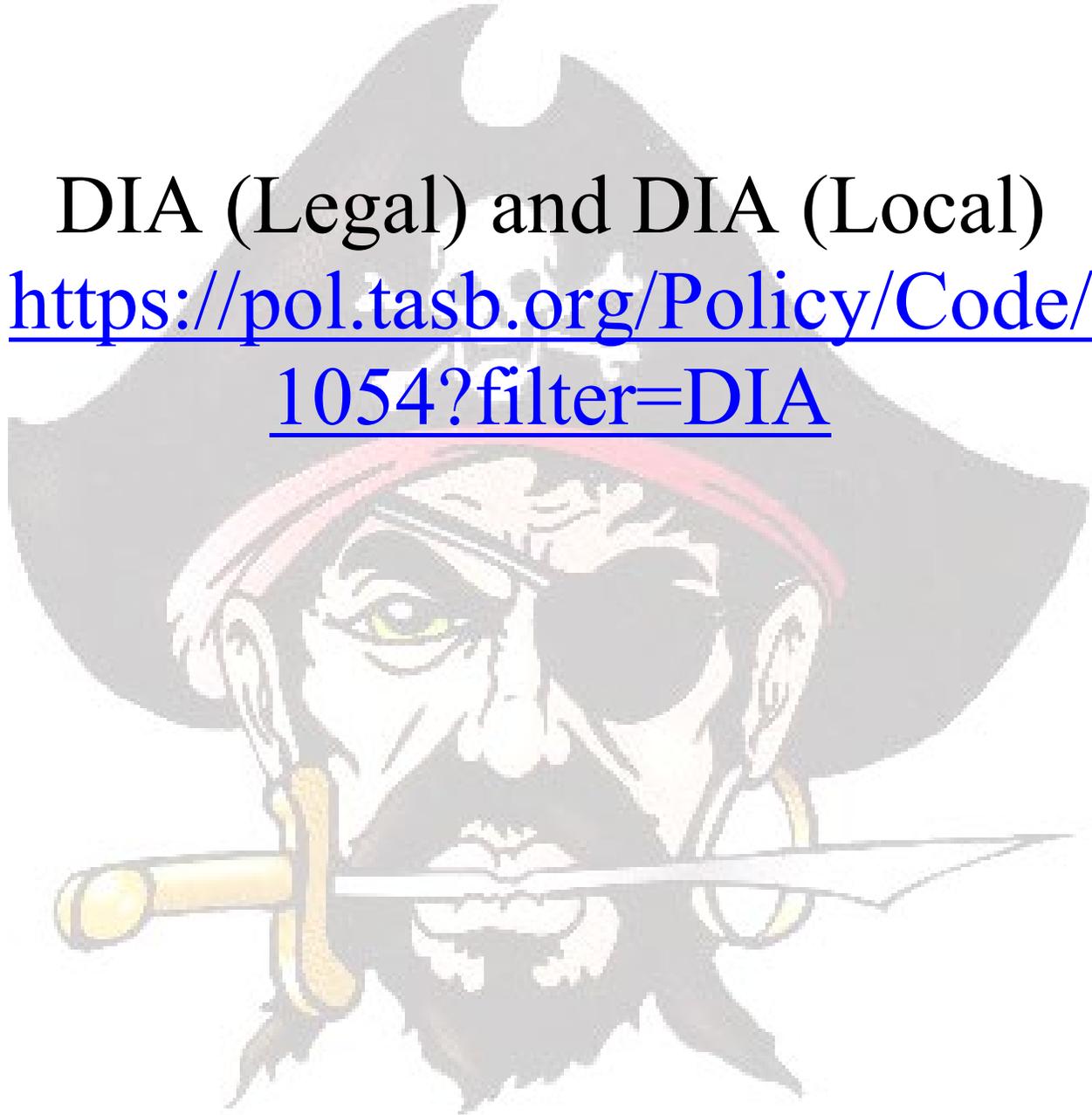
- DH (Legal) and DH (Local)
- DIA (Legal) and DIA (Local)
- FFH (Legal) and FFH (Local)

## DH (Legal) and DH (Local)

[https://pol.tasb.org/Policy/Code/  
1054?filter=DH](https://pol.tasb.org/Policy/Code/1054?filter=DH)



DIA (Legal) and DIA (Local)  
[https://pol.tasb.org/Policy/Code/  
1054?filter=DIA](https://pol.tasb.org/Policy/Code/1054?filter=DIA)



FFH (Legal) and FFH (Local)  
[https://pol.tasb.org/Policy/Code/  
1054?filter=FFH](https://pol.tasb.org/Policy/Code/1054?filter=FFH)

