

Dilley ISD 2021-2022



Substitute Teacher Handbook

VISION, MISSION AND BELIEF STATEMENTS

Dilley ISD

VISION:

Where the best in education, skills, and preparedness for the future is achieved.

MISSION:

A family working together to provide an education of excellence where all students strive to be productive and successful citizens.

SLOGAN:

Dilley ISD, a district believing, achieving, and succeeding.

PREFACE

This handbook is intended as a method of communicating to the Substitute Teacher regarding general District information, rules, and regulations.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies or procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of the personnel policies can be located on the school website, under board policies at:

www.dilleyisd.net

Anyone is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

Although every effort will be made to update the handbook on a timely basis, the District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time. The District reserves the right to not change Handbook and carry-over provisions from year to year as allowed by law and policy.

WELCOME

We welcome you to the Dilley Independent School District. We take our commitment to serving the future of our society—our children—very seriously.

The work you perform as a substitute is ultimately for the purpose of serving the students of the District. You have a valuable role in making the District an effective and efficient organization that educates and serves our students. We wish you success and happiness in your position with the District.

THE BOARD OF TRUSTEES

The Board of Trustees is composed of seven elected officials who serve as the governing body for the District. The seven members are Aida Chapa (president), Kay Smith (vice president), Juanita Alvarez (secretary), Rene Alvarez, JD Rodriguez, Ray Aranda, and Frank Torres, Jr. They establish the broad operating policies under which the District functions, drawing on the counsel and advice of the District's chief administrator, the Superintendent of Schools.

Administration of the District's operations is delegated by the Board of Trustees to the Superintendent of Schools. The Superintendent is assisted in this task by a staff of District educational, business, and financial administrators; managers; supervisors; professionals; and others in a variety of areas.

The Board of Trustees meet the 3rd Monday of each month.

JOB GOAL

To enable each child to pursue a proper education as smoothly as possible in the absence of the regular teacher.

SCHOOL INFORMATION

Dilley Elementary School

Address: 226 Harriman St.

Phone Number: 830-965-1313

Principal: Adam Martinez

Secretary: Tanya Cantu

Assistant Principal: Benita Gonzalez

Counselor: Patricia Berrelez

Mary Harper Middle School

Address: 230 W. FM 117

Phone Number: 830-965-2195

Principal: Robbie Harris

Secretary: Brenda Carrazco

Assistant Principal: Susan Quintero

Counselor: Erika Lerma

Dilley High School

Address: #1 Grey Wolf Drive

Phone Number: 830-965-1814

Principal: Roger Solis

Secretary: Krissy Galindo

Asst. Principal: Margot DeHoyos

Counselor: Debra Solis

Dilley ISD Administration Building

Address: 245 W FM 117

Phone Number: 830-965-1912

Fax Number: 830-965-4069

Supt.: Dr. Emilio Castro

Secretary: Isabel Garcia

GENERAL EXPECTATIONS

- Always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary for you to be late to work or leave early from work, notify or ask your supervisor for permission as soon as possible.
- Establish a good attendance record.
- Courtesy and cooperation are two basic elements of success in your job and every job in the District. Be courteous and cooperative with the public, fellow workers, prospective employees, teachers, students, and parents who are all a part of the District you serve.
- Maintain open lines of communication. If any instructions given by your supervisor are not clear, ask for further explanation to make certain that you understand exactly what is expected of you.
- Try to be as clear and concise as possible when explaining matters to the public and to your fellow employees.
- Always try to work carefully.
- Remember to keep all District business confidential. While many things that happen at the District are a matter of public record, releasing information about them is the responsibility of specific offices and individuals. Refer any unusual requests for information to the appropriate authority.
- Dress appropriately for your type of work. Maintain a well-groomed, modest, clean, and appearance at all times. Remember, you are representing the District to students and the public.
- Actively monitor students at all time. It is acceptable to sit for short periods of time, you must be monitoring to be able to see all students. For the short periods of time you are allowed to sit, it would be best to pull a chair up and sit near the students.
- Dilley ISD believes that employees' concerns are usually most effectively addressed at the lowest possible level within the organization. Therefore, employees are ordinarily expected to address issues and concerns with their immediate supervisor first. If the issue cannot be resolved at that level, the employee should move to the next level within that employee's chain-of-command.
- Please be aware that we have an age requirement for each campus. **Elementary** - 18+ years, **Middle School** - 21+ years, **High School** - 23+ years.

GENERAL OPERATIONAL INFORMATION

CELL PHONE USAGE

Use of cell phones should be limited to before school, conference periods, lunch, and afterschool only. This is the biggest complaint we receive on substitutes.

COMMUNICATION

The District seeks to communicate and collaborate with students, staff, parents and the community at large to ensure sound, trusting relationships. Internal and external communications are important to creating open, two-way communication among the Board of Trustees, administration, staff, students, parents and the DISD communities.

Substitute teachers are encouraged to access the District website regularly as they serve as major means of communication for the District.

The District website is www://dilleyisd.net.

CHILD ABUSE AND MANDATORY REPORTING

Purpose of Reporting Law

The purpose of the reporting law is to protect the child by encouraging more complete reporting of suspected child abuse. This purpose is accomplished by:

1. Identification of the child in peril as quickly as possible.
2. Designation of the agency, Texas Department of Family and Protective Services, and local law enforcement to receive and investigate reports of suspected child abuse.
3. Offering, where appropriate, services and treatment.

Persons Required to Report

Texas law requires that any person “having cause to believe” that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect **shall report**. Professionals, specifically, **are mandated to report**. “Professional” as defined by the Texas reporting statute, is any individual who is licensed or certified by the state, or who is an employee of a facility licensed, certified, or operated by the state, and who is the normal course of official duties, has direct contact with children (teacher, nurse, counselor, principal). It is important to note that the law requires any person (school personnel, parents, or friends of a child) who has cause to believe that a child is being abused or neglected should make a report. This includes substitute teachers.

Reporting Procedure

Contact the CPS Statewide Intake (SWI) of the Texas DFPS at 1-800-252-5400.

Investigations of Allegations

According to the law, it is the responsibility of CPS/DFPS, or the law enforcement agency that receives and accepts the report to investigate the alleged report and determine its validity. It is not the reporting person’s role to investigate the situation.

CLOCKING IN AND OUT

It is important that you must clock in and out each day that you work, even for your lunch break. You will clock in and indicate the name of the teacher you are substituting for. You must clock out and clock back in for lunch. If you forget to do this, you will only be paid for half a day, not the full day. You are required to complete and turn in a paper Substitute Log for verification purposes to the Payroll Department.

COMPLAINT PROCEDURES

Staff member complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to the building principal for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy.

COMPENSATION

Dilley ISD employees will be paid semi-monthly and by direct deposit only.

1. Daily substitute teacher pay is \$70.00 per day for a non-degreed person, \$80.00 for a degreed (4 year) person, and \$90.00 per day for a certified teachers.
2. For a substitute working 10th consecutive days for the same teacher, pay will increase as follows: Non-degreed (\$85), degreed (\$100), and certified (\$110). The count starts over once a day is missed.
3. Substitute employees of the district are eligible to participate in the retirement savings program through the 403b Plan. This plan allows employees to invest through a pre-tax payroll deduction program by dedicating a percentage of each paycheck toward an allowed investment alternative. The district does not provide financial, legal, or other advice for employees in their investment decisions. 403b information is available at Central office.

COMPUTER USAGE

Substitutes are not allowed to use classroom computers at any time for personal use. All Dilley ISD employees must follow the acceptable use policy.

Dilley ISD Employee Acceptable Use Policy

Introduction

Dilley ISD incorporates technology as a natural part of education and administration. The use of technology empowers employees and promotes life-long learning through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. Dilley ISD endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all employees.

Dilley ISD's technology includes campus-wide and District-wide computer networks utilizing direct Internet access and Cloud-based resources. Distance learning, streaming web-based video content, electronic mail, phone, and fax services.

District and/or Personal Devices

This policy applies to and governs **all** use of technology at **all** times when an employee is on District property, whether the employee is using District-provided technology devices or their own personal electronic devices. The Employee is responsible for all district issued devices/ equipment and must return district devices/equipment at the end of each school year.

Internet Safety Secure access firewalls and content-filtering software are utilized in order to protect employees and students from inappropriate content on the Internet/ World-Wide Web and to comply with protective laws and regulations including CIPA, the Children's Internet Protection Act. The school district will educate all students and staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, disclosure of the personal information of minors, and cyberbullying awareness and response.

The Dilley ISD Employee Acceptable Use Policy explains and defines responsible and ethical use of technology for all employees. All rules embodied herein guide employees in appropriate and acceptable use of District technology, and are designed to protect both the employee and the District. This policy also governs the use of employee-owned personal electronic devices including wired or wireless desktop, portable and handheld technology tools including computing and gaming devices, cameras, and cellular telephones.

Acknowledging Conformance to Acceptable Use Policy

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional and administrative purposes in accordance with District guidelines and regulations. Access to these systems is a privilege, not a right.

All employees are required to acknowledge receipt and understanding of the Employee Acceptable Use, WPP, CQ Local, CQ Local, and DH Local Policies by signing the employee acceptance agreement form.

All passwords are confidential and must not be revealed to other employees or students.

Employees with questions or concerns regarding the Employee Acceptable Use Policy should contact their administrator or call the Dilley ISD Technology Department at (830) 965-1912.

Employee Acceptable Use Policy

Dilley ISD declares the following unethical and unacceptable behavior just cause for taking disciplinary

action, suspending or revoking access privileges, suspending or terminating the employee, and/or initiating legal action in any case in which the employee:

Uses the network and/or any equipment, whether owned by the District or the employee, for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including "cyber-bullying" and "flaming" (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;

Uses the network and/or any equipment, whether owned by the District or the employee, for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime• related web sites, weblogs and bulletin boards;

» Uses the network and/or any equipment, whether owned by the District or the employee, to obtain and/or distribute illegally ("traffic") via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non• public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;

» Intentionally disrupts network traffic, deliberately "crashes" the network or connected systems or tampers with communications cabling and/or devices;

» Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing "Denial of Service" or similar attack code and/or infection of computers or servers with viruses or malware;

» Discloses his/her password to another employee or attempts to disclose or discover another employee's password;

» Attempts to copy District-owned software for personal gain, attempts unauthorized transport of District-owned software beyond District boundaries, attempts to install privately-owned software onto a computer or the network or transmits any non• public-domain software via electronic mail or the Internet;

» Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without appropriate permission and supervision;

» Uses Dilley ISD network or computer resources for commercial or financial gain;

» Steals or vandalizes data, equipment or intellectual property;

- » Gains or attempts to gain unauthorized access to internal and external resources or entities, including "hacking" into networks, web sites, private electronic mail accounts, weblogs (biogs) or bulletin boards;
- » Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass District monitoring, security and content filtering devices;
- » Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a "troll" (lurking anonymously on message boards for the purpose of disparaging other users), engages in "flaming" (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;

Invades or assists others in invading the privacy of an individual or group, including cyberbullying and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;

Possesses or conveys any data in any form including magnetic (disk/ tape/ memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, employees will be held accountable for all activities and data transfers occurring on their computer.

Any illegal or illicit use will be tracked to the employee logged in. Employees will be held accountable for their computer whether they or another employee or student initiate the activity and must not let other employees or students access their computer.

Employees must properly log off the system before leaving their computer.

Limited Personal Use of District systems is permitted

Limited Personal Use includes actions such as checking private email accounts and accessing non-work-related web sites during breaks *provided the content complies with AUP guidelines, and provided this access does not interfere with the performance of assigned duties.*

Usage of Personal Electronic Devices

Employees are restricted in their usage of employee-owned personal electronic devices on District property and at District-sponsored events. Personal electronic devices include but are not limited to employee-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- » Employees are prohibited from using mobile and portable technology tools "smartphone" device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phones or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates School or District policies, including illicit and illegal use.

Employees are prohibited from using **any** cabled, USB or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone or MagicJack, on the District network.

Employees are prohibited from using film or digital cameras and film or digital camcorders in any way that violates School or District policies, including illicit and illegal use.

Employees are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to a PSP) in any way that violates School or District policies, including illicit and illegal use.

Employees may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB "pen" or "jump" drives (USB keys), or web• based/ Cloud-based file sharing sites to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software. Employees may not load a bootable, alternate operating system on any District• owned computer or attempt to boot a District computer directly from any employee• owned source or media, including floppy disks, CD/ DVD discs or USB devices ("pen" or "jump" drives, USB keys, USB hard drives or USB CD/DVD drives).

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Disclaimer

The District shall not be liable for any employee's inappropriate use of electronic communication resources, violations of copyright restrictions, users' mistakes or negligence or costs incurred by employees. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The District attempts to block, restrict, impede, or otherwise seeks to limit employee access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor employee content maintained on District systems. It is the policy of Dilley ISD to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by employees are not considered confidential and may be monitored at any time by District staff to insure appropriate use of the educational technology.

Dilley ISD has the right to restrict or terminate Internet, network or computer access at any time for any reason. The District also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Employee Acceptable Use Policy

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Employee Handbook and/or District and Board policies, including:
- Suspension with or without pay;
- Termination; and Legal action and/or prosecution by the authorities.

Remedies and Recourse

Employees accused of violating the Employee Acceptable Use Policy have full rights to due process and appeals as set forth in District Policy.

CONDUCT

Substitute Teachers should conduct themselves in a professional manner at all times while on duty. The Substitute Teacher should remember at all times they are in a role model position when on duty and conduct themselves appropriately around students and staff. The Substitute Teacher is obligated not to make comments about any student, teacher or administrator that will reflect negatively or put discredit upon that person or upon the teaching profession. A friendly, cooperative and cheerful attitude will set the tone for a good day.

Acceptance by faculty and students is largely dependent upon the attitude conveyed by the Substitute Teacher.

Substitute Teachers have a professional responsibility to protect a pupil's health, safety and welfare. All school staff members have the public's trust and confidence to protect the well-being of all pupils in the District. To that end, all school staff are held to the highest level of professional responsibility in their conduct. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated. A staff member's conduct will be held to the professional standards established by the Texas Board of Education.

Substitute Teachers are required to report to their building principal any possible violations of this policy. In the event the report alleges conduct by the building principal, the Substitute Teacher may report directly to the Administrator/Facilitator.

CONFERENCE TIME

Substitutes must remain on campus during conference times. You may need to be pulled to cover another classroom at this time. This is not a duty-free time for substitutes. You may also need to be on duty if requested by the campus administrator.

CONFIDENTIALITY

Any and all observations, conversations or negative behavior a substitute teacher observes or encounters during the school day should be kept confidential and discussed only with the school principal.

All school records and reports should be handled with care. Records and any information contained therein are confidential and should be treated as such.

CRIMINAL RECORDS

Any Substitute Teacher recommended for hire shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency. Employment is contingent upon results of the fingerprint criminal background check.

DIRECT DEPOSIT

All employees are required to be on direct deposit. You must complete the direct deposit form and turn it into the payroll department.

DISCIPLINE AND DISCHARGE

Substitute Teachers who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate business reason.

DISTRICT AND PERSONAL PROPERTY

All staff members are encouraged to exercise care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal.

It is your responsibility to ensure that your purse, wallet, and other personal property are kept in a safe place. The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function.

DRESS AND GROOMING

Substitute Teachers are expected to dress professionally in neat and clean attire that is consistent with the professional position of a regular teacher. Substitutes have to make a first impression every day.

DRUG-FREEWORKPLACE

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one which is:

- not legally obtainable;
- being used in a manner different than prescribed;
- legally obtainable, but has not been legally obtained; or
- referenced in federal or state controlled substance

acts. As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than two (2) days after such a conviction.

District Action Upon Violation of Policy: An employee who violates this policy may be subject to disciplinary action, including termination.

ELECTRONIC MAIL AND ON-LINE SERVICES

The District computers, e-mail and Internet/network systems are intended to be used for educational or work-related purposes only. Use for informal or personal purposes is permissible within reasonable limits. All e-mail/Internet/network records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, e-mail/Internet/network records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, users should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by users may not necessarily reflect the views of the District.

Abuse of computers, e-mail, Internet, or network systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to or including termination of employment.

The District may review e-mail/Internet/network records; users have no right or expectation of privacy in e-mail, the Internet or the network. The District owns the networking system and permits users to access it in the performance of their duties for the District. E-mail messages and electronic records are to be treated like shared paper files, with the expectation that anything in them is available for review.

EMERGENCY PROCEDURES

Substitute Teachers should be aware of procedures for emergencies.

Fire Alarm Procedures:

1. All lights should be turned off by student nearest them and the door closed by the last person leaving the room.
2. The teacher will be in control of the students at all times.
3. Walk fast, but do not run.
4. Do not talk.
5. Do not stop unless instructed to do so.
6. Teachers should instruct their students as to where to go in case of an emergency.

Tornado Drill Procedures:

1. The teacher should be in control of the students at all times.
 2. Walk fast, but do not run.
 3. Do not talk.
 4. Do not stop unless instructed to do so.
 5. Teachers should instruct the students as to where to go in case of an emergency.
- During tornado drills, students are usually led to a hallway or area with few windows. The students then face the wall and kneel down. Their head is placed on their knees and their head is covered with their hands. Continuous number of short rings of bells signal a tornado drill.

Lockdown Procedures:

Follow the guidelines of each campus. Generic lock down drills have the adult close and lock the door, turn off the lights, and place the students in a safe area in the classroom away from windows and doors. Remain calm and help the students do so as well.

EVALUATION

Every assignment will be part of your evaluation. All Substitute Evaluations are sent to Principal's Office and maintained in the Substitute's personnel file. A Substitute may be observed by an administrator while teaching without prior notice.

Building principals will investigate school level complaints concerning substitutes in conjunction with the Administrative Facilitator. Substitutes are expected to cooperate with any and all investigations. Substitutes may be requested to meet with the Administrative Facilitator, if necessary.

FOOD ALLERGIES AND ANAPHYLAXIS

Anaphylaxis can occur in some people after they are exposed to a substance to which they are severely allergic. The most common substances that trigger anaphylaxis are foods (peanuts, tree nuts, shellfish, soy, etc.) medications, and insect stings. It has been estimated that up to 15% of the population is at risk for anaphylaxis. What is anaphylaxis? Life-threatening, rapidly-occurring and therefore most severe form of allergic reaction resulting in breathing difficulty, loss of consciousness and a drop in blood pressure which may lead to death.

What are the symptoms of an anaphylactic reaction?

- Itchy red rash/hives
- swelling and itching of the lips, tongue, and face
- shortness of breath, cough or wheezing
- itching, swelling, or hoarseness of the throat
- Abdominal pain, discomfort, nausea, and or vomiting
- Passing out

What to do if a student has a severe allergic reaction (anaphylaxis)?

- Acknowledge emergency
- Act quickly, but don't panic
- Get help, call for nurse, call office
- Administer Epi-Pen
- Call 911

There is an online anaphylaxis training at allergyready.com that can be completed to gain further knowledge on this topic.

HANDLING MONEY

All campuses request substitutes to turn in any money to the office that students may turn into them for fundraisers.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited in the District and shall not be tolerated.

All complaints about behavior that may violate this policy shall be promptly investigated. Any Substitute Teacher who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal. Complaints against the building principal shall be filed with the Superintendent.

Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

HEALTH

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district. Staff members are encouraged to maintain optimum health through the practice of good health habits.

An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious.

HOURS

Substitute teachers are required to work the SAME LENGTH OF DAY as regular teachers. In elementary schools, the duty day is from 7:30 a.m. to 3:50 p.m. In middle and high schools the duty day is from 7:30 a.m. to 4:00 p.m. Substitute teachers are requested not to ask the individual building principals to be released early from their assignments unless there is an emergency situation. Be reminded that you will need to straighten the classroom and write any necessary notes to the classroom teacher prior to leaving for the day.

Substitute Teachers are given as much advance notice of their assignments as possible. It is expected that our substitutes will report to the building on time for these assignments or if notified late, as soon as possible. Don't wait in bed to be called. BE READY.

MEDICAL INSURANCE

The District will offer all employees, including substitutes, the option to obtain medical coverage through the District. The District will not contribute towards the premiums for the medical insurance. Each substitute will need to complete an enrollment form even if declining coverage. If you have any questions, please see Pam Bendele or Leticia Flores.

PHONE USE

Personal phone calls should be made on landlines or cell phones only during breaks and lunch. Texting should also only be done when on break or at lunch. Cell phones should be in quiet mode at all times.

RESIGNATIONS

If a Substitute Teacher decides that she/he no longer wishes to substitute or if personal circumstances should make it necessary to stop substituting, the Esmeralda Gauna should be notified immediately.

SAFETY

Dilley ISD recognizes the importance of providing a safe learning and working environment for students, staff and visitors. Safety education, accident prevention, and a formal loss control program all play a part in creating a safe environment. Attention to safety on the part of each individual Substitute Teacher is also an important part of a safe environment. Pro-actively devoting serious attention and effort towards safety and making it an integral part of day-to-day work is expected.

A District Safety Committee has been established to help implement the District's safety program and as part of an on-going effort to help ensure the safety and health of students, staff and others while on District property.

All injuries to students, employees, or guests that occur on District property must be reported to the proper authority no matter how trivial they seem. Be alert to safety hazards, the presence of strangers, and other unusual or suspicious situations and immediately report to the proper authority any incidents in which you witness an accident or are yourself injured.

TERMS OF EMPLOYMENT

A Substitute Teacher for Dilley ISD is a temporary position assigned on a day-to-day basis and is not long-term employment. Hours, wages and other conditions of employment are established by the Board of Trustees. Employment can be terminated at any time, with or without cause, and with or without notice, at the option of either the District or the substitute.

TOBACCO-FREE ENVIRONMENT

The District maintains tobacco free buildings and grounds. Tobacco includes, but is not limited to any substance intended for human consumption that contains tobacco, including cigarettes, e-cigarettes, vapor tobacco, cigars, snuff, smoking tobacco, and smokeless tobacco.

UNIVERSAL PRECAUTIONS IN A SCHOOL SETTING

The purpose of universal blood and body fluid precautions is to eliminate or minimize exposure to blood or other potentially infectious body fluids. All body fluids from another individual should be considered infectious. Appropriate barrier precautions should be used to prevent skin and mucous membrane exposure when in contact with blood or other potentially infectious body fluids of any person.

Hand washing is an important preventative measure in the spread of disease. Hands and other skin surfaces should be washed with soap and water after contact with blood or body fluids and after the removal of gloves. Antiseptic hand cleaners should be used when soap and water is not available.

All surfaces contaminated with blood or body fluids should be disinfected. Call custodians for cleanup since they have the necessary supplies for cleanup.

Do not pick up broken glass with your bare hands.

Articles contaminated with blood should be placed in a double plastic bag before being thrown away. Gloves (latex) should be worn when any contact with blood or other potentially infectious body fluid is anticipated. Gloves should be worn only once and then thrown away. Skin breaks should be covered with a bandage under the gloves.

WORKERS' COMPENSATION

All employees of the District are covered by workers' compensation benefits. In the event of an accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor,

4. Notify Worker's Compensation Representative (Regina Sambrano) at Central Office, if needed, to complete the necessary report form.

SUBSTITUTE TEACHER SPECIFIC INFORMATION

RESPONSIBILITIES, AUTHORITY AND DISCIPLINE

The substitute teacher should assume responsibility for supervision duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom or playground duty, or other duties as assigned by the school principal. The substitute teacher is also responsible for the full schedule of the regular classroom teacher. This includes the classroom day, outside duty and any special responsibilities performed by the absent teacher. These duties should be indicated on the teacher's lesson plans. The substitute is expected to follow the daily schedule of the teacher as closely as possible. If you have any questions concerning your duty responsibilities, please clarify these with the building principal,

The substitute teacher is required to report the following matters to the school office or an administrator:

- Personal injury to students or teacher
- Serious illness of any student
- Damage to school property
- Serious discipline problems or infractions of school rules
- Suspected abuse and/or neglect of students-- See “Child Abuse and Mandatory Reporting” section.

The substitute teacher must check with the office or school administrator before:

- Granting a student permission to leave school before the end of the regular dismissal
- Detaining students after dismissal time
- Sending notes or any communications (other than official school notices) to parents

The substitute teacher WILL NOT:

- Use corporal punishment
- Disturb items in teachers’ desk
- Criticize the regular teacher about his/her materials or methods
- Leave the classroom and students unsupervised during the school day (at any time)
- Call the regular teacher unless specifically requested to do so

The substitute teacher is responsible for maintaining effective classroom management/discipline and to make the students’ experiences as consistent as possible during the absence of the regular teacher. Disruptive student conduct in class is not acceptable. When and if serious problems arise, the substitute should feel free to turn to the building principal or responsible administrator for help. Please be assured that you asking for the principal’s assistance does not reflect negatively on your abilities as a substitute teacher. Substitute teachers are expected to teach the regular lessons assigned.

LEGAL ASPECTS OF SUBSTITUTE TEACHING

As with all jobs and professions, there are legalities that must be addressed. The following are some legal responsibilities you should be aware of:

- Supervision of Students - The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- Due Care and Caution - A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.
- Release of Children - Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the office.
- Administering Medication - Medication should only be administered by the school nurse or other appropriate health personnel, not the classroom or substitute teacher. If you know of medication requirements of a student, the health professional should be notified.
- Confidentiality - It is unprofessional and against the law to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical

- conditions, learning or discipline problems, etc.
- Anecdotal Records - Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.
 - Discipline Policies – Corporal punishment is not allowed to be administered by classroom teachers.
 - Dangerous Situations -A substitute teacher is responsible for making sure the learning environment is safe. This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment.
 - Mandatory reporters of child abuse or neglect—See “Child Abuse and Mandatory Reporting” section.
 - Notify Immediate supervisor- Within 72 hours, you must notify your immediate supervisor if you have been arrested or detained by police. These type of events reflect poorly on a substitute and could possibly lead to you being removed from the substitute list.

LESSON PLANS AND RELATED RESPONSIBILITIES

Each teacher at Dilley ISD has been required to prepared lesson plans. If you are unable to locate lesson plans at the teacher’s desk, you should contact the principal’s office immediately.

While you are entitled to your personal viewpoints, you are directed to follow the lesson plans provided by the teacher and to not share your personal views regarding lesson topics unless it is stated to do so.

PLACEMENT PROCEDURES

TEACHER REQUESTS FOR SUBSTITUTES

Individual teachers do not have the authority to hire substitute teachers to fill in for them. Only the secretary/clerk/assistant principal is authorized to do this. However, they do attempt to honor teacher requests whenever possible.

DAYS THE SUBSTITUTE TEACHER IS UNAVAILABLE TO TEACH

We sincerely appreciate the Substitute Teacher notifying the secretary/clerk/assistant principal of the days and/or weeks that he/she will be unavailable for assignment. It is helpful if the secretary/clerk/assistant principal is notified even if the unavailability is only for one day. This will alleviate unnecessary phone calls being made and expedites the substitute teacher assignment process.

BE WILLING TO RESPOND TO THE REQUEST OF THE SUBSTITUTE CLERK

The expectation is that you work as much as you can. Qualified substitute teachers who are most willing to come in to substitute whenever called upon are those substitutes who will be placed and considered most often for assignments. The secretary/clerk/assistant principal has many calls to make each morning. When substitutes are called and they are unavailable for assignment, they will be given a lower priority for future calls. We realize that there are times when emergencies arise and substitute teachers are unable to accept an assignment. If the substitute finds that they no longer want to be employed as a substitute, they should notify Esmeralda Gauna.

OTHER INFORMATION

THINGS A SUBSTITUTE TEACHER CAN DO FOR THE REGULAR CLASSROOM TEACHER

- Always look and act professionally.
- Follow the lesson plans. Teach, Teach, Teach!
- Leave notes about which students were helpful, which were discipline problems, how much work was accomplished, etc. Do this for each class in the middle and high schools.
- Maintain control of the class by maintaining control of yourself. Use calm voice tone at all times.
- Be consistent with existing class procedures.
- Keep accurate attendance reports.
- Enforce discipline. Handle discipline problems during the day, and if necessary, call the office for help.
- Leave the room clean and orderly.
- Don't just discipline ... praise the students for good work.
- Be friendly. Get to know staff and students.

CLASSROOM MANAGEMENT INFORMATION: How to Reach Compliance

Descriptive Requests--Positive requests that describe your desired outcome are better than ambiguous or general requests (i.e., "I need to have you sit in the seat facing forward and look at me" is better than a general, "Please pay attention.").

Starting and Stopping Requests--A request stated in a positive manner for a student to begin an appropriate behavior is better than one stated negatively to stop the behavior (i.e., "Please start your math assignment.") Instead of saying ("Please stop arguing with me.")

Question Statements Sometimes Create Obstacles to Compliance--Using questions rather than direct requests can serve to reduce compliance (i.e., "Would you please sit down?" is not as effective as "I need to have you sit down.").

Don't Be a Machine Gun by Continually Repeating Requests--It is much better to give the same request only twice rather than repeat it several times.

Up Close and Personal--A request made from up close (within 3 feet) is better than one made long distance (10 feet or across the classroom).

Use Eye Contact--Looking into the student's eyes is helpful.

Don't Hoot and Holler – Demonstrate Restraint--It is much better to respond to undesired behavior in a calm and matter-of-fact manner rather than responding emotionally (i.e., yelling, giving ultimatums, etc.). Make requests using a soft, but firm voice rather than a loud voice. Be considerate of other students, teachers and classrooms around you.

Time is Important--The student should be given time to comply with a request. The span of wait time should be about 5-10 seconds. While you are waiting, you should not converse with the student. Instead, look at the student, restate the request and wait for them to comply.

Do Not Ignore Compliance--It is always easy to request desired behavior from a student and then ignore the positive result. If you want to see more compliance, then genuinely reinforce it when it occurs.

Don't Ever "Swear To It"--Using profanity will get you nowhere and its use on school grounds will not be tolerated.

RESOURCES FOR SUBSTITUTE TEACHERS ON THE INTERNET

<http://www.teachers.net>

Has information for teachers and substitute teachers. Spotlights teachers and information on the internet.

<http://www.teachnet.com>

Teacher's Edition Online: Great resource. Lots of everything!

<http://www.education-world.com>

Education-World: Provides a database of some 50,000 sites that can be searched by grade level plus education news, lesson plans, and professional development resources.

<http://stedi.org/subs/>

Substitute Teaching Institute: To revolutionize the role of substitute teaching into an opportunity for educational excellence, through training, interaction, development of classroom management skills, working knowledge of teacher and district expectations, and "first-hand" experience with a "cross-section" of fill-in activities for both elementary and secondary grade levels.

http://newteachersupport.suite101.com/article.cfm/the_life_of_a_substitute_teacher

<http://www.teacherneedhelp.com/students/subtch.htm>

<http://www.proteacher.com/020019.shtml>

<http://www.gradebook.org/Substitute.htm>

Substitute Teacher Evaluation Form

Classroom Teacher Review:

Substitute Teacher's Name _____

Date(s) of Substituting _____

Upon your return to teaching, please answer the following questions regarding the substitute teacher assigned to your classroom. If you have determined the substitute teacher's performance was unsatisfactory, you must attach appropriate documentation and reasoning. Return this form to your campus principal.

Please check your responses below.

	Exceeds Expectations	Meets Expectations	Below Expectations
The substitute completed the lessons I planned.			
The classroom was left in good order.			
The substitute completed additional duties as assigned.			
Reports indicated that classroom management techniques were appropriate.			

Additional Comments:

Date: _____ Teacher's Signature: _____

Principal Review:

Principal Comments:

I had the opportunity to observe the substitute teacher. Yes _____ No _____

I have discussed the following concerns with the substitute teacher:

**Standard Response Protocol Training will be required of all substitutes.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee 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 his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary

action, including termination of employment. [See DCD and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional

responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential

information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or 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.

Reporting Improper Communication In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information An employee shall not be required to disclose his or her personal e-mail address or personal phone number to a student.

Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

Tobacco and E-Cigarettes An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

Alcohol and Drugs / Notice of Drug-Free Workplace As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Sanctions An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications An employee shall notify his or her principal or immediate supervisor 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 of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming An employee’s dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

DATE ISSUED: 10/16/2017

DH (LOCAL)

UPDATE 109 DH(LOCAL)-A



245 Highway 117 • Dilley, Texas 78017
Phone (830) 965-1912 • Fax (830) 965-4069
www.dilleyisd.net

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Parent Consent Form for Electronic Communications Based on Employee's Social or Family Relationship with a Student

I acknowledge that my child has a social or family relationship with the following District employee: _____(name).

In addition, I:

- Have been provided a copy of District protocols regarding electronic communications;
- Acknowledge that the employee's communications with my child are excepted from District policy and regulation; and
- Accept sole responsibility for monitoring electronic communications between my child and the employee listed on this form.

If I have any questions regarding electronic communication, I should direct those questions to the principal at _____(phone number or e-mail address).

Student's name (print): _____

Employee's name (print): _____

Position of employee in the District: _____

Parent's signature: _____

Date: _____

This consent will remain in effect until revoked by the parent.

Clocking In and Out Procedures for Substitutes

You must clock in and out each day that you work. When you clock in, you must indicate the name of the teacher/staff member you are substituting for. You must clock out when you go to lunch and then clock back in when you work in the afternoon. You are required to complete a paper Substitute Log for verification purposes which is turned into the campus secretary every two weeks when payroll is due.

The payroll office has notified me of three areas of concern:

1. Selecting the name of the wrong staff member that you are substituting for. **As soon as you notice you have selected the wrong name, you are to notify the secretary to get it corrected immediately.** This needs to be corrected at the campus by the secretary, not by payroll at central office weeks later.
2. Not clocking out and back in for lunch. **If you forget to clock out and back in for lunch, you will only be paid for the ½ day, not the full day.**

You are required to complete a paper Substitute Log to track when you subbed, that must be turned in every two weeks to the campus secretary.

I have read the procedures above and I understand that I am held accountable to them. Not following these procedures could lead to not getting paid and not remaining on the substitute list.

My Name (Print) _____

My Signature _____

Today's Date _____

Return to Work Form – COVID-19

To: Employees

Re: Returning to work

In order to return back to work, you must attest to and sign this form confirming that you are not currently exhibiting possible symptoms of COVID-19 or been in contact with any persons who have contracted COVID-19. This document must be signed by each person who is coming to any Dilley ISD facility.

By signing below, I acknowledge that I am not currently exhibiting any of signs or symptoms of COVID-19 which include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

I additionally acknowledge that I have had no known close contact with a person who is lab confirmed to have COVID-19 if exposure to the active confirmed case occurred within the last 14 days

Name

Date

Signature