

WHEN ARE SUBSTITUTES CALLED?

If an employee creates an absence prior to the day of the assignment, a sub may receive an advance phone call or may view the job online at www.aesopeducation.com. Subs may also call AESOP at 1-800-942-3767 to access available jobs.

Some calls to substitutes are placed early in the morning, usually beginning at 5:30 a.m. AESOP will inform the substitute of the campus and assignment for the day. All assignments should be recorded in the Substitute Handbook on the calendar provided – making note of the campus, teacher, length and time of the assignment, and the job’s confirmation number. **Please have this information handy when you arrive to the designated campus.**

Periodically, cancellations or changes do occur; therefore, substitutes are HIGHLY ENCOURAGED to **view the job online before leaving to check the status of the assignment.**

SCHOOL HOURS

Substitutes are required to follow the campus workday.

High School & Junior High School

7:00 a.m. - 3:30 p.m.

Elementary, Intermediate, & Middle School

7:45 a.m. - 4:15 p.m.

NOTE: ½ day = 4 hours 15 minutes

SALARY AND PAY DAYS

All substitutes are paid on a monthly basis. The salary is contingent upon the number of days worked during any particular payroll period. Substitutes are paid at varying daily rates and are paid according to their qualifications. See district website for *Compensation for Substitute Teacher* schedule.

A Payroll Schedule and a School Calendar are included in this Handbook.

DUTIES AND EXPECTATIONS OF MONTGOMERY SUBSTITUTES

As an at-will employee of MISD, you are expected to adhere to all district policies and procedures. You may access the Employee Handbook on-line at www.misd.org, under *Employment*.

Be punctual and remain on the campus the entire day. It is expected that substitutes should arrive at 7:00 A.M. on secondary campuses or 7:45 A.M. at K-6 campuses. Except in the case of emergencies, substitutes are expected to remain on the campus the entire day and leave only after all students have been dismissed. **STUDENTS MUST NEVER BE LEFT UNSUPERVISED.** The substitute teacher or aide must not leave the building during the day without permission from the principal.

Always check in and out of the building. Substitutes should notify the front office and sign in/out when they arrive and before they leave. In this way they can be given the appropriate plans, information, and substitute I.D. badge. Please return your badge when signing out.

Carry out all plans and duties. The substitute teacher should strive to preserve the regular routine of the class and to perform all the duties assigned. He/She should follow the plans left by the regular teacher, unless otherwise instructed by the principal. Do not feel that you are merely “babysitting” when the regular classroom teacher is absent. Make every attempt to follow the lesson plans left by the regular classroom teacher.

Note: MHS substitutes should check with the front office during the conference period to see if any assistance is needed. 2

Leave a note for the teacher regarding the day's activities. It is generally helpful to the teacher and to the continuity of the instructional program if the substitute leaves a note relating the activities of the day. It is helpful to include information about which lessons or assignments were completed and student behavior – both positive and negative.

Be professional. Circulate in the classroom and assist the students. Reading, eating in class, doing crafts, talking on the cell phone and other activities of this nature are not acceptable. In addition, use of the teacher or student computer in the classroom for **personal** use is NOT acceptable. Please use computers in the library during the conference period to access available jobs. **Infractions of this guideline will be taken seriously and may result in suspension or termination from the MISD substitute program.**

Keep confidential all information regarding students. Dress in a professional manner and be well-groomed at all times. During the school day, shorts may be worn only in the gym area. Short shorts are not appropriate.

WHAT ABOUT LESSON PLANS?

All teachers in Montgomery are required to develop weekly lesson plans and have them available for substitutes. In addition, Montgomery schools have substitute folders, which include essential information such as schedules, class lists, etc. Never hesitate to ask for assistance in locating or understanding these materials. Feel free to call upon other teachers, department chairpersons, principals and assistant principals in regard to any questions or problems that might occur.

WHAT ABOUT DISCIPLINE?

It is Montgomery's goal to ensure the best discipline possible during your substitute experience. In order to assist us in this goal, please check with the principal or department chairperson in regard to our discipline policies and procedures whenever working at a Montgomery school for the first time. Never hesitate to ask for assistance or suggestions in this area.

1. The substitute teacher or aide must **NEVER** administer corporal punishment to any student.
2. The substitute teacher and/or aide are expected to maintain a level of discipline in the classroom which is conducive to good learning.
3. When individual pupils cause behavior problems which are disruptive to good learning conditions, and the substitute cannot handle the situation after several attempts, the substitute teacher or aide should send those students to the office with a note explaining the circumstances.
4. Firm, fair treatment of all pupils, combined with engaging learning activities will preclude many disciplinary problems.
5. Posted in all elementary classrooms are the classroom rules to be followed by all students. The substitute teacher should reinforce the classroom discipline by the regular classroom teacher.
6. **THE KEY TO ASSERTIVE DISCIPLINE IS CATCHING STUDENTS BEING GOOD AND LETTING THEM YOU KNOW THAT YOU LIKE IT.**

HOW ARE SUBSTITUTES EVALUATED?

Substitutes are not formally evaluated in the Montgomery School District. Principals frequently recommend that certain substitutes be called to their building based on outstanding performance; therefore, it is imperative that substitutes perform at their best at all times. Some areas in which principals informally evaluate substitutes are as follows:

- * PUNCTUALITY
- * FLEXIBILITY
- * ABILITY TO WORK WITH STUDENTS
- * ABILITY TO WORK WITH OTHER FACULTY MEMBERS
- * ABILITY TO FOLLOW LESSON PLANS AND SCHEDULES
- * ABILITY TO MAINTAIN GOOD CLASSROOM CONTROL

WHAT ABOUT EMERGENCY SITUATIONS?

Substitutes should feel free to leave the Substitute Coordinator's office phone number, 936-582-5071, with family members. She can quickly provide the school and telephone number for the campus in which the substitute may be working. Schools are generally able to make arrangements should substitutes be called home on an emergency basis.

Should a substitute accept a position and later discover he/she is unable to fulfill it, a call should be placed to the Substitute Coordinator beginning at 5:30 a.m. and/or can be cancelled with AESOP no later than one hour before the school's startup time.

WHEN IN DOUBT

Substitutes should feel free to contact the Substitute Coordinator whenever questions arise regarding a teaching assignment. Viewing your schedule on AESOP should also help to eliminate confusion.

The Substitute Coordinator or the Human Resource Department can also be contacted for any general questions or concerns regarding the substitute program. Our building administrators are willing to assist you in regard to any problems or questions that occur at the campus level. It is everyone's goal to make substituting in Montgomery a rewarding and enjoyable experience.

NONDISCRIMINATION

Montgomery Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The district will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Assistant Superintendent of Administrative Services/Title VI/Title IX – Bobby Morris at (936) 582-1333.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Education – Kim Howze at (936) 597-6407 or call the Human Resource Department at (936) 582-1333.

Montgomery Independent School District

Responsible Use Technology Agreement for FACULTY & STAFF

Please return the last page of this agreement, signed by you, to your principal/supervisor.

The Montgomery Independent School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member is expected to follow all guidelines stated below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, faculty and staff acknowledge the following rules and conditions:

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).

Libel Laws - Publicly defaming people through the published material on the internet, email, etc...

Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

NETIQUETTE and APPROPRIATE USE GUIDELINES:

NETWORK RESOURCES - The use of the network is a privilege, not a right, and may be revoked if abused. Faculty/staff are personally responsible for his/her actions when utilizing the school's computer resources.

PRIVACY – Network storage areas are the property of the school district. The Network Administrator may review any storage area of the school network or email to maintain system integrity and to insure that faculty/staff are using the system responsibly. No one can claim a right to privacy or unrestricted speech in the use of the District's systems.

PERSONAL USE - Limited personal use is permitted as long as this does not increase the cost to the District or interfere with the operations of the network or with the performance of the employee's duties. Use of the district's computer (i.e. laptop), at home, can become a potential risk for viruses and spyware into the school network. Please use extreme caution when using district resources at home.

COPYING/DOWNLOADING – Faculty/Staff are NOT permitted to download or install any software, shareware, or freeware onto the school's computers (webshots, gator, yahoo messenger, kazaa, weatherbug, limewire, spybot, toolbars, screen savers, etc.) Faculty/Staff are NOT permitted to intrude into others' files.

INAPPROPRIATE MATERIALS OR LANGUAGE – Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. We ask that you report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public school environment. The use of district online systems for personal gain, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted.

ELECTRONIC MAIL – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.

FACULTY/STAFF UNDERSTANDING:

- I understand that passwords are private and I will not allow others to use my account name and password, nor try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Montgomery ISD has the right to access my information at any time.
- I understand that all student use of the Internet is to be vigilantly supervised.
- If I bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school, I understand that the district technology department personnel may scan the media for viruses and check for appropriate content. I will scan the media for viruses and check for appropriate content before using it on school equipment.
- I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments (e.g. Second Life), online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators.
- I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites such as MySpace, Bebo, and Facebook should not reflect negatively on my fellow teachers, staff, students, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet.
- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Montgomery ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.
- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, downloading music during school hours, playing online games, creating or printing inappropriate materials, printing excessive quantities, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without permission.
- I will refrain from attempting to bypass, or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, or web-based services and software not approved by the Montgomery ISD Administrators or Technology Department.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
- I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my principal/supervisor.
- I will follow all guidelines set forth by the District when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet Safety.

I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Section II



Substitutes FAQs:

General

What is the 1-800 number and web site?

1-800-942-3767 or www.aesopeducation.com

I am having problems logging on - can you help me?

Make sure you are using the correct ID and PIN number - refer to your Welcome Letter or contact your Aesop Administrator.

Who do I call if I am having problems?

AESOP Administrator – Carol Reissig – 936-582-5071

Can I use both the computer and the phone?

Yes.

I do not have a computer - will that put me at a disadvantage?

No. You will simply use the phone system to interact with Aesop.

What if Aesop calls and I miss the phone call?

You can simply call Aesop back using the 1-800 number or log onto the Web site.

What will show up on my caller ID when Aesop calls?

The Aesop phone number of 800-942-3767 will display on your caller ID.

Does Aesop call in alphabetic order or randomly?

Aesop will call in a random order.

Do I still have to fill out any paperwork?

Yes, prior to the beginning of each school year, paperwork will need to be updated at the Returning Substitute Meeting.

What if there are schools that I do not want to go to?

You can create your list of preferred schools in the AESOP system. You may also block your non-preferred schools.



What if there are subjects that I don't want to teach?

View the assignment online or listen carefully to the job assignment and reject any assignments that you are not comfortable with or interested in teaching.

What should I do if I can't make it the day I'm supposed to sub?

You may cancel a job no later than 1 hour prior to the assignment's start time. If you need to cancel less than one hour prior to the start time, contact the AESOP Administrator, Carol Reissig at 936-582-5071, and she will assist you with the cancellation.

Is there any limit to the number of jobs a sub can take at a time? (In other words, can someone who's really aggressive, take all the jobs?)

A sub can only work one job at a time. Aesop will not allow a sub's jobs to overlap. An aggressive sub can accept jobs for the whole week, if jobs are available, but a person can only be in one place at a time.

Am I at a disadvantage because I'm rarely home?

No. You can simply use the 1-800 number at your convenience, or log onto the web site from any internet-enabled computer.

Is the phone automatically updated with jobs when someone enters an absence on the Internet and vice versa?

Once an absence has been created both the phone and Internet will be updated at the same time.

If I accept a job for today will Aesop continue to call me?

No. Once you accept an absence for today Aesop will NOT call you nor will you see other jobs available on the Web site for today.



Functional

How do I accept a job?

You either go to the web site or use the phone.

I cannot find any jobs - can you help me?

- There may not be jobs available at this time
- The sub may have chosen to work at only one school and they must decide if they want to make themselves available to more schools
- They may have marked today as a Non work-day and no jobs will be shown

I do not want Aesop to call me on certain days - how can I do that?

On the web site go to Tell Aesop When To Call Me.

How many days in advance will Aesop call me?

Aesop will make calls two days in advance of the start date.

What if a teacher asks me to sub for him/her - how does that work?

Teachers must enter the absence into AESOP and the substitute will need to accept the job online or via phone. Unless you have been contacted by AESOP or the Substitute Coordinator, do not assume that you have the job.

If I accept a job over the phone, do I have to update my calendar on the web?

No. Your calendar will be automatically updated.

If I change my phone number or PIN, how long does it take for that to become effective?

Instantaneously. Remember: your PHONE number is your login ID number!

How often can I change my phone number? For example, if I am going to be out during the day, can I change it to my cell phone number, then back again later that day?

You can change your phone number as often as you deem necessary.

What if I forget the details to the absence? Can I retrieve them from Aesop?

WEB: View *My Schedule* and the detail information are listed below. You can also review your upcoming schedule over the phone.

Section III

HOW TO GET CONTROL

Until there is control in the classroom, there is nothing else. Control is not meant to be conformity to a rigid authoritarian discipline, but rather a social adjustment to group living. No doubt, there has been some sharing, some give and take at home, but more self-discipline will be expected at school.

The master teacher maintains order, not by demanding it, but by letting the children know what is expected. Clear directions are given rather than long explanations. During the first week, the teacher achieves control primarily by "being on stage" most of the time. The children's names are learned as soon as possible and pronounced correctly. The teacher is friendly, fair, firm, and consistent. As the children grow, they are guided into thinking about and determining their own limitations.

The Well Modulated Voice

It is easy for the inexperienced teacher to assume that it is necessary to talk louder to a group of small children. Actually, the reverse is true. If the teacher's voice is low, it not only makes a contribution to a relaxed atmosphere but it convinces children that they must listen when the teacher talks.

ASSERTIVE DISCIPLINE

Some Preventive Measures

1. At the beginning of the school day, learn the names of the pupils quickly.
2. Study the seating of the pupils.
3. Keep your eyes open.
4. Learn to involve in the activity the pupils whose attention is wandering.
5. Make every effort to avoid all suggestions of criticism, disorganization or anger before the group.
6. If a member of the group obstructs the work, the treatment of the case should be calm, dignified, and firm.
7. Use special occasions to convey to pupils that you are interested in them as human beings.
8. Do not draw an issue so closely that somebody has to give in.

Avoiding Trouble

1. Isolate a child from the group when he/she is losing self-control.
2. Do not try to talk with the child until both of you have "cooled off" enough to talk rationally.
3. Be truthful and honest with children.
4. If the child has damaged property, let him/her propose a method of restitution.
5. When a matter is settled, do not bring it up again.
6. Do not publicize offenses and their treatment before the other children.
7. Ask for help from your principal and others in the school, but do not wait until the situation has become extreme.
8. Do not make an issue of something that is trivial.

CLASSROOM CONTROL: FIFTEEN WAYS TO GET IT

1. **You want them quiet so you can begin:**

Don't say, "Be Quiet!" Give a positive direction instead of a negative one. Don't say, "I'll begin when everyone is quiet," either, because someone may steal the stage by waiting for almost quiet before making noise. And if you ask them, "Didn't you learn how to obey?" or any other rhetorical question, you may well get a "smart aleck" reply.

Do give instructions when you have everyone's attention.

2. **You want them quiet so they can finish a project:**

Don't threaten them with "Quiet down or we can't continue." They may test you to see if you really mean it.

Do give positive directions for quiet, like "Whisper to your partner," or "You may talk to your right-hand neighbor but to no one else."

3. **You want them to speak softly:**

Don't yell to get attention. The class will copy you.

Do speak softly but firmly yourself, setting the pattern for quietness.

4. **You want someone to stop what he or she is doing:**

Don't just tell him/her to stop doing it. He/she won't know what to do instead.

Do tell him what to do instead and why the new activity is better.

5. **You want to prevent something (touching things, getting out of line, etc):**

Don't say "Don't." Some children may want to find out what happens if they do.

Do awaken the class appreciation for courtesy, safety, objects d'art, etc., and give positive directions, like: "Stay in line," "Hands behind your backs," etc.

6. **You want them to develop a sense of responsibility:**

Don't treat them or speak to them as though they can't be trusted. They may accept your judgment and act to prove you're right.

Do give them responsibilities.

7. **You want them to stay in their seats:**

Don't insist on their sitting beyond their endurance.

Do plan frequent opportunities for physical movement so they can stretch.

8. **You want them to learn from experience:**

Don't shield them from making bad decisions--you want them to become independent thinkers and to learn to survive their mistakes.

Do give them chances to make decisions to experience the consequences--good and bad. Discuss the consequences as guidance for the future.

9. **You want them to improve their work:**

Don't concentrate on their mistakes. It often makes children afraid to speak or act for fear of being wrong.

Do improve their self-confidence by praising the positive aspects of what they do, as well as showing them where they're wrong.

10. **You want them to know an activity is going to be fun:**

Don't say, "We're going to have a lot of fun this month." School is a child's work--admit it. Besides, the child who has had unpleasant school experiences in the past will probably be saying to himself, "Like fun we are."

Do let your enthusiasm serve as a model and let them discover the fun for themselves. Offer your opinion afterward, but don't force anyone to agree with you.

11. **You want to teach something you think is new to them:**

Don't assume it's new to them. If it isn't, they'll think you're talking down to them. Also, don't assume they're ready to learn it, because if they're not, their problems at the beginning may prejudice them against the rest of the activity.

Do find out what they already know about the subject. If they don't have the requisite background knowledge and skills, teach these first.

12. **You want to help a child who can't get the answer:**

Don't do it for him/her.

Do show him/her how -- but not on his/her own paper. Explain the steps verbally, then give him/her a chance to do it himself and explain it back to you.

13. **You want to individualize instruction:**

Don't start on the first day, and don't start with the whole class. Not all the students may be ready for individualization.

Do study your children to learn individual needs and have your most capable youngsters be the first to work independently. They'll set the pattern for the rest of the class.

14. **You want the whole class to learn something one or two already know:**

Don't make the one or two sit there and listen. They probably won't.

Do suggest an alternate activity for them, either separate from the class or in a leadership role.

15. **You want to regain the control that you've lost:**

Don't threaten. There may be someone who'll test you to see if you mean it.

Don't contradict yourself. For example, if you say, "This is the last time I'm telling you," don't say it again five minutes later.

Do enlist the cooperation of the class in setting up new rules. (Beware of accepting children's very stringent notions of punishment.) Do make changes in the situation so that it's new -- new seating arrangements, new sequences of activities, different methods of teaching, variety on class structure, etc. Do react to any infringement of a rule with a reaction suited to the offense. For some children, just a glance will do.

WAYS TO SAY "GOOD FOR YOU"

Everyone knows that a little praise goes a long way in any classroom.

But, "a little praise" really needs to be something more
than the same few phrases
repeated over and over.

Here are some additional possibilities.

That's really nice.

Thank you very much.

I'm very proud of the way you worked today.

That's great.

I like the way you're working.

KEEP UP THE GOOD WORK.

EVERYONE'S WORKING SO HARD.

That's quite an improvement.

Much better.

Keep it up.

It's a pleasure to teach when you work like this.

Good job.

What neat work!

I like the way Tom/Susan is working.

MY GOODNESS, HOW IMPRESSIVE!

You're on the right track now.

You really out did yourself today.

Congratulations! You got it right.

That's right! Good for you.

I bet your mom and dad would be proud to see the job you did on this.

BEAUTIFUL

SOMETHING TO THINK ABOUT...

"Children Learn What to Live"

If a child lives with criticism, he learns to condemn...

If a child lives with hostility, he learns to fight...

If a child lives with fear, he learns to be apprehensive...

If a child lives with pity, he learns to feel sorry for himself...

If a child lives with ridicule, he learns to be shy...

If a child lives with jealousy, he learns to feel guilty...

BUT

If a child lives with tolerance, he learns to be patient...

If a child lives with encouragement, he learns to be confident...

If a child lives with praise, he learns to be appreciative...

If a child lives with acceptance, he learns to love...

If a child lives with honesty, he learns what truth is...

If a child lives with fairness, he learns justice...

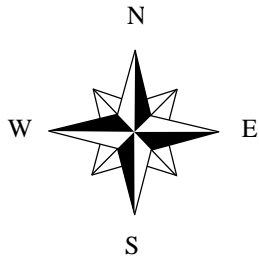
*If a child lives with security, he learns to have faith in himself
and those about him...*

*If a child lives with friendliness, he learns the world is a nice
place in which to live...*

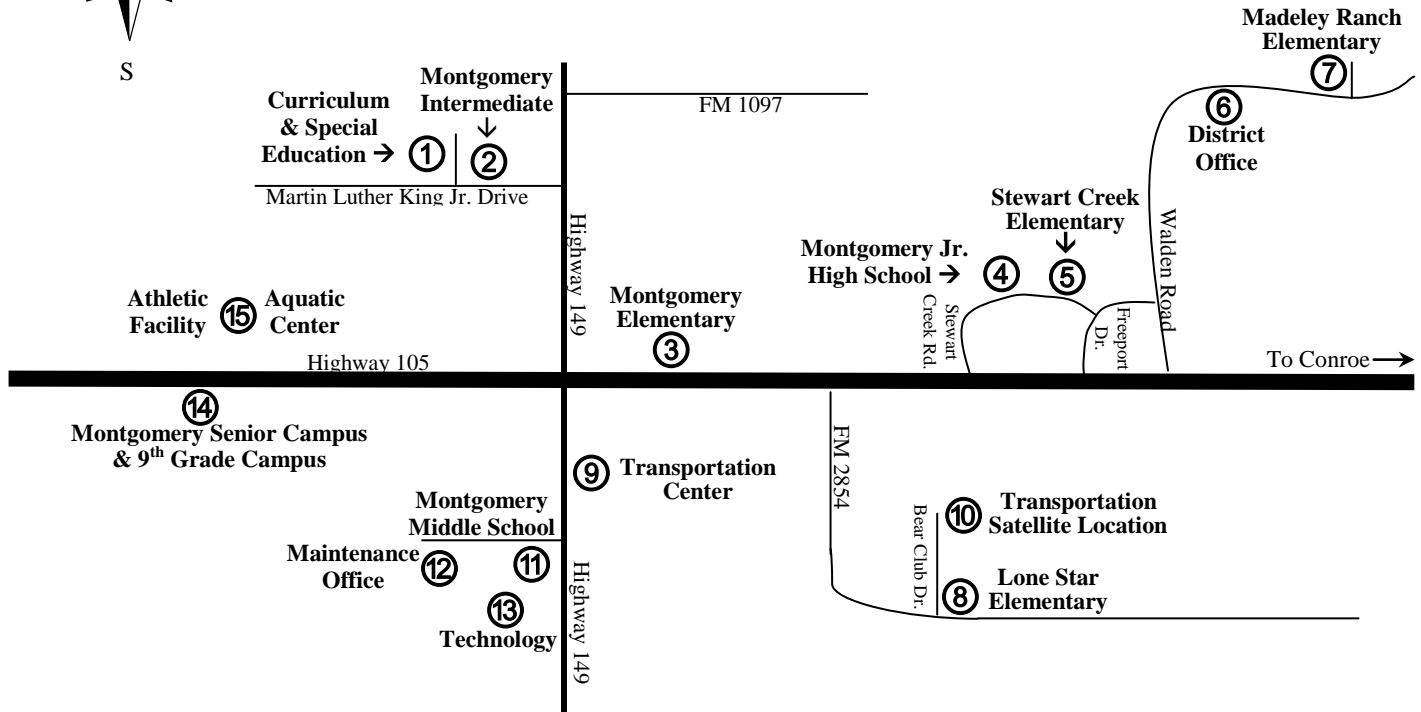
WHAT IS YOUR CHILD LIVING????

Dorothy L. Law

Section IV



Facilities Location Map For MONTGOMERY INDEPENDENT SCHOOL DISTRICT



- | | |
|--|---|
| <p>① Montgomery ISD Curriculum/Special Education (Annex behind MIS)
700 Dr. Martin Luther King Jr. Drive, Montgomery, TX 77356
Curriculum - Assoc. Superintendent: Dr. Babette Eikenberg
(936) 582-1333 Fax: (936) 597-7922
Spec. Education - Director: Kim Howze
(936) 597-6407 Fax: (936) 597-6418</p> | <p>② Montgomery Intermediate School (5)
700 Dr. Martin Luther King Jr. Drive, Montgomery, TX 77356
(936) 597-6494 Fax: (936) 597-6497
Principal: Jada Mullins</p> |
| <p>③ Montgomery Elementary School (PK-4)
20774 Eva Street, Montgomery, TX 77356
(936) 597-6333 Fax: (936) 597-6339
Principal: Wendy Graves</p> | <p>④ Montgomery Junior High School (7-8)
19000 Stewart Creek Road, Montgomery, TX 77356
(936) 582-6400 Fax: (936) 582-6329
Principal: Duane McFadden</p> |
| <p>⑤ Stewart Creek Elementary (PK-4)
18990 Stewart Creek Road, Montgomery, TX 77356
(936) 582-5355 Fax: (936) 582-5360
Principal: Judy Drummond</p> | <p>⑥ Montgomery ISD District Office
13159 Walden Road, Montgomery, TX 77356
(936) 582-1333 Fax: (936) 582-6457
Superintendent: Jim Gibson</p> |
| <p>⑦ Madeley Ranch Elementary (PK-4)
3500 Madeley Ranch Road, Montgomery, TX 77356
(936) 582-7500 Fax: (936) 582-7505
Principal: Sonja Lopez</p> | <p>⑧ Lone Star Elementary (PK - 4)
16600 FM 2854, Montgomery, TX 77316
(936) 588-6100 Fax: (936) 588-5941
Principal: Carolyn Fiaschetti</p> |
| <p>⑨ Montgomery ISD Transportation Center
13900 Liberty Street, Montgomery, TX 77316
(936) 597-6659 Fax: (936) 597-3074
Director: Mike Foster</p> | <p>⑪ Montgomery Middle School (6)
13755 Liberty Street, Montgomery, TX 77316
(936) 597-7070 Fax: (936) 597-7074
Principal: Sheryl Moore</p> |
| <p>⑩ Transportation Satellite Location
15696 Bear Club Drive, Montgomery, TX 77316</p> | <p>⑬ Montgomery ISD Technology
13759 Liberty Street, Montgomery TX 77316
(936) 597-3155 Fax: (936) 597-6409
Director: Steve Bodman</p> |
| <p>⑫ Montgomery ISD Maintenance (Behind MMS)
13763 Liberty Street, Montgomery, TX 77316
(936) 597-6606 Fax: (936) 597-6658
Director: Keith Haws</p> | <p>⑮ Montgomery ISD Athletic Facility/Aquatic Center
22628 Hwy 105 West, Montgomery, TX 77356
(936) 597-6046 Fax: (936) 597-6419
Athletic Director: Clint Heard</p> |
| <p>⑭ Montgomery High School
22825 Hwy 105 West, Montgomery, TX 77356
Senior Campus: (936) 597-6401 Fax: (936) 597-6415
9th grade Campus: (936) 597-2000 Fax: (936) 597-2015
Principal: Phil Eaton</p> | |



Eliminate
Problem
Situations

S. T. E. P. S.

Refers to Montgomery Independent School District's approach to resolving situations which occasionally cause parents, teachers, and students concern.

Resolving those situations quickly and to the satisfaction of all parties is beneficial to the children and the educational program.

The steps 1-4 shown below are the quickest and best methods for reaching satisfactory solutions. Please use them should you ever encounter a situation in Montgomery I.S.D. which is a concern to you.

Athletic Director	597-6046
Business & Finance	582-1333
Child Nutrition (Meals)	582-1333
Curriculum & Instruction.....	582-5026
Day Care	597-6888
Human Resources	582-1333
Maintenance/Custodial	597-6606
Lone Star Elementary	588-6100
Madeley Ranch Elementary.....	582-7500
Montgomery Elementary	597-6333
Stewart Creek Elementary	582-5355
Montgomery Intermediate	597-6494
Montgomery Middle School.....	597-7070
Montgomery Jr. High.....	582-6400
Montgomery HS Senior Campus	597-6401
Montgomery HS 9 th Grade Campus.....	597-2000
Special Education	597-6407
Superintendent	582-1333
Transportation.....	597-6659
Technology	597-3213

CONTACT THE APPROPRIATE STAFF MEMBER

The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, or bus driver, etc. Over 95% of the concerns are resolved at this level.



CONTACT THE PRINCIPAL

A professional educator is in charge of each campus and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available from the principal.



CONTACT THE APPROPRIATE DISTRICT ADMINISTRATOR

This may be the Director of Athletics, Child Nutrition, Human Resources, Transportation, or Special Education; Assistant Superintendent for Administrative Services; Associate Superintendent for Curriculum; or the Superintendent. This step should be taken only when steps one and two have not resolved the concern. Starting at this step will result in your being asked to attempt steps one and two first.



CONTACT THE SCHOOL BOARD

After taking steps 1-3 above without resolving a concern, a request in writing for a School Board hearing is step 4. This written request is made through the Superintendent.

2011-2012 Payroll Schedule

Payroll Clerk: (936) 582-1333

2011

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
JANUARY							FEBRUARY							MARCH							APRIL											
						1			1	2	3	4	5			1	2	3	4	5							1	2				
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9					
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16					
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23					
23	24	25	26	27	28	29	27	28	27	28	29	30	31	24	25	26	27	28	29	30												
30	31																															
MAY							JUNE							JULY							AUGUST											
										1	2	3	4							1	2											
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9			1	2	3	4	5	6				
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	7	8	9	10	11	12	13					
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	14	15	16	17	18	19	20					
22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30	21	22	23	24	25	26	27							
29	30	31												31							28	29	30	31								
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER											
						1							1												1							
							2	3	4	5	6	7	8			1	2	3	4	5							1	2	3			
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	5	6	7	8	9	10					
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17					
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24					
25	26	27	28	29	30	30	31	27	28	29	30	25	26	27	28	29	30	31	25	26	27	28	29	30	31							

2012

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
JANUARY							FEBRUARY							MARCH							APRIL									
1	2	3	4	5	6	7	5	6	7	8	9	10	11	4	5	6	7	8	9	10	1	2	3	4	5	6	7			
8	9	10	11	12	13	14	12	13	14	15	16	17	18	11	12	13	14	15	16	17	8	9	10	11	12	13	14			
15	16	17	18	19	20	21	19	20	21	22	23	24	25	18	19	20	21	22	23	24	15	16	17	18	19	20	21			
22	23	24	25	26	27	28	26	27	28	29	25	26	27	28	29	30	31	22	23	24	25	26	27	28						
29	30	31												29	30	31	29	30												
MAY							JUNE							JULY							AUGUST									
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7										
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	5	6	7	8	9	10	11			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	12	13	14	15	16	17	18			
27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25					
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER									
						1																								
							1	2	3	4	5	6																		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8			
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22			
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29
30														25	26	27	28	29	30	30	31									

*Employees will be paid for the previous month's work on the 15th of each month.



Montgomery Independent School District

2011-2012 School Calendar



August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

First Day of School
Monday, August 22

Last Day of School
Thursday, May 31

Graduation
June 2, 2012 (*tentative*)

Grading Periods

Aug. 22 - Sept. 30	29 days
Oct. 3 - Nov. 11	29 days
Nov. 14 - Jan. 12	29 days
Jan. 17- Feb. 24	28 days
Feb. 27 - Apr. 13	29 days
Apr. 16 - May 31	33 days
Total School Days	177

Staff Development/Workday

Aug. 12-19, Oct. 10, Jan. 13, Feb. 20, June 1

Holidays

Labor Day	Sept. 5
Student Holiday	Oct. 10
Thanksgiving Break	Nov. 21-25
Winter Break	Dec. 19-30
Student Holiday	Jan. 13
Martin Luther King	Jan. 16
Student Holiday	Feb. 20
Spring Break	Mar. 12-16
Good Friday	Apr. 6
Memorial Day	May 28

Bad Weather Days

Feb. 20 and June 1

Early Release Days

Secondary (11:30 a.m.)	Dec. 15-16 & May 30-31
Elementary (1:00 p.m.)	Dec. 16 & May 31

Secondary Final Exams

Dec. 13-16, May 25, 29-31

Legend

- 6 Week Period Begins
- 6 Week Period Ends
- Staff Development/Workday
- Holiday
- Secondary Early Release
- District Early Release

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

For all testing dates, see
www.misd.org
or contact the appropriate campus.

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 First Day of Instruction	23	24	25	26	27
28	29	30	31			

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Dist-wide Holiday	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 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Student Holiday	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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
THANKSGIVING HOLIDAYS						
27	28	29	30			

December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 HALF DAY A.M FOR SECONDARY SUBS	16 HALF DAY A.M. FOR SECONDARY SUBS	17
18	19	20	21	22	23	24
CHRISTMAS						
25	26	27	28	29	30	31
HOLIDAYS						

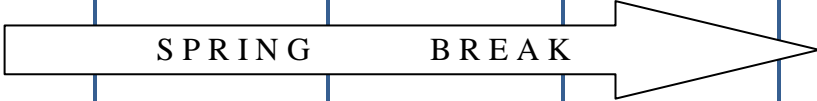
January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13 Student Holiday	14
15	16 Dist-wide Holiday	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Student Holiday	21	22	23	24	25
26	27	28	29			

March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
 A large white arrow pointing to the right, spanning from the middle of the 12th to the middle of the 17th. The words "SPRING" and "BREAK" are written in black, all-caps, sans-serif font inside the arrow's shaft.						
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Dist-wide Holiday	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 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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 Dist-wide Holiday	29	30 HALF DAY A.M. FOR SECONDARY SUBS	31 HALF DAY A.M. FOR SECONDARY SUBS		

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Student Holiday	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