

**MONTGOMERY INDEPENDENT SCHOOL  
DISTRICT**



**Substitute Handbook**  
**2023 - 2024**

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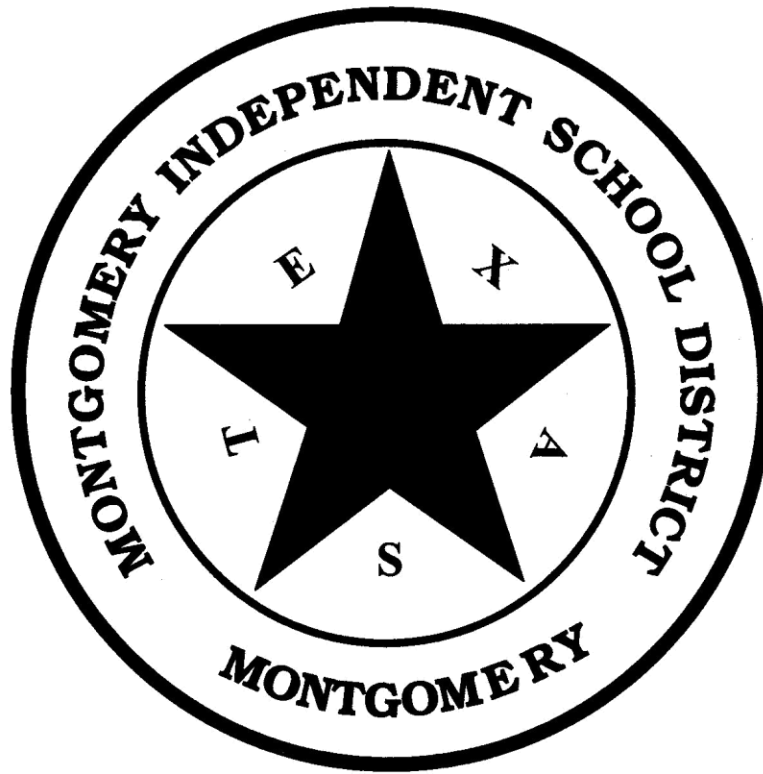
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## **PREFACE**

This booklet has been developed to answer questions most frequently asked by our substitutes. We hope this information will help make substituting in Montgomery Independent School District a productive and rewarding experience.

Montgomery Independent School District seeks people who can relate well to children and adults. Former teachers, registered nurses, business people and others who like working with students and have the school hours free are invited to apply. Effective September 2, 1998, all applicants must have a minimum of 50 college hours to substitute as a teacher in the Montgomery Independent School District. To substitute as a paraprofessional, applicants must show proof of a high school diploma or G.E.D.

For questions regarding the Montgomery ISD substitute program, please contact the Human Resource office at (936) 276-2000 or Carol Reissig, the Absence Management Coordinator, at (936) 276-2105 or [carol.reissig@misd.org](mailto:carol.reissig@misd.org).

# **SECTION I**

**CAMPUS INFORMATION FOR SUBSTITUTES**

**Keenan Elementary School  
19180 Keenan Cut Off Road  
Montgomery, TX 77316**

**Phone #: 936-276-5500**

**Fax #: 936-276-5501**



<b>Principal:</b>	<b>Mallory Kirby</b>
<b>Assistant Principal:</b>	<b>Melissa Freeman</b>
<b>Assistant Principal/504:</b>	<b>Kate Norsworthy</b>
<b>Counselor:</b>	<b>Kim Wunderlich</b>
<b>Secretary:</b>	<b>Heather Norris</b>
<b>Registrar:</b>	<b>Brandi Tidwell</b>
<b>Receptionist:</b>	<b>Sarah Riley</b>
<b>Nurse:</b>	<b>Theresa Muesel</b>
<b>Maintenance:</b>	<b>Mike Baier</b>
<b>Arrival Time:</b>	<b>7:45am</b>
<b>Departure Time:</b>	<b>4:15pm</b>

**Dress Code:** Please dress professionally at all times. You must exceed expectations listed in the student dress code. Tennis shoes, spirit t-shirt and jeans are allowed on Mondays and Fridays.

**Parking:** Enter through the first driveway and park in the front lot. You will need to walk to the front doors to enter.

**Building Access:** At 7:45, the front door will be opened for you. Our campus is equipped with controlled access therefore the office staff will have to give you access to enter the main area of the office.

**Sign In/Sign Out:** When you enter the front office area, please go to the Time & Attendance kiosk to scan in. It is located on the counter behind the receptionist. Classroom/Restroom key will be given to you upon arrival. Please return key at the end of the day in the bucket located near the Time & Attendance kiosk. All sub folders will be in the teacher's classroom. Make sure to scan out at same kiosk at the end of the day.

**Duties:** See lesson plans provided by the teacher for duty assignment. Always be on time to morning/afternoon duty, specials, P.E., lunch, etc. Please see another teacher if you have any questions about the assignments, schedule or procedures.

**Computer Usage:** Please use only your substitute login. We ask that you follow the District Policies and Procedures on Technology use. If there is a piece of equipment that you are unable to operate ask another teacher for assistance.

**Confidentiality:** Confidentiality must be observed at all times. Any concerns you have regarding a teacher, student, curriculum, etc. may be directed to School Secretary, Heather Norris so that she can appoint the correct administrator with whom you would need to speak.

**Lincoln Elementary School**

700 Dr. Martin Luther King Jr.

Montgomery, TX. 77356

Phone 936-276-4700 Fax 936-276-4701



**Principal: Kerri Ashlock**

**Assistant Principal: Cheryl Mallant**

**Counselor: DeAnna Peterson**

**Secretary: Penny Olbrych**

**Registrar: Erica Nalbach**

**Receptionist: Corrine Casillas**

**Nurse: Ladonna Meeler**

**Maintenance: Bobby Nickerson**

**Arrival Time: 7:45 am**

**Departure Time: 4:15pm**

1. **Parking:** Enter through the first driveway and park.
2. **Building Access:** Doors unlock at 7:50. Office staff will be able to give you access prior to 7:50. You will enter through the front door.
3. **Sign In:** The Time & Attendance kiosk is in the front office.
4. **Duties:** See lesson plans provided by the teacher for duty assignments. Always be prompt for Specials, lunch, etc. See another grade level teacher if you have any questions. Call the front office for behavior issues.
5. **Computer Usage:** Please use only your substitute log-in. We ask that you follow the District Policies and Procedures on technology use. If you need assistance, please ask a staff member for help.
6. **Confidentiality:** Please always observe confidentiality. Any concerns you have may be discussed with the Administration.
7. **Dress Code:** Spirit shirts and jeans may be worn on Mondays and Fridays. Professional dress Tuesday-Thursday.
8. **Transportation/Changes of Transportaion:** Please have students turn in their notes to you, put notes in folder and hang outside your door, along with attendance at 10:00am. Check the folder outside of your door at the end of the day for any further changes.

Thank you for subbing for Lincoln ES today. We appreciate you!

# Lone Star Elementary

16600 FM 2854

Montgomery, Texas 77316

Phone: 936-276-4500

Fax: 936-276-4501



<b>Principal:</b>	<b>Christopher Stowe</b>
<b>Assistant Principal:</b>	<b>Courtney Katkoski</b>
<b>Counselor:</b>	<b>Dawn Walls</b>
<b>Secretary:</b>	<b>Rebeca Caldas</b>
<b>Registrar:</b>	<b>Chrys Rogers</b>
<b>Nurse:</b>	<b>Monica Smith</b>
<b>Maintenance:</b>	<b>Mike Baier</b>
<b>Arrival Time:</b>	<b>7:45am</b>
<b>Departure Time:</b>	<b>4:15pm</b>

**1. Parking:** Enter through the visitor parking lot; it is the first driveway.

**2. Building Access:** At 7:45 a.m., the front door will unlock. (Door 1) Our campus is equipped with controlled access; therefore, the office staff will have to give access to enter the main area of the office.

**3. Sign In:** When you enter the front office area, please go to the Time & Attendance kiosk to log in. It is located in Work Room 1, which is just past the glass case and library. All sub notes/folders can be picked up with our front desk receptionist.

**4. Duties:** See lesson plans provided by the teacher for duty assignment. Always be on time to specials, P.E., lunch, dismissal. Please see another teacher if you have any questions about the assignments, schedule or procedures.

**5. Computer Usage:** Please use only your substitute login. We ask that you follow the District Policies and Procedures on Technology use. If there is equipment that you are unable to operate, please ask a member of our staff for assistance.

**6. Confidentiality:** Please observe confidentiality at all times. Any concerns you have regarding a teacher, student, curriculum, etc. may be directed to Rebeca Caldas so that she can appoint the correct administrator with whom you would need to speak.

**7. Dress Code:** Graphic shirts and spirit shirts on Monday & Friday are acceptable. Please no shoes without a sturdy sole,(no foam).

**We sincerely hope you enjoy our students and staff.**

**Thank you for working at Lone Star Elementary, We appreciate you!**

MADELEY RANCH ELEMENTARY  
3500 MADELEY RANCH ROAD  
MONTGOMERY, TX 77356  
PHONE - 936-276-4600 FAX - 936-276-4601



Principal: SHELBY SMITH  
Assistant Principal: JEWEL TUCKER  
Counselor: TRACIE VICKERY  
Secretary: LISA KEATING  
Registrar: HILARY MARINE  
Nurse: STACEY BACKHUS  
Maintenance: JAMES VEILLON  
Arrival Time: 7:45am  
Departure Time: 4:15pm

- 1. Parking:** Enter through the visitor/car rider area. You will need to enter the building through the front entrance.
- 2. Building Access:** At 7:45, the front door will be opened for you. Our campus is equipped with controlled access therefore the office staff will have to give you access to enter the main area of the office.
- 3. Sign In:** The sign-in kiosk is at our front desk; we will assist you and give you the sub folder for your classroom assignment.
- 4. Duties:** See lesson plans provided by the teacher. Always be punctual to specials, lunch, etc. Please see another teacher if you have any questions about the assignments, schedule or procedures.
- 5. Computer Usage:** Only use your assigned substitute login. We ask that you follow the District Policies and Procedures on Technology use. If there is a piece of equipment that you are unable to operate ask another teacher for assistance or our campus TIM, Andrea Serrill.
- 6. Confidentiality:** Confidentiality must be observed at all times. Any concerns you have regarding a teacher, student, curriculum, etc. should only be discussed with our Principal, Mrs. Shelby Smith or our Asst. Principal, Mrs. Jewel Tucker.
- 7. Hallway Procedures:** Students will walk quietly in a straight line.
- 8. Transportation changes:** Before dismissal, check the box outside your classroom for transportation notes from the front office.
- 9. Dress Code:** Professional and presentable spirit shirt and jeans, Monday and Friday. Professional dress Tuesday-Thursday.

THANK YOU SO MUCH FOR BEING ONE OF OUR GUEST TEACHERS!  
WE APPRECIATE YOU!





## Montgomery Elementary School

13755 Liberty St

Montgomery, TX 77316

Phone #: 936-276-3600

Fax #: 936-276-3601

*Welcome to Montgomery Elementary School!* Your work day is from 7:45 AM to 4:15 PM. Our campus dress code is as follows: Monday and Friday—you may wear jeans with a spirit shirt. Tuesday, Wednesday, and Thursday please dress in professional attire.

1. *Parking:* Please park in the front parking lot on the lower level. You will enter through the front doors to our reception area.
2. *Sign In:* At 7:45, office staff will let you into the building. When you enter the front office area, please go to the Time & Attendance kiosk to scan in. Please see the receptionist if you are unsure of the kiosk location.
3. *Duties:* The sub plans, duty assignments and the schedule for the day will be provided by the teacher and left on the teacher desk. We expect our students at MES to move through the hallways quietly so as not to interrupt the instruction of other classes. Students will walk with their hands at their sides with the teacher at the front of the line. An attendance sheet will be provided for you in the teacher's sub folder. Please have this form signed and completed no later than 10 AM. Attendance should be clipped on the basket outside of the classroom door when completed. If you have questions about procedures, schedules, or assignments, please reach out to a teacher for assistance.
4. *Specials:* It is important that your class is on time for specials: PE, Music, Art, or Computer. Please see another teacher on your team if you have any questions about which specials your class is scheduled to report to that day.
4. *Computer Usage:* Please use only your substitute login. We ask that you follow the District Policies and Procedures on Technology use. If there is a piece of equipment that you are unable to operate, please ask a teacher for assistance.
5. *Confidentiality:* Confidentiality must be maintained at all times. Any concerns you have regarding a teacher, student, curriculum, etc. may be directed to our Principal—Bobby Ingalls, our Asst. Principal—Kim Campbell, or our Counselor—Natalie Skrehot.

**Stewart Creek Elementary**  
**18990 Stewart Creek Road**  
**Montgomery, Texas 77356**  
**(936) 276-3500**



**Principal: Michele Salter**  
**Assistant Principal: Debbie Dodd**  
**Counselor: Elaine Clevenger**  
**Secretary: Nancy Bodman**  
**Registrar: Jamie Cooper**  
**Receptionist: Kristen Jarvis**  
**Nurse: Kirsti Grafton**  
**Maintenance: James Veillon**  
**Arrival Time: 7:45am**  
**Departure Time: 4:15pm**

- 1. Parking:** Parking is in the front of the building.
- 2. Building Access:** **Please enter through the front doors.** Our campus is equipped with controlled access therefore the office staff will have to give you access to enter the main area of the office.
- 3. Sign In:** When you enter the front office area, please go to the Time & Attendance kiosk to scan in. It is in the mailroom located in the hallway behind the receptionist counter. Then return to the front reception area for a key and lesson plans.
- 4. Duties:** See lesson plans provided by the teacher for duty assignment. Always be on time for specials, P.E., lunch, etc. Please see another teacher if you have any questions about the assignments, schedule, or procedures.
- 5. Computer Usage:** Please use only your substitute login. We ask that you follow the District Policies and Procedures on Technology use. If there is a piece of equipment that you are unable to operate, please ask another teacher for assistance.
- 6. Confidentiality:** Confidentiality must be observed at all times. Any concerns you have may be directed to the Principal or Assistant Principal through the Receptionist or Secretary. They will communicate with the correct administrator and have them reach out to you.
- 7. Dress Code:** Dress is professional. Jeans may be worn on Fridays with a Spirit shirt. Special "attire days" come up from time to time. Should you want to know ahead of time if there is a special event going on, call the receptionist at 936-276-3502.



# Montgomery Junior High School



(936) 276-3300 ~ 19000 Stewart Creek Road

## ***Substitute Teacher Guidelines***

- **Workday:** 7:00 am – 3:00 pm, unless otherwise indicated. **You are required to stay until 3:00 pm.** Periodically you may be assigned another task during the day.
- **Parking:** Enter at the teacher gate and **be prepared to show badge to MJH staff member.**
- **Report To:** Please report to the front office NO EARLIER than 6:45 am to clock in. Pick up your lanyard, room key, and substitute folder with instructions, lesson plans, and attendance. Please wear your lanyard at all times.
- **Schedule:** Check substitute folder for class schedule, flex period, lunch, etc. Please report to duty for dismissal duty to monitor students from 2:45-3:00.
- **Attendance:** You will have a roster for each class in your sub folder. If student is ABSENT from class, please circle "A". If student is TARDY to class, please circle "T". If everyone is present, please write 100% and place on magnetic clip provided outside of classroom door. Please make sure your attendance roster is put out every period.
- **Hall Passes:** Any time a student leaves the classroom, they **must have a hall pass.** Please keep students in class unless absolutely necessary.
- **Hall Monitor:** Per campus Administration: Please stand in the hallway by your door during every transition. Keep your classroom door shut and locked during class time or when away from your class. Please do not prop any doors on campus.
- **Discipline:** **In the event of an emergency, you may call the Assistant Principal's office.** If you confiscate a student cell phone or find a phone, call the AP office **(EXT 3397) IMMEDIATELY.**
- **Dress Code:** Please dress professionally. You must exceed expectations listed in the student dress code. Modesty is a must. On Mondays, jeans are acceptable with your college shirt. On Fridays, jeans are acceptable with a Montgomery Bears spirit shirt.
- **Please Do Not:** Give your personal opinion about a faculty member or a student in the classroom/workroom. Please do not use the classroom as a political or religious platform for biased conversation. Please do NOT use inappropriate language in the classroom or on campus. It is vital that as an "at-will employee" you uphold a professional standard. Cell phones must be kept silent during class time.
- **Please:** Follow lesson plans. Be prepared. Confidentiality is a must. Leave notes for the teacher. Be flexible. Have a sense of humor. **HAVE A GREAT DAY! GO BEARS!**
- **End of day:** At 3:00pm, when your assignment is complete, return to the front office to clock out and return sub folder and key.

**Contact Persons:** Receptionist ~ EXT 3302      Attendance ~ EXT 3315

Asst. Principal's Secretary ~ EXT 3397



# Oak Hills Junior High

19190 KEENAN CUT OFF ROAD ~ (936) 276-4300

## SUBSTITUTE TEACHER GUIDELINES

**WORK DAY:** 7:00 AM – 3:00 PM UNLESS OTHERWISE INDICATED. YOU ARE REQUIRED TO BE ON CAMPUS THE ENTIRE LENGTH OF YOUR ASSIGNMENT. CHECK WITH MRS. SEDOFF IN A101 DURING YOUR CONFERENCE PERIOD. PERIODICALLY YOU WILL BE ASSIGNED ANOTHER TASK DURING THIS TIME.

**PARKING:** PARK IN THE MAIN PARKING LOT ON THE EAST SIDE OF THE BUILDING AND ENTER THROUGH DOOR #1.

**REPORT TO:** REPORT TO MRS. SEDOFF IN A101 NO EARLIER THAN 6:45 AM. CLOCK IN AT THE KIOSK LOCATED IN WORKROOM A102. THE SUB FOLDER, ROOM KEY, & ATTENDANCE CLIP WILL BE ON THE COUNTER BY THE KIOSK. RETURN THE FOLDER AND KEY TO MRS. SEDOFF AT THE END OF YOUR ASSIGNMENT.

**SCHEDULE:** CHECK SUB FOLDER FOR CLASS SCHEDULE, CONFERENCE PERIOD, LUNCH TIMES, OR SPECIAL SCHEDULES INCLUDING ASSEMBLIES, PEP RALLIES OR TESTING.

**ATTENDANCE:** YOU WILL HAVE A ROSTER FOR EACH CLASS PERIOD IN YOUR SUB FOLDER. TAKE ATTENDANCE EVERY PERIOD ON THE ROSTER, SIGN AND DATE THE ROSTER & PLACE OUTSIDE THE CLASSROOM DOOR ON THE MAGNETIC CLIP PROVIDED. CONTACT MRS. SEDOFF **x4315** FOR ANY ATTENDANCE QUESTIONS.

**HALL PASSES:** STUDENTS MUST HAVE A HALL PASS ANY TIME THEY LEAVE THE CLASSROOM. PLEASE KEEP STUDENTS IN CLASS UNLESS ABSOLUTELY NECESSARY.

**DISCIPLINE:** FOR DISCIPLINARY CONCERNS PLEASE CALL THE AP OFFICE @ **x4397**. CELLPHONE USE IS PROHIBITED DURING CLASS TIME, UNLESS DIRECTED BY THE INSTRUCTOR. IN THE EVENT OF AN EMERGENCY OR IF YOU CONFISCATE A STUDENT CELL PHONE, CALL THE **AP OFFICE @ x4397**.

**DRESS CODE:** PLEASE DRESS PROFESSIONALLY. YOU MUST EXCEED THE EXPECTATIONS LISTED IN THE STUDENT DRESS CODE. MODESTY IS A MUST. JEANS ARE ACCEPTABLE ON TUESDAY WITH A COLLEGE SHIRT, AND FRIDAY WITH AN OAK HILLS LIONS SHIRT.

**PLEASE:** REFRAIN FROM CELL PHONE USE WHILE MONITORING STUDENTS - FOLLOW TEACHER LESSON PLANS – BE PREPARED – MAINTAIN CONFIDENTIALITY – LEAVE NOTES FOR THE TEACHER – BE FLEXIBLE – HAVE A SENSE OF HUMOR!

**END OF DAY:** AT 3:00 PM, WHEN YOUR ASSIGNMENT IS COMPLETE, RETURN THE SUB FOLDER AND KEY TO MRS. SEDOFF AND CLOCK OUT AT THE KIOSK IN A102.

**CONTACT PERSON:** SHANNON SEDOFF @ [SHANNON.SEDOFF@MISD.ORG](mailto:SHANNON.SEDOFF@MISD.ORG) / (936) 276-**4315**

RENEE RANSOM @ [ANGELICA.RANSOM@MISD.ORG](mailto:ANGELICA.RANSOM@MISD.ORG) / (936) 276-4302

PLEASE REFRAIN FROM VOICING YOUR OPINION OF A FACULTY MEMBER OR STUDENT WHILE ON OUR CAMPUS. IT IS VITAL THAT AS AN 'AT WILL EMPLOYEE' YOU UPHOLD A PROFESSIONAL STANDARD.

**ENJOY YOUR DAY AT OAK HILLS JUNIOR HIGH!**

# LAKE CREEK HIGH SCHOOL

20639 FM 2854

MONTGOMERY, TEXAS 77316

936-276-4000

## Substitute Teacher Guidelines

**WORK DAY:** 7:00AM – 3:00PM UNLESS OTHERWISE INDICATED. **YOU ARE REQUIRED TO BE ON CAMPUS THE ENTIRE LENGTH OF YOUR ASSIGNMENT.** CHECK IN THE FRONT OFFICE WITH MS. SARAH JONES DURING YOUR CONFERENCE PERIOD CHECK IN AT THE FRONT OFFICE (EXT. 4002). PERIODICALLY YOU WILL BE ASSIGNED ANOTHER TASK DURING THIS TIME.

**PARKING:** ENTER THE NORTH ENTRANCE (MARQUEE Entrance). PARK IN THE FRONT PARKING LOT (Steer LEFT AT THE “Y” and then 2<sup>nd</sup> right into the front parking lot). PLEASE ALLOW YOURSELF EXTRA TIME TO ENTER THE BUILDING THROUGH THE **FRONT DOORS ONLY**. ENTERING THE BUILDING THROUGH AN UNDESIGNATED DOOR IS NOT ALLOWED.

**REPORT TO:** REPORT TO SARAH JONES, **NO EARLIER THAN 6:45**

**AM.** SIGN/CLOCK IN AT THE KIOSK LOCATED IN THE MAILROOM IN THE MAIN OFFICE OR THE TEACHER WORKROOM B1111. PICK UP THE CLASSROOM KEY AND SUB FOLDER WITH IMPORTANT INFORMATION INCLUDING ATTENDANCE SLIPS FOR THE DAY. *PLEASE WEAR YOUR ID BADGE AT ALL TIMES.*

**SCHEDULE:** CHECK SUB FOLDER FOR CLASS SCHEDULE, CONFERENCE PERIOD, LUNCH TIMES, ETC.

**ATTENDANCE:** YOU WILL HAVE A ROSTER FOR EACH CLASS IN YOUR SUB FOLDER. IF A STUDENT IS PHYSICALLY IN CLASS, MARK NOTHING. IF A STUDENT IS **ABSENT** FROM CLASS, PLEASE CIRCLE “**A**”. IF A STUDENT IS **TARDY** TO CLASS, PLEASE CIRCLE “**T**”. SEND SIGNED AND DATED CLASS ROSTER TO ATTENDANCE OFFICE (A1101) BY THE END OF EACH PERIOD.  
**ATTENDANCE CONTACT: STACY BROWN, EXT. 4016**

**HALL PASSES:** ANY TIME A STUDENT LEAVES THE CLASSROOM, THEY **MUST** HAVE A HALL PASS! PLEASE KEEP STUDENTS IN CLASS UNLESS ABSOLUTELY NECESSARY.

**DISCIPLINE:** CELLPHONE USE IS PROHIBITED DURING CLASS TIME. IF YOU CONFISCATE A STUDENT'S PHONE, TAKE TO THE NEAREST **ASSISTANT PRINCIPAL'S OFFICE BETWEEN CLASSES**. IN THE EVENT OF AN EMERGENCY, CALL THE ASSISTANT PRINCIPAL'S OFFICE AT EXT. 4018 OR 4019

**DRESS CODE:** PLEASE DRESS PROFESSIONALLY. YOU MUST EXCEED THE EXPECTATIONS LISTED IN THE STUDENT DRESS CODE. MODESTY IS A MUST. JEANS ARE ACCEPTABLE ON MONDAYS WITH A COLLEGE SHIRT AND FRIDAYS WITH SCHOOL SPIRIT SHIRT.

**PLEASE:** REFRAIN FROM CELL PHONE USE WHILE MONITORING STUDENTS ~ FOLLOW LESSON PLANS ~ BE PREPARED ~ MAINTAIN CONFIDENTIALITY ~ LEAVE NOTES FOR THE TEACHER ~ BE FLEXIBLE ~ HAVE A SENSE OF HUMOR ~ ENJOY YOUR DAY AT LCHS!!!

**END OF DAY:** AT 3:00PM, WHEN YOUR ASSIGNMENT IS COMPLETE, RETURN TO FRONT OFFICE TO CLOCK OUT AND RETURN SUB FOLDER AND KEY.

**CONTACT PERSON: SARAH JONES @ [SARAH.JONES@MISD.ORG](mailto:SARAH.JONES@MISD.ORG) (936)276-4003**

**2<sup>ND</sup> CONTACT ANGELA DOWNS (WILL BE ASSISTING) @ [ANGELA.DOWNS@MISD.ORG](mailto:ANGELA.DOWNS@MISD.ORG) (936) 276-4011**

**CAROL REISSIG @ [CAROL.REISSIG@MISD.ORG](mailto:CAROL.REISSIG@MISD.ORG) / (936) 276-2105**

*Please refrain from voicing your opinion of a faculty member, or student, while on our campus.*

*It is vital that as an ‘at-will employee’ you uphold a professional standard.*

**WE HOPE YOU ENJOY YOUR DAY AT LAKE CREEK HIGH SCHOOL!**



# MONTGOMERY HIGH SCHOOL SUBSTITUTE TEACHER GUIDELINES



- WORK DAY:** 7:00 A.M. – 3:00 P.M., unless otherwise indicated (tardy bell rings at 7:15 A.M.). Check “Absence Management” before you leave your house for any changes or cancellations. You are required to be on campus the entire length of your assignment.
- PARKING:** Park in the **EAST Campus VISITOR** parking lot OR the **WEST Campus STAFF** parking lot, in front of the **Main Cafeteria**. Parking is open, so any open spot will suffice. Please DO NOT park anywhere else as ALL other parking is assigned.
- REPORT TO:** **The East Campus Vestibule**, no earlier than **6:55 A.M.** Pick up your room key & sub folder with instructions/lesson plans. If you don’t see the sub folder you need, please wait patiently; the job probably came in overnight or after hours and the sub coordinator is working on it. Wear your employee badge at ALL times while on campus. Check with the sub coordinator during your conference period (ext. 3017). Periodically you will be assigned another task during this time.
- VERITIME:** You will be required to scan in and out on a kiosk which will be located in the East front office work room/mail room.
- SCHEDULE:** Teacher schedules should be posted on or inside the sub folder. A Bell Schedule is included in the sub folder.
- HALL MONITOR:** Per Campus Administration: Please stand in the hallway by your door during every transition & greet the students as they enter the room. Keep your classroom door **SHUT and LOCKED** during class time or when away from your room. These actions will help make MHS a safe place for you and our students.
- PHONE PROCEDURES:** The phone will ring when receiving a call and you will be able to dial out within the school system when needed. Cell phones must be kept off during class time and during any emergency drills.
- ATTENDANCE:** In the Sub Folder you will find a roster for each class period. Please mark attendance and turn rosters in to the Attendance office, W100, during your conference period (or if you have a student that has completed their class assignment(s), you may send them with it at the end of class).
- DRESS CODE:** Please dress professionally. You must exceed the expectations listed in the student dress code. **NO HOODIES** are allowed by staff at any time!  
*Men:* shirts with collars, khakis/slacks.  
*Women:* No shorts or short dresses/skirts, no leggings. Modesty is a MUST. Thursdays are considered “College Day”. Jeans are acceptable ONLY with a “College” shirt.  
Fridays are considered “Spirit Day”. Jeans are acceptable ONLY with a “Spirit” shirt.
- CAMPUS TIMS/ IT SUPPORT:** Laurie Zuehlke, TIM – room W136  
Becky DeBrosse, TIM – room W133
- **PLEASE**...follow lesson plans (no exceptions)... be prepared... confidentiality is a MUST... leave a note for the teacher... be flexible & have a sense of humor!
  - **PLEASE** do NOT send students out of the classroom unless it’s an emergency & do NOT send them without a PASS!
  - **PLEASE** do NOT give your opinion about a faculty member or student in the classroom or in a workroom. It is VITAL that as an at-will employee, you uphold a professional standard.

Contact person for questions: Substitute Coordinator – ext. 3017

# **SECTION II**

**SUBSTITUTE REQUIREMENTS/EXPECTATIONS**



# FINGERPRINTING

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment.

## **CERTIFIED EDUCATOR APPLICANTS**

Certified educators must go on-line to the TEA (Texas Education Agency) website at [www.tea.state.tx.us](http://www.tea.state.tx.us), to complete fingerprinting if needed. Please click on the TEAL Login at the top of the page. Read all instructions carefully. Once you have created an account and logged in, you must confirm that the first and last name on your certificate match the first and last name on your Texas driver's license. If they do not match, please complete the name change request form and submit to TEA.

## **NON-CERTIFIED APPLICANTS**

Non-certified personnel who register for the New Substitute Training Session will receive their FAST Pass Request Form via e-mail. Upon receipt of a FAST Pass, instructions will be given regarding the process of scheduling an appointment.

## **OBLIGATION TO REPORT**

All substitutes of the District must notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea or other adjudication of any felony.

## **CONSEQUENCE OF FAILURE TO REPORT**

Any substitute who fails to report the conviction of a crime will be subject to disciplinary action up to and including termination.



# SECURITY BADGES

All substitutes must wear an official MISD security badge when on a campus as a substitute for the safety of our staff and students. Failure to wear this badge is a breach of district security and could result in the substitute being asked to leave that campus without payment for an assignment.

Substitutes will be photographed at the new substitute training session and an ID badge will be prepared for the substitute's use.

Each substitute will wear his/her ID badge at all times during normal working hours, and it must be clearly visible.

If the identification badge is lost or destroyed, the substitute will notify the substitute office immediately to get a replacement badge.

# SUBSTITUTE PAY

Teacher:	Daily Rate	Long Term	Monday / Friday Rate
Certified	\$110.00	\$145.00	\$115.00
Degreed	\$95.00	\$105.00	\$100.00
Non-Degreed	\$90.00	\$100.00	\$95.00
Support Staff	\$75.00	\$85.00	\$85.00

*Long term rate begins after 10th consecutive day of same assignment.*

Substitutes are paid twice a month. Substitutes are paid according to the assignments listed in Absence Management. Check daily to ensure accuracy. If you do not see an assignment on your calendar, you will not receive compensation for the assignment. Please contact the District Absence Management Coordinator to discuss any discrepancies.

TRS Retirees: Please be advised that it is your responsibility to know the TRS guidelines and limitations specific to you. If you work for multiple districts, remember to consider this. Contact TRS directly to discuss your individual restrictions to prevent any loss of funds.

TRS Telephone Counseling Center: 1-800-223-8778

# DRESS AND GROOMING EXPECTATIONS

District substitutes should use good judgment in the selection of their clothes and hairstyle in order to present a neat, clean, and professional appearance. No apparel or grooming that may have an adverse impact on the educational process will be permitted.

**Women** will be expected to wear dresses or dress slacks that are professionally appropriate to the instructional setting and type of instruction. Clothes that are too snug, short or low cut are not appropriate for a school setting.

**Men** will be expected to wear collared shirts with dress slacks that are professionally appropriate to the instructional setting and type of instruction. Men will be expected to exhibit professionally appropriate grooming insofar as hair length is concerned. Mustaches and beards are acceptable if neatly trimmed and moderate in style.

**Please note:** Jeans are acceptable only when a campus has approved this attire for the staff for casual or special event days. Some campus principals permit jeans on Fridays. Because not all campuses may participate, please verify with the campus before wearing jeans.

If a campus administrator should decide that a substitute's dress is a distraction, the administrator can ask the substitute to leave the assignment.

# PROFESSIONAL EXPECTATIONS

## WORK HOURS

School hours vary by campus. Substitutes are responsible for checking and adhering to the start and end times detailed in the system. Be aware that half-day session times vary as well.

- ☐ The substitute must report to the campus on time and scan badge to clock in at the campus kiosk. Remember to clock out at the end of the day.
- ☐ The substitute must not sign out earlier than the assigned time detailed in the system. Even if the teacher has a conference/planning period the last period of the assignment, you must remain on campus. A last-minute emergency could arise, and your services may be needed. Feel free to bring a book appropriate for a public school setting or some other activity to occupy yourself during this time.
- ☐ Substitute positions requiring more than 4 hours 15 minutes of duty will be compensated for a full day. Any position requiring less than 4 hours 15 minutes will be compensated at the half-day rate. The campus reserves the right to alter the current assignment or schedule at the discretion of the principal or campus designee.
- ☐ Substitutes are not guaranteed a conference period unless serving in a long-term position. Long-term substitutes do receive a conference period; however, the principal may request that they cover other classes during this time. Refusal to cover classes as requested will result in the substitute being removed from that campus and may result in termination.
- ☐ **Never leave a class unattended.** If you require a restroom break, ask a neighboring teacher to keep an eye on the class until your return.

## LATE CALLS

Should a substitute receive a late call request via the system, he/she should call the District Absence Management Coordinator to confirm that the job is still available and to give an expected arrival time. Do not accept the assignment if you cannot arrive within the hour. The District Absence Management Coordinator will notify the campus.

## **CANCELLING JOB ASSIGNMENTS**

If you must cancel an assignment online or via phone on the day of the assignment, please cancel as soon as possible. Note that most assignments cancelled on the same day often remain unfilled. Cancelling as early as possible will allow other substitutes the opportunity to accept the assignment. You are strongly encouraged to contact the campus substitute coordinator regarding the cancellation. This is an excellent practice and exhibits professional courtesy and responsibility.

You have the ability to cancel an assignment in the system unless it is less than one hour prior to the job's start time. Please contact the District Absence Management Coordinator for assistance.

## **SLEEPING**

Sleeping is unacceptable at any time during an assignment and any reports of sleeping will be addressed. It is vital that a substitute remain alert, active and fully awake during an assignment to ensure the safety of all students.

## **LESSON PLANS**

Lesson plans are meant to provide an organized system to be used by the teacher as well as by the substitute indicating how teaching and learning will occur. The plans demonstrate the instructional strategies needed to deliver curriculum effectively and ensure student achievement has been prepared and documented. **Always follow the lesson plans provided by the teacher.** Seek help if more activities are needed. **Do not bring any materials into the classroom that have not been authorized by the teacher or campus leadership/academic leaders.**

Leave professional, detailed notes for the returning employee. Avoid criticizing the nature of the lesson plans, drawing conclusions about the actions or activities of the students or any other comments that may be perceived as judgmental.

## **VIDEOTAPES, CAMERAS, RECORDINGS, CELL PHONES**

- ☐ Substitutes may **NOT** use cell phones to text or call anyone, including parents, in the presence of students.
- ☐ Substitutes may **NOT** call or text students or request students call or text the substitute for any reason.
- ☐ Substitutes may **NOT** videotape, record, or take photos (using a camera, cell phone or any recording device) of any student at any time.
- ☐ Substitutes may **NOT** show students personal recordings or photos, at any time.
- ☐ Substitutes may **NOT** show Internet videos/recordings without explicit instructions from the teacher, team leader, and/or department chairperson/administrator.

**ALL VIDEO AND RECORDED MATERIALS SHOWN IN MISD CLASSROOMS MUST RECEIVE PRIOR APPROVAL OF AN ADMINISTRATOR.** Violations of this policy may result in immediate termination.

## **FIRE AND EMERGENCY DRILLS**

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

## **MOMENT OF SILENCE AND PLEDGE TO THE U.S. AND TEXAS FLAGS**

Students in all Texas public schools shall recite the Pledge of Allegiance to the United States and the Pledge of Allegiance to Texas. Immediately following the recitation of the pledges, the students will have an opportunity to take part in one minute of silence. The Moment of Silence is intended to be an individual activity. There shall be no attempt by a District substitute to influence in any way, another person's thoughts during the Moment of Silence. Students who choose not to stand for either/both pledges may remain seated quietly during the recital and Moment of Silence. Students are expected to remain silent during this one-minute period.

# **STANDARDS OF CONDUCT**

## **ALCOHOL AND DRUGS**

The district prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the district's activities.

## **TOBACCO/SMOKING**

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property.

## **FIREARMS**

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises or any grounds or building where a school-sponsored activity takes place. A person who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view.

## **PERSONAL ELECTRONIC COMMUNICATION DEVICES**

The use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos shall be limited to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

## **CONFIDENTIALITY**

As a substitute, you will be privy to confidential information regarding students. Failure to maintain confidentiality about all aspects of a student's performance will result in your removal from a campus and could result in your permanent removal as a substitute in MISD.

## **SUBSTITUTE TEACHERS AND PHYSICAL CONTACT**

Maintain a professional distance when assisting students. It is not appropriate to assume that a touch, a pat, a hand on a student's shoulder is acceptable for a substitute. Additionally, pushing, shoving, physically moving or blocking a student is unacceptable.

Inappropriate or overly aggressive physical contact is grounds for immediate dismissal. Special needs students and very young students may initiate a hug. Thank the student, quickly disengage the physical contact, and redirect their behavior. Corporal punishment is prohibited. Students shall not be spanked, paddled, or physically disciplined.

Avoid being in a room alone with a student. Keep doors open. Remain visible at all times if working in an area alone with a student.

Do not attempt to break up a fight between students. Immediately seek assistance from campus staff.

## **HARASSMENT OF STUDENTS**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

## **CHILD ABUSE/NEGLECT**

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code 261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency within 48 hours of the event that led to the suspicion.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400).

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by TEA for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal.

# **SECTION III**

**ABSENCE MANAGEMENT / TIME & ATTENDANCE**



# Absence Management Academy

## Substitutes' FAQs:

### General

**What is the 1-800 number and web site?**

1-800-942-3767 or

<http://app.frontlineeducation.com>

**I am having problems logging on. Can you help me?**

Make sure you are using the correct Username and Password.

Click on *Forgot Password* to retrieve your login credentials.

**Who do I call if I am having problems?**

Absence Management Coordinator – Carol Reissig – 936-276-2105

**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 Absence Management.

**What if Absence Management calls and I miss the phone call?**

You can simply call back using the 1-800 number or log onto the website.

**What will show up on my caller ID when Absence Management calls?**

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

**Does Absence Management call in alphabetic order or randomly?**

Absence Management will call in a random order.

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

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

# Absence Management Academy

## **What if there are subjects that I do not 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 cannot make it the day I am 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 Absence Management Coordinator, Carol Reissig, at 936-276-2105, 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 is really aggressive take all the jobs?)**

A sub can only work one job at a time. Absence Management 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 am rarely home?**

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

## **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 Absence Management continue to call me?**

No. Once you accept an assignment, Absence Management will NOT call you nor will you see other jobs available on the website for that day.

# Absence Management Academy

## Functional

### **How do I accept a job?**

You either go to the website or use the phone.

### **I cannot find any jobs. Can you help me?**

- ☐ There may not be jobs available at this time.
- ☐ You may have chosen to work at only one school and you must decide if you want to make yourself available to more schools.
- ☐ You may have marked today as a non-work day and no jobs will be shown.

### **I do not want Absence Management to call me on certain days. How can I do that?**

On the website, click on *Preferences: Call Times*.

### **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.

### **What if I forget the details to the absence? Can I retrieve them from Absence Management?**

WEB: Click on *Scheduled Jobs* and the detailed information is given.  
You can also review your upcoming schedule over the phone.

# Time and Attendance Procedures

## When you substitute:

Clock in and out by scanning your badge. If you are unable to scan your badge, manually enter your ID and PIN. (This is the detailed on your Absence Management Welcome Letter.)

## Missed Punch:

If you forget to clock in and/or out, complete the MISD Time and Attendance Edit Authorization Form located on the MISD home page:

- ☐ **Staff**
- ☐ **Employee information Center**
- ☐ **Useful Forms**
- ☐ **Time and Attendance Edit Authorization Form**

Your signature is required. Scan and email it to [carol.reissig@misd.org](mailto:carol.reissig@misd.org) for approval and signature.

## Weekly:

At the end of each work week, check for any missed punches and complete the Edit Authorization Form. See below for instructions:

- ☐ **Log in to Absence Management.**
- ☐ **Toggle to the Time and Attendance application.**
- ☐ **Click on Work Detail.**



- **Select the Date Range and click on Run Report.**

**Date Range:**

All Job Types

02/17/2017

02/24/2017

Run Report

- **Look at EVENTS at the right side of the screen.**

You will be able to see if you missed clocking in or out or both. If so, complete the Edit Authorization Form and submit to Carol Reissig at [carol.reissig@misd.org](mailto:carol.reissig@misd.org).

#### **No Missed Punch Example:**

TIME EVENTS	IN		OUT		Total	Paid
Sign In/Out	07:39 AM 07:39 AM (Actual)	Insert Comment	04:26 PM 04:26 PM (Actual)	Insert Comment	+ 08:47	+ 08:47
Linked to 244456253 <a href="#">Unlink</a>					Absence Management Account: -- None Selected -- <a href="#">Change</a>	

#### **Missed Punch Example:**

TIME EVENTS	IN		OUT		Total	Paid
Sign In/Out	08:12 AM 08:12 AM (Actual)	Insert Comment	-- (Actual)	Insert Comment	00:00	00:00
Linked to 231930050 <a href="#">Unlink</a>					Absence Management Account: -- None Selected -- <a href="#">Change</a>	

**NOTE: Make sure that for every assignment you were scheduled to work in Absence Management, there is a clock in and out time in Time and Attendance.**

# **SECTION IV**

## **CLASSROOM MANAGEMENT**

# 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 contributes 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.
5. Ask for help from your principal and others in the school, but do not wait until the situation has become extreme.
6. 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:**

**Do not** say, "Be Quiet!" Give a positive direction instead of a negative one. Do not say, "I'll begin when everyone is quiet," either, because someone may steal the stage by waiting for almost quiet before making noise. In addition, 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:**

**Do not** 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:**

**Do not** 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:**

**Do not** just tell him/her to stop doing it. He/she will not 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.): Do not** 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, such as: "Stay in line," "Hands behind your backs," etc.

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

**Do not** treat them or speak to them as though they cannot be trusted. They may accept your judgment and act to prove you are right.

**Do** give them responsibilities.

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

**Do not** 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:**

**Do not** 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:**

**Do not** 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 are wrong.

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

**Do not** 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 do not force anyone to agree with you.

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

**Do not** assume it is new to them. If it is not, they will think you are talking down to them. Also, do not assume they are ready to learn it, because if they are 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 do not have the requisite background knowledge and skills, teach these first.

12. **You want to help a child who cannot get the**

**answer: Do not** do it for him/her.

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

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

**Do not** start on the first day, and do not 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 will set the pattern for the rest of the class.

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

**already know: Do not** make the one or two sit there and listen.

They probably will not.

**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:**

**Do not** threaten. There may be someone who will test you to see if you mean it.

**Do not** contradict yourself. For example, if you say, "This is the last time I'm telling you," do not 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.

# Inspirational Quotes

A hundred years from now, it will not matter what kind of car I drove, what kind of house I lived in, how much money I had in the bank... but the world may be a better place because I made a difference in the life of a child. – *Forest Witcraft*

**It is not what is poured into a student that counts but what is planted. -**  
*Linda Conway*

A very wise old teacher once said, "I consider a day's teaching wasted if we do not all have one hearty laugh." He meant that when people laugh together, they cease to be young and old, master and pupils, jailer and prisoners. They become a single group of human beings enjoying its existence." – *Gilbert Highet*

**Good teaching is more a giving of right questions than a giving of right answers. – Josef Albers**

*Once children learn how to learn, nothing is going to narrow their mind. The essence of teaching is to make learning contagious, to have one idea spark another – Marva Collins*

**THEY MAY FORGET WHAT YOU SAID BUT THEY WILL NEVER FORGET HOW YOU MADE THEM FEEL. – CAROL BUCHNER**

**THE GREATEST SIGN OF A SUCCESS FOR A TEACHER... IS TO BE ABLE TO SAY, "THE CHILDREN ARE NOW WORKING AS IF I DID NOT EXIST." – MARIA MONTESSORI**

Tell me and I forget. Teach me and I remember. Involve me and I learn. – *Benjamin Franklin*

*Education is not the filling of a pail but the lighting of a fire. – William Butler Yeats*

*If a child is to keep alive his inborn sense of wonder, he needs the companionship of at least one adult who can share it, rediscovering with him the joy, the excitement, and the mystery of the world we live in. – Rachel Carlson*

*The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires. – William Arthur Ward*

**A teacher affects eternity; he can never tell where his influence stops. – Henry Brooks Adams**

*Treat people as if they were what they ought to be and you help them become what they are capable of becoming. – Goethe*

*Good teaching is one-fourth preparation and three-fourths theatre. – Gail Goldwin*

*Your role as a leader is even more important than you might imagine. You have the power to help people become winners. – Ken Blanchard*

*An understanding heart is everything in a teacher, and cannot be esteemed highly enough. One looks back with appreciation to the brilliant teachers, but with gratitude to those who touched our human feeling. The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child. – Carl Jung*

# **SECTION V**

## **NETWORK/INTERNET RESPONSIBLE USE GUIDELINES**

## **Technology Resources**

### *Policy [CQ](#)*

The district's technology resources, including its networks, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- ☐ Imposes no tangible cost to the district.
- ☐ Does not unduly burden the district's computer or network resources
- ☐ Has no adverse effect on job performance or on a student's academic performance

Employees should not have the expectation of privacy. Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use. All electronic communication and or data that is transmitted over or resides on the district's network remains the property of the district.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Technology.

## **Personal Use of Electronic Media**

### *Policy [DH](#)*

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

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

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

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

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

## Use of Electronic Media with Students

### Policy [DH](#)

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

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

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 8:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - o Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies [CPC](#) and [FL](#)]
  - o Copyright law [Policy [CY](#)]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy [DF](#)]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

## **MISD RESPONSIBLE USE TECHNOLOGY AGREEMENT**

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 and related technology resources 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 or personally owned computer resources on the district network. This responsibility extends to the security of your network account and password.

**Privacy** – All data stored on any device connected to the network including but not limited to computers, removable data drives, and network storage areas are the property of the school district. The district administrative staff and or Network Administrator may review any storage device or 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. There is no assumption of privacy for any form of data residing on or passing through the Montgomery ISD network regardless of who owns the tools used to create, view, or modify that data.

**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. The district does not guarantee the safety of any personal data on any district own personal or networked device. In the normal course of business and without prior notice devices may need to be reimaged for performance, safety, or security reasons without notice to the users of these devices. Files identified as infected by the district owned anti-virus application are quarantined and will not be restored to any device.

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

**Network Security** – Employees have access to network data, systems, and or websites that are shared by other employees across the district, campuses, and or departments. Not all employees in the district have the same level of access to these resources and in most cases, students do not have access to these resources. It is never permissible to allow any other person including but not limited to other employees and or students to have access to your personal network account password. The security of your network account and password is your responsibility. Passwords believed to be compromised should be reset immediately. Employees sharing their password with any other person and or documenting their password in an area easily accessible by other WILL have their network accounts disabled.

**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, do not open the attachment.

**FACULTY/STAFF UNDERSTANDING:**

- ☐ I understand that all passwords appropriately assigned to me are private and I will not allow others to use my account name and password, document or display my passwords in a way that can be easily obtained by others, nor try to use that of others. I further understand that abuse will result in my password being disabled or restricted. 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 administration and or 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. There is no assumed right to privacy regarding any data accessible from or connected to the district network regardless of who owns the device.
- ☐ I understand that at no time is the district responsible for the safety or security of my personal data being stored on or transmitted over any district owned computing or network device.
- ☐ I understand that at no time is the district responsible for the safety or security of any personal computing device brought on campus.
- ☐ 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 regardless if it is district provided or personally acquired. 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 Twitter 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 all internet activities are logged and may be reviewed at any time by district administration and or the technology department.
- ☐ 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 all technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any technology resource regardless of who owns the resource. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify my direct supervisor and the technology department immediately if by accident I encounter materials that violate appropriate use.
- ☐ I will use all 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 VI**

**FACILITY DIRECTORY/  
SCHOOL AND PAYROLL  
CALENDARS**

# Montgomery ISD Facilities Directory

## Elementary Campuses

- |   |   |  |
|---|---|--|
| <p><b>1 Keenan Elementary (PK-5)</b><br/>19180 Keenan Cutoff<br/>Montgomery, TX 77316<br/>(936) 276-5500<br/>Principal: Mallory Kirby</p>           | <p><b>2 Lincoln Elementary (PK-5)</b><br/>700 Dr. Martin Luther King Jr. Drive<br/>Montgomery, TX 77356<br/>(936) 276-4700<br/>Principal: Kerri Ashlock</p> | <p><b>3 Lone Star Elementary (PK-5)</b><br/>16600 FM 2854<br/>Montgomery, TX 77316<br/>(936) 276-4500<br/>Principal: Christopher Stowe</p>             |
| <p><b>4 Madeley Ranch Elementary (PK-5)</b><br/>3500 Madeley Ranch Road<br/>Montgomery, TX 77356<br/>(936) 276-4600<br/>Principal: Shelby Smith</p> | <p><b>5 Montgomery Elementary (PK-5)</b><br/>13755 Liberty Street<br/>Montgomery, TX 77316<br/>(936) 276-3600<br/>Principal: Robert Ingalls</p>             | <p><b>6 Stewart Creek Elementary (PK-5)</b><br/>18990 Stewart Creek Road<br/>Montgomery, TX 77356<br/>(936) 276-3500<br/>Principal: Michele Salter</p> |

## Secondary Campuses

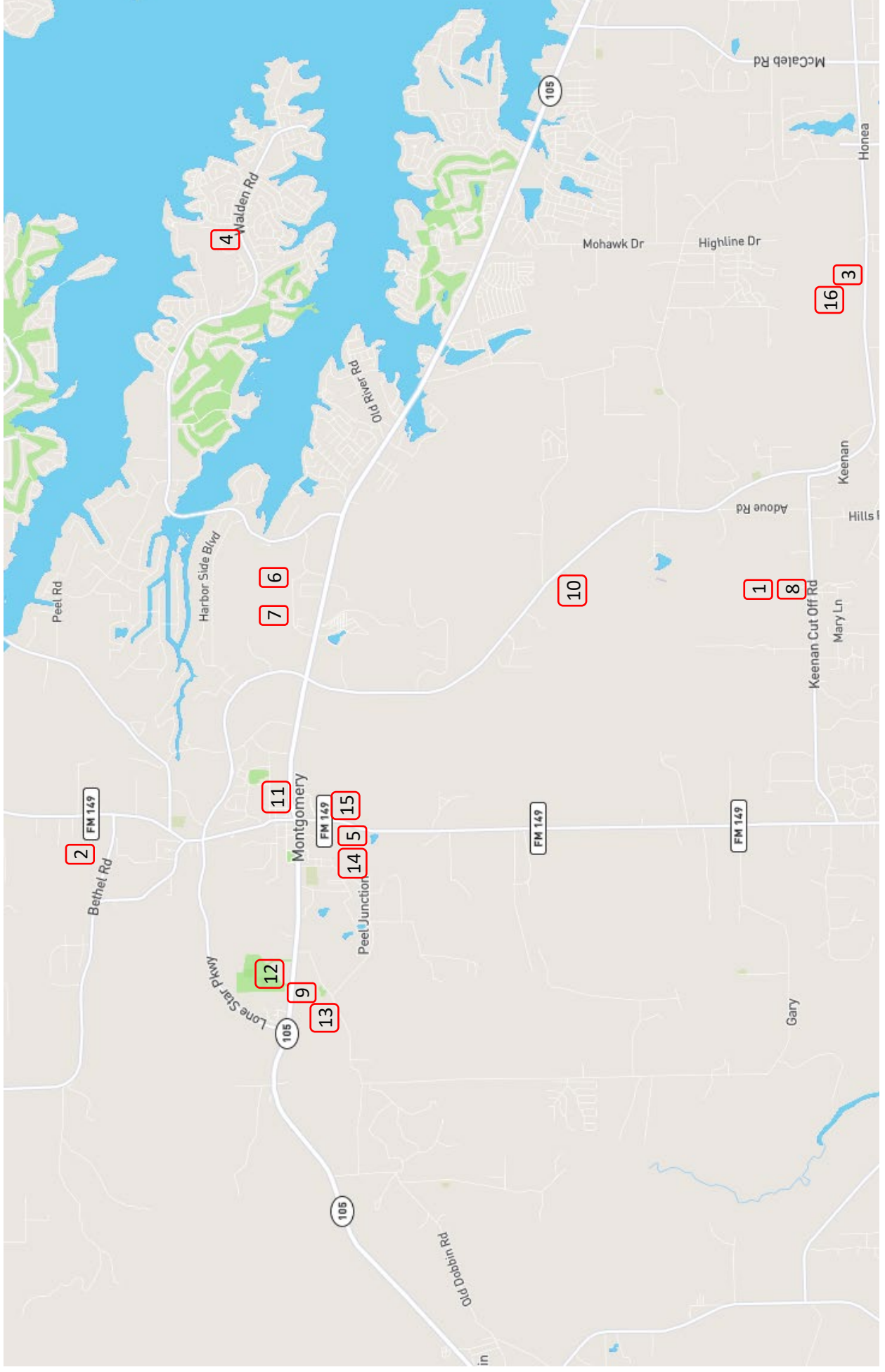
- |  |  |
|--|--|
| <p><b>7 Montgomery Junior High (6-8)</b><br/>19000 Stewart Creek Road<br/>Montgomery, TX 77356<br/>(936) 276-3300<br/>Principal: Angie Chapman</p> | <p><b>8 Oak Hills Junior High (6-8)</b><br/>19190 Keenan Cutoff<br/>Montgomery, TX 77316<br/>(936) 276-4300<br/>Principal: Gifford Whitehead</p> |
| <p><b>9 Montgomery High School (9-12)</b><br/>22825 Hwy 105 West<br/>Montgomery, TX 77356<br/>(936) 276-3000<br/>Principal: Noah Hollander</p>     | <p><b>10 Lake Creek High School (9-12)</b><br/>20639 FM 2854<br/>Montgomery, TX 77316<br/>(936) 276-4000<br/>Principal: Tim Williams</p>         |



## District Facilities

- |   |   |  |
|---|---|--|
| <p><b>11 Education Support Center</b><br/>20774 Eva Street (Hwy 105 West)<br/>Montgomery, TX 77356<br/>(936) 276-2000<br/>Superintendent (Interim):<br/>Athletics:<br/>Child Nutrition:<br/>Communication:<br/>Community Services:<br/>Elementary Education:<br/>Secondary Education:<br/>Finance &amp; Operations:<br/>Human Resources:<br/>Police:<br/>Special Education:<br/>Student Services:<br/>Technology:</p> | <p><b>12 Athletic Facility/Aquatic Center</b><br/>22628 Hwy 105 West<br/>Montgomery, TX 77356<br/>(936) 276-2400<br/>(936) 276-2401 (fax)<br/>Director: Clint Heard</p> | <p><b>15 Transportation Center</b><br/>13900 Liberty Street<br/>Montgomery, TX 77316<br/>(936) 276-2300<br/>(936) 276-2301 (fax)<br/>Director: Aric Taylor</p> |
| <p>Dr. Amy Busby<br/>Clint Heard<br/>Pamela Mallory<br/>Justin Marino<br/>Courtney Dyer<br/>Carrie Fitzpatrick<br/>Dr. Chris Summers<br/>Kris Lynn<br/>Denise Miner<br/>Rickey Doerre<br/>Kerri Clark<br/>Dr. Amy Busby<br/>Amanda Davis</p>  | <p><b>13 Agriculture Facility</b><br/>Old Dobbin Plantersville Road<br/>Montgomery, TX 77356</p>  | <p><b>16 Transportation Satellite Location (behind LSE)</b><br/>15696 Bear Cub Drive,<br/>Montgomery, TX 77316</p>   |
| <p>Fax Numbers:<br/>(936) 276-2009<br/>(936) 276-2401<br/>(936) 276-2601<br/>(936) 276-2701<br/>(936) 276-2141<br/>(936) 276-2141<br/>(936) 276-2141<br/>(936) 276-2101<br/>(936) 276-2101<br/>(936) 276-2201<br/>(936) 276-2461<br/>(936) 276-2141<br/>(936) 276-2501</p>  | <p><b>14 Maintenance Office (behind MES)</b><br/>13763 Liberty Street<br/>Montgomery, TX 77316<br/>(936) 276-2360<br/>(936) 276-2361 (fax)<br/>Director: Joe Kinard</p> |  |

# Montgomery ISD Facilities Map





Montgomery Independent School District

2023-2024

DISTRICT ACADEMIC CALENDAR

www.misd.org

**Legend**

- District-Wide Holiday
- Student Holiday
- District-Wide Early Release
- Work Day
- Campus PD
- District PD

## August

S	M	T	W	T	F	S
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

S	M	T	W	T	F	S
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		

## September

S	M	T	W	T	F	S
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

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				

## December

S	M	T	W	T	F	S
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

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**  
Thursday, August 10

**Last Day of School**  
Wednesday, May 22

**Grading Periods**  
{ Nine Weeks }

August 10–October 5

October 11–December 21

January 9–March 7

March 18–May 22

## Student Holidays

Labor Day  
September 4  
Fall Break  
October 6–10  
Thanksgiving Break  
November 20–24  
Winter Break  
Dec 22–Jan 8  
Martin Luther King, Jr. Day  
January 15  
Holiday  
February 16  
President's Day  
February 19  
Holiday  
March 8  
Spring Break  
March 11–15  
Good Friday  
March 29  
Holiday  
April 1

## Early Release Days

December 20 and 21  
May 21 and 22

## February

S	M	T	W	T	F	S
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		

## May

S	M	T	W	T	F	S
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	

## March

S	M	T	W	T	F	S
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

S	M	T	W	T	F	S
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						

## April

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

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				



**MONTGOMERY**  
INDEPENDENT SCHOOL DISTRICT

# Payroll Schedule

2023-2024 School Year

<b>Pay Period</b>	<b>Pay Date</b>
7/1 – 7/15	August 4, 2023
7/16 – 7/31	August 18, 2023
8/1 – 8/15	September 5, 2023
8/16 – 8/31	September 20, 2023
9/1 – 9/15	October 5, 2023
9/16 – 9/30	October 20, 2023
10/1 – 10/15	November 3, 2023
10/16 – 10/31	November 20, 2023
11/1 – 11/15	December 5, 2023
11/16 – 11/30	December 20, 2023
12/1 – 12/15	January 5, 2024
12/16 – 12/31	January 19, 2024
1/1 – 1/15	February 5, 2024
1/16 – 1/31	February 20, 2024
2/1 – 2/15	March 5, 2024
2/16 – 2/29	March 20, 2024
3/1 – 3/15	April 5, 2024
3/16 – 3/31	April 19, 2024
4/1 – 4/15	May 3, 2024
4/16 – 4/30	May 20, 2024
5/1 – 5/15	June 5, 2024
5/16 – 5/31	June 20, 2024
6/1 – 6/15	July 5, 2024
6/16 – 6/30	July 19, 2024