

TO: School Personnel and Substitutes
FROM: Robin Martinez, Director of Finance
SUBJECT: PAY DATES
DATE: July 19, 2022

Below are the cut-off dates and pay dates for payroll for the **2022-2023** school year for administrators, teachers, paraprofessionals, bus drivers, and teacher/aide substitutes.

If you have any questions, please call Karen Williams at 552-9728.

Month	Pay Date	Begin Date	Cut-Off Date
September 2022	September 20, 2022	July 23, 2022	August 19, 2022
October 2022	October 20, 2022	August 20, 2022	September 16, 2022
November 2022	November 17, 2022	September 17, 2022	October 21, 2022
December 2022	December 15, 2022	October 22, 2022	November 18, 2022
January 2023	January 20, 2023	November 19, 2022	December 16, 2022
February 2023	February 16, 2023	December 17, 2022	January 20, 2023
March 2023	March 20, 2023	January 21, 2023	February 17, 2023
April 2023	April 20, 2023	February 18, 2023	March 17, 2023
May 2023	May 19, 2023	March 18, 2023	April 21, 2023
June 2023	June 20, 2023	April 22, 2023	May 26, 2023
July 2023	July 20, 2023	May 27, 2023	June 23, 2023
August 2023	August 18, 2023	June 24, 2023	July 21, 2023

Calhoun County Independent School District 2022-2023 Instructional Calendar

BOARD APPROVED 03/07/22



JULY '22				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST '22				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SD 16/TD 21

SEPTEMBER '22				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SD 20/TD 21 5-Labor Day

OCTOBER '22				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SD 20/TD 20 12-Fair Day

NOVEMBER '22				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

SD 17/TD 19 Thanksgiving Break: 21-25

DECEMBER '22				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12/TD 12/SD Christmas Break: 12/19-1/3

INFORMATION	
	New Teacher Inservice
	BOY PD
T	Teacher Prep
FD	First Day of School
[Beg of 9 Week Period
]	End of 9 Week Period
	Holiday
PD	Student Holiday/Campus PD
TC	Teacher Choice Days
ER	Early Release - All
SE	Student Early Release/Campus PD
SER	Student Early Release / Report Card Pick-up
*	Inclement Weather Day
G	Graduation
	STAAR
SH	Summer Hours

9 WEEK PERIODS			
	Days	[Beg. Date] End Date
1	41	08/10/22	10/07/22
2	44	10/10/22	12/16/22
3	44	01/04/23	03/09/23
4	47	03/20/23	05/25/23

Total Days - 176

PROGRESS & REPORT CARD DATES			
Period	3 Week Progress Ends	6 Week Progress Ends	Report Card
1	08/26/22	09/16/22	10/13/22
2	10/28/22	11/18/22	01/05/23
3	01/20/23	02/10/23	03/23/23
4	04/06/23	04/28/23	05/25/23

SEMESTERS	
1	SD 85/TD 93
2	SD 91/TD 94
TOTAL	SD 176/TD 187

SD - Student Days TD - Teacher Days

JANUARY '23				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SD 19/TD 20 16-MLK Day

FEBRUARY '23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

SD 18/TD 19 20-President's Day

MARCH '23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SD 17/TD 17 Spring Break: 13-17

APRIL '23				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

SD 18/TD 18 Easter Break: 7-10

MAY '23				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SD 19/TD 20 29-Memorial Day

JUNE '23				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**CCISD Professional Dress
Professionals, Paraprofessionals and Substitutes
2022-2023**

"The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent." CCISD, Board Policy DH (Local)

All employees should subscribe to and follow a daily minimum dress code that exceeds that of students and can be best described as "dress /business casual." For campus and office assignments, please project a professional image while dressing for the south Texas weather. For summer attire, please see page 2.

1. **Facial coverings are optional, per the 2022-2023 Safe Return Plan. Protective/ safety equipment is subject to change based on the recommendations of the Commissioner of Education and the Superintendent of Schools.**
2. If remote teaching through video or through live stream, employees must maintain the same standard of professional presentation as when on campus. If an instructional employee is approved to work from home due to illness or quarantine, remote teaching will be synchronous.
3. Employee ID tags must be worn while on duty.
4. Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf. No shorts are to be worn at any time while working in a professional capacity unless coaching.
5. During the traditional school year, blue jeans may be worn **only on Fridays** with a school spirit shirt or a professional style shirt in school colors. Jeans should not be unduly faded or contain holes. Colored jeans may be worn as long as they meet the professional dress code. Blue jeans and a college or spirit shirt may be worn on **state testing days ONLY** (***not benchmarks, semester exams or common assessment days***). Jean passes will be printed through the personnel office and initialed by the executive staff. Administrators, counselors, office staff and district office personnel greet the public. This group should maintain a traditional professional dress Monday-Thursday and professional-style spirit dress on Fridays.
6. Staff should not wear shorts or gym attire while serving in a classroom or office or when serving the public. Hats, caps, or other head apparel are not permitted. Exceptions: CTE teachers/ coaches may wear appropriate gear for assigned activities.
7. Spirit t-shirts may be worn on Fridays if professional in appearance. Excessively worn T-shirts, halter tops, exposed midriffs, strapless and/or low cut tops, exposed backs, spaghetti straps, see-through clothing, and tanks with oversized armholes are not permitted. Undergarments shall not be visible or exposed.
8. Skirts and dresses should be of a respectable, modest length (at minimum, fingertips). Leggings may be worn under a dress if the length requirement is met. Undergarments shall not be visible or exposed.
9. No shower-type flip-flops or rubber clogs (Crocs) may be worn at school.
10. Visible tattoos and similar body paintings that promote violence or reflect gang activity are prohibited. Visible tattoos and similar paintings that are considered offensive, inflammatory or disruptive to the learning environment are prohibited. *Extensive tattoos or sleeves should be covered while at work, at school formal ceremonies/events or in parent conferences.*
11. In keeping with professional decorum, hair must be a natural color, ears are the only exposed areas of the body on which pierced jewelry may be worn and only professional style jewelry is permitted.
12. Staff members may dress casually for **workdays** as directed by the campus principal or supervisor. Professional dress is expected for **in and out of district workshops and staff development.**

**CCISD Professional Dress
Professionals, Paraprofessionals and Substitutes
2022-2023**

All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

CCISD policy EMB (Local), "The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political ... issues. "

SUMMER ATTIRE

CCISD "The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent." CCISD, Board Policy DH (Local)

All employees should subscribe to and follow a daily minimum dress code that exceeds that of students and can be best described as "dress business casual." For summer school and office assignments, please project a professional image while dressing for the south Texas summer.

CCISD Professionals, Paraprofessionals and Substitutes:

1. **For campus summer school staff only:** Jeans and a professionally worn spirit/ professional style shirt is appropriate. However, jeans should not be unduly faded or contain holes. Undergarments shall not be visible or exposed.
2. **For all office and administrative staff:** Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf. Colored jeans may be worn as long as they meet the professional dress code and length. Jeans may be worn on the last day of the week with a spirit shirt. Administrators, counselors, office staff and district office personnel greet the public. This group should maintain a traditional professional dress Monday-Thursday and professional-style spirit dress on Fridays.

All other professional dress standards continue to be in place.

All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

Shorts do not meet the standard for professional dress.

Reminder: CCISD policy EMB (Local) , "The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political... issues. "



Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

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

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

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

Name: _____ Date _____

Job Title: Substitute Teacher
District: Calhoun

Reports to: Campus Principal
Date Revised: 07/13/2022

GENERAL DEFINITION Manages student learning in accordance with the goals and directives of the campus and district.

ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintains and respects confidentiality of student and school personnel information.
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with district policies.
- Ensures the adequate supervision to assure health, welfare, and safety of all students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Reports to the office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary.
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
- Organizes students for effective instruction.
- Communicates with the office and classroom teacher as needed.
- Collects and places students' papers in a secure location designated by the classroom teacher; Returns instructional materials, equipment, and keys to the proper place.
- Complies with and supports campus, district and state regulations and policies.
- Performs other related duties as assigned by building administrator(s) in accordance with district/state policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.
- Ability to maintain effective classroom management strategies.

SPECIAL REQUIREMENTS

- Candidate must be at least 21 years of age
- Candidate must attend an orientation/training session and complete required District and state credentialing requirements (Background check, Fingerprinting, Emergency Response, Safety/Sanitation and FERPA Training)

PHYSICAL DEMANDS/REQUIREMENTS

- **All substitutes must complete the entire assignment and check out through the main office. Job abandonment prior to the end of the assigned day will result in a reduction in compensation. Any substitute who fails to report or leaves early may not be invited to return.**
- Duties /performance typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
- Frequent walking, standing, stooping, lifting, up to approximately 15 pounds and occasional lifting of equipment and/or materials weighing up to 15 pounds may be required.
- Other physical activities may be required.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary.
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days.
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

If there is a question, problem or concern, I understand the district processes in place to get it resolved.

- The first step is to contact my administrator or supervisor.
- If there is a sexual harassment issue, I must report it to my supervisor or to Kelly Taylor, Title IX Coordinator.
- If there is a CTE concern, I can contact Dana Dworaczyk, CTE Director.
- The Special Education Director is Jeana Bethany.
- After hours, there is an incident /bullying report located at www.calcoisd.org.

Employee Handbook and District Policies:

- The information in the Employee Handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete information in the handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.
- All CCISD employees are subject to the acceptable use policies located in the Employee Handbook.
- I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by the Employee Handbook.

- I understand that I must notify the campus and district of any changes involving personal information - such as phone number, address, etc. via the form on the personnel page. I also accept responsibility for contacting my supervisor and the personnel department if I have questions, concerns, or need further explanations.
- I understand that I am to access the handbook and policies online. If I am unable to access the handbook online, I understand that I am to contact my campus administration for assistance.

Substitute Signature: _____ Date: _____

Assistant Superintendent, Federal, Pupil and Personnel Services:

_____ Date: _____