



**Welcome to Crowley**

**Summer Onboarding  
2019**

## Teachers Contract, Term 1923

This is an agreement between Miss \_\_\_\_\_ teacher, and the Board of Education of the \_\_\_\_\_ School, whereby Miss \_\_\_\_\_ agrees to teach in the \_\_\_\_\_ School for a period of eight months, beginning September 1, 1923. The Board of Education agrees to pay Miss \_\_\_\_\_ the sum of \$75 per month.  
Miss \_\_\_\_\_ agrees:

1. Not to get married. This contract becomes null and void immediately if the teacher marries.
2. Not to keep company with men.
3. To be at home between the hours of 8 pm and 6 am unless in attendance at school functions.
4. Not to loiter in downtown ice-cream stores.
5. Not to leave town at any time without the permission of the Chairman of the Board of Trustees.
6. Not to smoke cigarettes. This contract becomes null and void immediately if the teacher is found smoking.
7. Not to drink beer, wine or whiskey. This contract becomes null and void immediately if the teacher is found drinking beer, wine or whiskey.
8. Not to ride in a carriage or automobile with any man except her brother or father.
9. Not to dress in bright colors.
10. Not to dye her hair.
11. To wear at least two petticoats.
12. Not to wear dresses more than two inches above the ankle.
13. To keep the schoolroom clean:
  - A. To sweep the classroom floor at least once daily.
  - B. To scrub the classroom floor with hot water and soap at least once weekly.
  - C. To clean the blackboard at least once daily.
  - D. To start the fire at 7:00 am so the room will be warm at 8:00 am when the children arrive.

# Username and Password

USERNAME: **firstname.lastname** /

PASSWORD: **employee ID#** /

**“RESET YOUR PASSWORD”**

before using district technology. )

Log into: )

CISD district website/Employees/Single Sign on )

Create a new password and answer the 5 security questions for future password retrieval. )

# Employee Email

## Employee Email

*District website/Employees/CISD Employee Email - Office 365 '*

Your employee email address is [firstname.lastname@crowley.k12.tx.us](mailto:firstname.lastname@crowley.k12.tx.us)

Returning CISD employees, your login is the same as it was when you last worked for Crowley ISD.

For assistance, contact the Technology HelpDesk at (817) 297-5873

# District website/Staff page

## Employee Access Center (Skyward)

- View your paycheck
- View personnel information (lane/step, assignment, certification)
- Change of address
- Sign electronic forms

## Frontline (AESOP)

## Eduphoria

- Helpdesk
  - Request Maintenance or Technology assistance
- Formspace
  - Name change

*Work Calendars can be found on the district website.*

**Professional Dress Guidelines** - located in the *Employee Handbook*  
*If you have any doubts about your attire, it is probably best not to wear it. %*



## ANNOUNCEMENTS

### Monday Messages from Dr. McFarland

Check out the latest Monday Message from Superintendent Dr. Michael D. McFarland [See Monday Message](#)

### Inter-District Student Transfer Application Window Now Open

Crowley ISD is accepting applications for the 2018-19 school year from employees for nonresident inter-district student transfers until **June 7, 2018**. All employees who do not live in the district and wish to transfer their child(ren) into CISD from another school district must apply by the deadline. [Learn more](#)



### School Board Approves Administrator Promotions

Crowley ISD is promoting six administrators to serve in a variety of roles across the district. The internal promotions, approved unanimously by the Board of Trustees, will be effective for the start of the 2018-2019 school year. [Learn more](#)

### School Board Approves New District Administrators

The Crowley ISD Board of Trustees has approved the recommendation to hire and appoint administrators to serve the district's more than 15,300 students across 23 campuses. [Learn more](#)

### Innovative Teaching Grants Now Available

The Chisholm Trail Education Foundation helps fund innovative projects in classrooms across Crowley ISD. CTEF is offering teachers, administrators and other district professionals or paraprofessionals the opportunity to apply for grants to support innovative programs or projects. Grant applications are now open for employees. Applications must be emailed to [CTEFforCISD@gmail.com](mailto:CTEFforCISD@gmail.com) on or before Monday, June 4, 2018. [Learn More \(PDF\)](#)

### Employee Link Directory

Looking for a document or page? Visit the [Employees Link Directory](#)

## QUICK LINKS

[EMPLOYEES LINK DIRECTORY](#)

[AESOP](#)

[APPLITRACK](#)

[BENEFITS](#)

[BLACKBOARD](#)

[CALENDARS](#)

[DISTRICT NEWS](#)

[EDUCATION FOUNDATION](#)

[EDUPHORIA](#)

[EMAIL - OFFICE 365](#)

[EMPLOYEE ACCESS CENTER](#)

# New Professional Orientation 2018-2019

**Please mark your calendar and plan to attend /  
Crowley U Summer Learning Conference /  
and /  
New Professional Orientation /**

**Crowley University Summer Learning  
July 30<sup>th</sup> and 31<sup>st</sup>**

## **New Professional Orientation**

- **All professional new hires  
August 1<sup>st</sup>, 2<sup>nd</sup> & 5<sup>th</sup>**
- **All paraprofessional new hires  
August 5<sup>th</sup>**

Bill R Johnson CTE Center @ 1033 McCart Ave, Crowley, TX 76036

*\*\* More details to come... be sure to check your CISD district email!\*\* '*

# Teachers ONLY

A contract is a written employment agreement that is issued for the duration of the 2019-20 school year and is enforceable by law.



# College Transcripts/Service Records/ Relevant Work Experience

Submit original service records or relevant work experience letters within three (3) months of your first day of employment.

Official college transcripts must be submitted within 30 days.

HR contact Diana Gonzalez 817-297-5228 )





# Benefits

- You have **30 days** from your first day of actual, on-the-job employment to complete your Benefits Enrollment.
- Wait for an email from **TBX** (The Benefits Expert) with Benefits Portal login information and plan details. (You may also receive this information as a text if you have identified a cell phone number.)
- **\*You can only access the benefits portal to enroll after receiving your email/text.\***
- To review of all CISD Benefit Plans, please visit the **CISD district website -> Employees -> Benefits.**

## **Benefits Enrollment Assistance (if needed) /**

**August 2<sup>nd</sup> 8am – 4pm  
BRJ CTE CENTER /**

**August 5<sup>th</sup> 9am – 12pm  
BRJ CTE CENTER /**

**August 7<sup>th</sup> 8am – 4pm  
Administration Building /**

**August 8<sup>th</sup> /  
TBD /**

**August 12<sup>th</sup> /  
TBD /**

**August 14<sup>th</sup> 8am – 4pm  
Administration Building /**

District contact: [Brittany.Peek@crowley.k12.tx.us](mailto:Brittany.Peek@crowley.k12.tx.us) )

# Employee Health Clinic

**\*\* To have access to the clinic, employees need to list eligible dependents during the open enrollment process.\*\***

To maximize your health benefits, an array of healthcare service will be delivered in one convenient location: Texas Health Family Care at 5701 Bryant Irvin Road, Suite 201, Fort Worth, TX

- **\$10 office visit fee for primary care essential to manage your health:** Includes sick visits, minor injury care and care for ongoing conditions, such as high blood pressure and diabetes
- **Scheduling by phone or online via patient portal:** Same-day appointments available in most instances
- **24/7 access to medical records:** Review your health information, communicate with physicians, see test results and more using a private patient portal
- **Referrals to specialists:** get access and referral to a robust specialty network available as part of Southwestern Health Resources Network, established by Texas Health Resources and UT Southwestern Medical Center

# Employee Child Development Center



The mission of the Crowley ISD Employee Child Development Center is to provide a high-quality child care program for the employees of Crowley Independent School District.



The Employee Child Development Center is a unique child care option that combines high-quality age appropriate instruction and a nurturing environment for young children.

By providing a child development program, CISD strives to assist its employees in building strong families and a stable workforce.

**Where:** Jackie Carden Elementary School

**Who:** Children and grandchildren of Crowley ISD employees, age six-weeks to school age

**When:** Hours of operation are 6:30 a.m.–5:45 p.m. (Mon.–Thurs.) and 6:30 a.m.–5 p.m. (Fri.)

## **Benefits for Crowley ISD Employees**

- Only pay for the 187 days that teachers work.
- Breakfast, lunch and afternoon snacks included at no extra charge.
- Low student/teacher ratios.
- Frog Street curriculum for all ages.
- 10 percent sibling discount for families with more than one child enrolled at the center.
- Expecting a baby? Reserve your spot today!

[www.crowleyisdtx.org/childcare](http://www.crowleyisdtx.org/childcare)

# Inter District Transfers

- Any employee who does not live in the district may request to transfer their child(ren) from their home school district to a campus within CISD. This transfer is valid through the highest grade level at the campus unless there is a violation of the transfer agreement.
- All Out-of-District transfer requests must be submitted online. The request form can be accessed from the CISD Website > Parents & Students > Student Transfers.
- All consideration will be given to your request. If the selected campus has reached or is approaching enrollment capacity, you will be contacted and other campus option(s) will be presented for your review and consideration.
- District contact: [studentstransfers@crowley.k12.tx.us](mailto:studentstransfers@crowley.k12.tx.us)



## ID Badges

Please stop by Safety & Security today for your )  
CISD badge )

District contact: Sarah Carter 817-297-5292