

Clarendon Consolidated
Independent School District

Substitute Handbook



Introduction

Welcome to Clarendon Consolidated Independent School District (CCISD). Your efforts and services as a substitute teacher are needed and appreciated. Your services are critical to maintaining the educational progress of students and helping the District fulfill its mission of educating and preparing each student to succeed. The services of dependable, well-prepared substitute teachers are essential in CCISD as we meet educational needs for our students.

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to contact@clarendonisd.net.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes associated with handbook topics, confer with their principal, or contact the appropriate district office. District policies can be accessed online at clarendonisd.net.

Substitute employees serve on an at-will basis. This means they are not employed for any specific duration and are not guaranteed assignments at particular campuses or grade levels. The district reserves the right to remove a substitute from the active list at any time and for any reason, with or without notice. Likewise, substitutes may choose to resign from their position at any time.

Substitute Pay

Daily Rate (Full Day)

\$65.00	Non-Certified (Teacher)
\$65.00	Aide
\$85.00	Certified (Teacher)
\$85.00	Long-Term (Aide)
\$100.00	Long-Term (Non-Certified)
\$125.00	Long-Term Certified

Assignments can be for a full or for one-half (1/2) day at half the above-stated daily rate.

***Long-Term Teacher Substitute**

Long-term substitute status applies to assignments lasting “10 or more consecutive days in the same classroom for the same teacher”. Substitute eligibility is based on an appropriately qualified status in the grade/subject area of the teaching assignment. The campus principal will assign long-term substitutes. Long-term substitute assignments can be revoked or revised based on campus concerns regarding substitute performance and/or student need.

Direct Deposit

Direct deposit is required for substitutes to remain active. **If you change your banking information, you will need to complete a new direct deposit form in the administration office. Direct Deposit forms are NOT accepted by email.**

Pay Dates

Payday is the 25th of each month. If the 25th falls on a weekend, payday will be the Friday before.

Pay Check Stubs

Each month, the day before payday, you will receive a Wage and Earnings Statement emailed to your email address listed on your application.

Job Availability

Substitutes are hired to pick up assignments. To maintain an accurate list of substitutes available for work in the district, CISD deactivates and purges individuals who are not actively working from the substitute roster as needed and at the end of each school year.

School Schedule and Reporting Times

Substitutes are to report to their respective campus by 7:30 am or the time designated by the campus secretary or the campus principal. The first campus bell rings at 7:55, and the school day ends at 3:30.

Classroom Instruction

- The substitute should endeavor to preserve the routine of the classroom. She/he is to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with the campus secretary or principal for assistance.
- The substitute teacher is to be an active part of the classroom instruction. Reading personal materials, sleeping, playing on their cell phone, working on personal work, etc., is unacceptable and a reason to be removed from the substitute list.
- The substitute teacher should not assign written work and leave it to be graded except at the request of the teacher.
- The substitute teacher has the same responsibility (as the regular teacher) for the students, equipment, and materials assigned to his/her care. All materials and equipment used by the substitute teacher are to be returned to the proper authority or location before the substitute leaves the campus.
- When individual students cause behavioral problems, which are disruptive to the learning environment, the substitute teacher should refer those students to the campus administration with a discipline referral or note explaining the circumstances. NEVER administer corporal punishment or physical contact of any kind.
- The substitute should leave the regular teacher a summary of the day's activities by class period. The teacher needs to know what portion of the lesson each class was able to complete.

Classroom Management

Classroom management can be the most challenging aspect of a substitute's job.

Maintain Classroom Control

- Enforce established classroom rules.
- Consistently use appropriate behavior management strategies to maintain order.
- Under no circumstances should a student have their phone or be on their phone. If a student has their phone out, their phone should be taken up and sent to the office.
- If students are on their computers, the substitute needs to be up and monitoring their screens.
- If you experience behavior issues, you may send the student with a referral to the office.
- If assistance is needed, contact the office, ask the teacher next door, or any paraprofessional.

Classroom Management Suggestions

- Learn the names of the students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior
- Start the day promptly, firmly, and concisely.
- Be fair, friendly, and consistent.
- Be sure students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful, and so do you.
- Use praise generously and show respect for the students.
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for removal from the substitute list.
- Vocabulary and non-verbal communication should be appropriate for the classroom.
- Remain calm and relaxed. Don't lose your cool.
- Monitor with movement.

Note: The Administration Office works collaboratively with the campus administration to resolve concerns regarding substitute performance. Consequences resulting from subsequent investigations are under the direction of the Administration Office

Confidentiality

All student information, including but not limited to grades, performance, home life, mental or physical health, must be kept confidential and not shared with others. Substitutes are expected to maintain confidentiality and limit disclosure to those individuals who have an “educational need to know.”

Discrimination, Harassment, and Retaliation

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner that encourages and promotes positive, wholesome relationships with others. The District recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate conduct. Such conduct is inappropriate and will not be tolerated.

Professional Ethics

- The substitute has a professional responsibility even though he/she is not a contracted teacher.
- Caution should be used in expressing personal opinions about what is seen or heard in the classroom or on the campus.

- Comments comparing one school with another or comparing the students are discouraged.
- Under no circumstances should a substitute criticize the curriculum, classroom procedure, campus teachers, or administration in front of the students.
- The substitute is responsible for carrying out the lesson plans left by the teacher.
- A substitute's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- The substitute teacher is expected to perform all of the duties of the regular teacher unless the principal releases the substitute from a particular duty.
- The substitute teacher is not expected to perform the extra-curricular or co-curricular duties of the regular teacher (football practice, band practice, and after-school club meetings, etc.).
- A substitute should **NEVER** leave a class/classroom unattended or leave the campus during regular school hours without checking with the school staff.
- A substitute teacher is looked upon as a professional; therefore/they should exercise discretion and good judgment in their choice of apparel and conversation.

Common Causes for Removal from the Substitute List

Unprofessional conduct on the campus or in the classroom includes, but is not limited to:

- Not following the teachers' lesson plans/instructions
- Frequently canceling or being late for assignments
- Excessively not responding to calls or texts for an assignment
- Inappropriate use of technology devices
- Poor classroom management skills
- Not canceling an assignment properly, no call, no show
- Making inappropriate verbal comments (to students or staff)
- Embarrassing Students: academically, physically, mentally, or emotionally
- Intimidating or frightening students
- Yelling or screaming or telling students to "shut up"
- Making personal comments regarding sensitive subject matters (i.e., ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values, sexuality)
- Inappropriate physical contact, such as horseplay, disciplinary measures, or sexual contact
- Inappropriate dress
- Falsification of information on documents used for the consideration of employment
- Failure to comply with board policy, campus policy or administrative directives
- Committing acts which constitute lewdness
- Committing acts which constitute a felony or misdemeanor involving moral turpitude
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misapplication of funds, fraud, or organized crime
- Continued campus concerns
- Giving students the substitute ID badge and/or school keys

Substitute Discipline Management Plan

Campus concerns regarding substitute conduct or job performance are forwarded for review, along with the documentation of the concern. Documentation includes an overview of the concern along with the supporting statements from the substitute teacher(s), staff, or students as appropriate.

- Initial concerns are sent by the campus to the Administration office via email as soon as possible (**preferably the same day as the concern**).
- Campus administration must **investigate** the incident and forward subsequent documentation promptly.
- Once a concern has been raised, substitutes are **temporarily deactivated** and notified by the campus Principal or the Administration office.

Depending on the nature of the concern, the statements provided, the substitute input, and the conference with the administration, one of the following courses of action will take place.

- The concern can be dismissed, and the substitute reinstated.
- The concern can be simply noted in the substitute file and the substitute reinstated to full active status.
- The substitute can be given a warning and then reinstated to full active substitute status.
- The substitute can be removed from the campus by submitting the concern.
- The substitute can be removed from **ALL CISD** campuses and removed from the active substitute list permanently.

Best Interest Letter

Substitutes that are permanently deactivated from the substitute roster will receive a “Best Interest” Letter in the mail. This letter contains the following non-negotiable statement.

“After review, it has been determined, in the best interest of the district, that your name be removed from the substitute list and you not continue to substitute for the Clarendon Consolidated Independent School District.” Please note that a Best Interest Letter can be sent at any time during the substitute application or employment process.

Administering Medication to Students

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Only the nurse’s office may dispense medication.

Alcohol & Drugs

Clarendon CISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

Assignment (Accepting)

Substitutes can accept or decline an assignment via the phone. The campus secretary or principal will contact the substitute via phone on the day of or in advance for an assignment.

Assignment (Canceling)

Contact the appropriate office via phone to cancel an assignment promptly. The campus can also cancel the assignment at any time for any reason.

Bad Weather Days

The decision to close schools due to inclement weather is made by the district administration. The decision to cancel school will be made as early as possible. Notifications will be done through ParentSquare, Clarendon Broncos Facebook page, Clarendon Enterprise Facebook page, local news stations, and the local radio station.

Change of Address/Phone Number

Once active employment status is completed, personal information (i.e., address, phone, and email) can be updated by emailing contact@clarendonisd.net.

All name changes must be completed in the Payroll Office.

Classroom Guidelines and Procedures

Substitutes can expect to find a Subfolder prepared by the classroom teacher outlining specific duties and responsibilities to govern the day. In the event that a Subfolder is missing or lesson plans/activities for the day are not identified, the substitute needs to notify the campus secretary or principal for assistance.

Conference Period

Substitutes are not guaranteed a conference period. You may be asked to substitute in other classrooms during that time if there is a shortage of substitutes on that day.

Continuation of Employment

Clarendon CISD can afford substitute employees the opportunity to return for continuation of employment for the following school year by signing a new Letter of Reasonable Assurance at the end of the current school year. This opportunity is available to all substitutes who have **acceptably performed their duties during the course of the year and have ended the year with an active status.**

Crisis Management

Each campus has a crisis management plan for emergencies. The plan includes procedures for emergencies such as fires, tornadoes, and other evacuations. These procedures are posted in each classroom. The substitute is responsible for familiarizing themselves with these procedures.

Dress Code

All substitutes shall maintain a neat, clean, and professional appearance. The campus principal reserves the authority to request that a substitute leave to change if their attire does not meet professional standards.

ID Badge

All substitutes are required to check in with the campus front office to obtain a “sub” badge. The ID badge must be worn to all assignments. The ID badge and any school keys **MUST NOT** be given to students for any reason.

Requiring School Approval

- Students are not excused to leave school under any circumstances without school approval.
- No written communication should be sent to parents without permission from the principal.
- Accidents involving students must be reported to the office immediately.
- Students cannot be kept after hours.

Resigning

Substitutes who wish to have their name **removed** from the Active Substitute List must submit in writing a notice or resignation letter to the CISD Administration Office. You will then be deactivated from the Master List, which will prevent you from receiving phone calls or texts. You can resign in person, by mail, or by email.

By US Mail: Clarendon CISD, 416 S. Allen, TX 79226. By Email:
contact@clarendonisd.net

Restart (Returning) Substitute Application Process

If you are removed from the substitute list or if you request to be removed, you will remain off the list for the remainder of the current school year, unless an exception is made by the administration office.

If you request to be placed back on the substitute list, you will be required to complete a new application and submit it to the administration office. Working as a substitute previously does

not guarantee you a spot on the list.

Social Media and Code of Conduct

Please visit the link below for the district policy on code of conduct and social media.

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=406&code=DH#localTabContent>

Workers Compensation

All district employees, in accordance with the laws of the State of Texas, are covered by the district's workers' compensation fund. Injuries occurring during the course and scope of the substitute's job duties are covered. In the event of an injury while on duty, the substitute must notify the campus principal. An incident report will be completed at that time and forwarded to the Administration Office.

Clarendon ISD Substitute Handbook Acknowledgment and Receipt

Name: _____

I hereby acknowledge that I have received a hard copy of the **Clarendon ISD Substitute Handbook**. I understand that it is my responsibility to read and comply with the standards, policies, and procedures outlined or referenced in this handbook.

The substitute handbook is also available online at:

<https://www.clarendonisd.net/vnews/display.v/SEC/Resources%7CFor%20Staff%3E%3EHandbooks>

I understand that the contents of the handbook are subject to change at any time at the sole discretion of the district. Updates to policies may supersede, modify, or render obsolete the information contained in the handbook. I accept responsibility for reviewing any such updates and complying with all current district policies and procedures.

I acknowledge that **nothing in this handbook creates a contract of employment** or alters my status as an **at-will employee**. I understand that, as an at-will employee, my employment may be terminated at any time, with or without cause, and with or without notice, either by me or by the district.

I further understand that I am responsible for informing the Clarendon ISD District Office of any changes to my personal information, such as address, phone number, or emergency contact details. If I have any questions or need clarification about the information in the handbook, I will contact the campus principal or the District Office for assistance.

Signature

Date

Please sign and date this receipt and forward it to contact@clarendonisd.net or return it to Clarendon ISD, Administration Office, 416 S. Allen, Clarendon, TX 79226