



## SUBSTITUTE HANDBOOK

### 2025-2026



**Dear Substitute Staff,**

**Welcome to #TeamTomball! You have officially arrived at THE DESTINATION DISTRICT. We are so thankful for your support of our school district, educators, students, and community. It truly takes all of us to make a difference in the lives of our younger learners.**

**The purpose of this handbook is to provide you with information to ensure your success in your assigned roles. The handbook is an overview of district policies and procedures, as well as expectations for staff in the substitute role. We encourage you to review the district employee handbook as well that can be found at the Tomball ISD website.**

**We know your experience in Tomball ISD will be fulfilling and provide our students with continuous learning opportunities. If you have any questions or need further assistance, please do not hesitate to reach out to any of us in the Human Talent department.**

**Thank you again for your dedication to the success of our students.**

**Sincerely,**

A handwritten signature in black ink, appearing to read 'Dr. Wright', is positioned below the word 'Sincerely,'.

**Dr. Lee Wright  
Assistant Superintendent of Human Talent  
281 357-3100  
Tomball ISD  
[www.tomballisd.net](http://www.tomballisd.net)**

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## CAMPUS ARRIVAL TIME

### Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. The schedule listed below should be followed for campus arrival and dismissal times.

#### High Schools

Tomball	6:30 a.m.	2:50 p.m.
Tomball Memorial	6:30 a.m.	2:50 p.m.
Tomball Star Academy	6:30 a.m.	2:35 p.m.

#### Junior High Schools

Creskide Park	7:20 a.m.	3:30 p.m.
Tomball	6:45 a.m.	2:45 p.m.
Willow Wood	6:45 a.m.	2:45 p.m.
Grand Lakes	6:45 a.m.	2:45 p.m.

#### Connections Academy

6:45 a.m.	2:45 p.m.
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#### Intermediate Schools

Northpointe	7:15 a.m.	3:30 p.m.
Oakcrest	7:15 a.m.	3:30 p.m.
Tomball	7:15 a.m.	3:30 p.m.
West	7:15 a.m.	3:30 p.m.

#### Elementary Schools

Canyon Pointe	7:50 a.m.	4:15 p.m.
Creskide Forest	7:50 a.m.	4:15 p.m.
Creekview	8:05 a.m.	4:20 p.m.
Decker Prairie	7:50 a.m.	4:15 p.m.
Grand Oaks	8:05 a.m.	4:20 p.m.
Lakewood	7:50 a.m.	4:15 p.m.
Rosehill	7:50 a.m.	4:15 p.m.
Timber Creek	7:50 a.m.	4:15 p.m.
Tomball	7:50 a.m.	4:15 p.m.
West	7:50 a.m.	4:15 p.m.
Wildwood	8:05 a.m.	4:20 p.m.
Willow Creek	8:05 a.m.	4:20 p.m.

#### PreK School

Early Excellence Academy	8:10 a.m.	4:40 p.m.
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Be prompt to start your duties at the scheduled time. If you anticipate that you will be late, you must call the school office so they can plan accordingly. **You are expected to remain at school until the end of the school day, which may include the teacher's end-of-the-day duties.** Be sure to check with the Substitute Coordinator for instructions regarding classroom access, etc.

## SUBSTITUTE EXPECTATIONS

**All policies that apply to full-time teachers and instructional aides are also applicable to substitutes.** Tomball ISD Board Policy may be accessed on the district website ([www.tomballisd.net](http://www.tomballisd.net)) under Board>Board Policy. In addition, the district has established the following expectations for substitutes:

### **Upon arrival at the campus:**

- Make sure your substitute badge is clearly visible.
- Arrive on time.
- Sign in and out in the front office at the beginning and end of the day.
- Check for any materials or special instructions left by the absent employee or the Substitute Coordinator.
- Meet neighboring teachers.
- Receive applicable emergency and non-emergency procedures/routes for (weather, fire drills, film, assembly, field trip, etc.).

### **In the classroom:**

- Add your name on the board and introduce yourself to each group of students.
- Read lesson plans and prepare assignments.
- Greet students at the door as they enter the room.
- Be professional, friendly, and enthusiastic.

### **During the day:**

- Start class confidently and on time.
- Take attendance and send to campus Attendance Secretary.
  - Students are tardy after the scheduled beginning of class- these students should have a pass from the office.
- Do your best to follow the lesson plans left by the teacher.
- Follow posted procedures (If there are established routines, make no changes).
- To ensure students are on task, use proximity and circulate the room to monitor their work. Do not remain at the teacher's desk.
- Encourage student attention and participation.
- Provide students with specific feedback about their progress in a respectful manner.
- Follow the classroom or campus discipline plan.
  - If you experience escalating discipline issues that you cannot resolve (such as fighting, harming others, or insubordination), complete a discipline form and send the student to the front office or request assistance from the campus administration.
- Consult nearby teachers or the front office if you have questions or need help.
- Direct students to clean up and be ready to transition when class ends.
- Leave all notes, feedback for the teacher, and student work on the teacher's desk or designated location.

### **Classroom Presence**

- Never leave students unattended - Students must be supervised at all times by an adult.
- If you need to leave the classroom for any reason (such as to use the restroom, seek medical attention from the nurse, obtain supplies) notify a nearby teacher or contact the front office to make alternate arrangements to supervise the classroom.
- Remain with the students if the class relocates to other parts of the campus for reasons such as: lunch, recess, restroom breaks, or afternoon transportation stations, unless otherwise directed.

## **Classroom Management**

Classroom management is a term teachers use to describe the process of ensuring that classroom lessons run smoothly despite disruptive behavior by students. The term also implies the prevention of disruptive behavior. Effective classroom management creates an environment that is conducive to teaching and learning. Ineffective classroom management often creates chaos.

The purpose of a classroom management plan is to hold students accountable for misbehavior—without having to yell, scold, or lecture. When used correctly, the classroom management plan eliminates the need to use these and other stressful, counterproductive methods.

Classroom procedures help students know what to do when the bell rings, when their pencil breaks, when they finish their work early, or when they need to use the restroom. A smooth-running classroom is the result of a teacher's ability to effectively teach procedures for just about everything in their classroom.

### **Classroom Management Tips**

- Take charge of your classroom respectfully
- Ensure student engagement
- Set clear expectations
- Establish effective time management
- Review consequences for misbehavior
- Assume the best in your students
- Praise what you can when you can
- Follow the lesson plans provided
- Rehearse transitions
- Make positive phone calls home (for long term substitutes only)
- Follow set classroom and campus routines

### **Positive Student Behavior**

Discipline is providing an environment in which positive teaching and learning can occur simultaneously.

- The teacher sets the tone for the classroom, so be respectful.
- Provide lots of positive feedback.
- Use clear direct language-free from sarcasm; tone of voice and body language can communicate calmness to students.
- Reprimand students privately.

### **Reasons for Student Misbehavior**

- Seeking Attention- Being the center of attention is a common desire for students, some more than others.
- Desire for Power- The student wants to be in control of the classroom.
- Looking for Revenge- The student may lash out at the teacher for real or perceived wrongs.
- Lack of Self-Confidence- The student is afraid to participate in class because he/she does not believe the work can be done.
- Classroom Environment- The classroom environment may overstimulate the student.
- Problems with Curriculum- The student does not comprehend the material presented in class.

## Classroom Property

Items located in the classroom are district, employee, and student property. Substitutes are not to search the contents of classroom desks, cabinets and other storage, take items for themselves, or distribute items to students, other than as directed by staff or as needed for instructional purposes. Substitutes are specifically directed not to distribute food, beverage or candy items to students without authorization, as this can pose a safety concern to students with dietary restrictions.

## Communication with Human Talent



Red Rover (Absence Management - formerly Frontline) is the primary method for group communication from the Human Talent department to active substitutes. Substitutes are expected to check their Red Rover accounts regularly on a year-round basis, even if they are accepting assignments via other methods. Important notifications regarding policy changes, renewal dates, training opportunities, and special assignments will be visible upon logging into the account. Substitutes should be prepared to reference information in their Red Rover account when communicating with Human Talent staff.

## Communication with Students and Staff

Substitutes are not to exchange personal contact information with students or have any contact with students by phone, text or social media. Substitutes should not take any photographs or video footage of students, staff or campus property. Substitutes should not discuss, or encourage students to access, their personal social media pages, especially if the content may be considered unprofessional or not age-appropriate. Substitutes are encouraged to adjust their social media privacy settings to prevent unwanted access by students. Substitutes should not engage in discussions with students on topics which are of an inappropriate or highly controversial nature or are irrelevant to the lesson. Questions from students on these topics should be directed to parents or school administrators. Substitutes should avoid yelling or directing profanity, unprofessional language, hurtful sarcasm or criticism, or a disrespectful tone toward students or staff.

## Computer Use

Substitutes' use of district computers must be directly related to instructional assignments. District computers are not for personal use such as email, gaming, shopping, information searches, or social media. Spontaneous searches on district computers should not be conducted if the results will be visible to students on a computer screen or SMART board, as unanticipated inappropriate content may appear. Long-term substitutes will be provided with a district email address and additional system access if needed via a request from the campus to the district's Technology department.

## Conference Periods

Substitutes are expected to remain on campus during the absent employee's assigned conference period. Substitutes may not leave early without permission if the absent employee's conference period is the last period of the day. Substitutes are subject to be assigned other duties during this time.

## Dress Code

Tomball ISD expects all employees to present a professional appearance for students and families, promote a positive work environment, and ensure safety in the workplace. The following section lists examples of appropriate and inappropriate attire. This is intended to serve as a guideline and is not all-inclusive.

### Dress Code Standards:

- Slacks or pants
- Collared shirts or blouses (long or short-sleeved)
- Dresses, tunics, or skirts (no shorter than the knee)
- Male substitutes will appear clean-shaven or neatly trimmed.
- Hair should be neat and clean and worn in a style that does not disrupt the work environment.



**Inappropriate Dress and Guidelines:**

- Garments that are too tight, too revealing or too short (no mini-skirts, even with tights).
- Sweat/jogging suits, exercise apparel, yoga pants, leggings, spandex or Lycra items
- Ripped, torn or stained clothing or shoes
- Recreational sandals, such as flip-flops, Crocs or rubber-soled shoes
- Hats worn indoors
- Males: Sleeveless shirts, shorts or sandals
- Females: Backless, halter, tube top, off-the-shoulder, midriff, spaghetti strap or low-cut blouses. Female staff members may wear sleeveless blouses if shoulder seams extend to the shoulder and undergarments are covered.
- Substitutes should cover any inappropriate or distracting tattoos.
- Body/face piercings should be covered or removed.
- Male substitutes should refrain from wearing earrings of any type.

**Jeans and Other Exceptions:**

Substitutes should never assume jeans are appropriate without confirmation. Campuses may observe "Spirit Days" on selected days which permit a more relaxed dress standard. Guidelines for appropriate dress vary by campus and may include jeans, college or spirit shirts, and athletic shoes. The principal may also approve variations in the dress code for field days, special events, or those individuals whose assignments necessitate an alternate form of dress. For questions regarding spirit day dress or to request accommodation of dress code requirements, please consult the campus Substitute Coordinator or Principal, who will also address any cases of distracting or inappropriate appearance. TISD is confident that each substitute will use his or her best judgment in following the above dress code guidelines. The Principal and Substitute Coordinator reserve the right to evaluate appropriateness. If you are unsure whether an article of clothing is acceptable, don't wear it. Please be considerate and set a positive example that does not undermine the dress code expectations for students and campus staff.

**Emergency Procedures**

Substitutes should review the fire escape routes and emergency procedures provided in the classroom. Substitutes will be informed at check-in if a drill is scheduled. Questions related to fire drills, tornado drills, or shelter-in-place scenarios should be directed to the front office.

**Eating and Drinking**

Substitutes are permitted to have non-alcoholic beverages in the classroom. Any spills should be wiped up immediately. Substitutes are not permitted to eat in the classroom during instructional time. It is preferred for substitutes to eat in the teacher's lounge or cafeteria. Substitutes may eat in the classroom at times when students are not present, provided care is taken not to leave crumbs or trash on desks, computers, instructional materials, or other items.

**Extra Duty Assignments**

In addition to covering scheduled class periods, substitutes are expected to perform all extra duties normally assigned to the employee, such as bus duty, car rider duty, lunch duty, or recess duty. Failure to fulfill extra duty assignments poses a safety risk for students. Any substitute who does not fulfill extra duty assignments will be considered to have not met expectations and may therefore receive a negative performance evaluation.



### **Handbook**

The Substitute Handbook is updated annually and as needed during the school year to reflect updates. Substitutes are expected to print and maintain a current copy of the Substitute Handbook, acquaint themselves with its contents, and take it with them to campus assignments for reference during the school day.

### **ID Badges**

Substitutes are issued an ID badge for the current school year by the Human Talent department. This badge must always be worn while on campus. Substitutes must exchange their old badge for a new one on annually.

## **Illness/Injury**

Students: If a student is ill and must leave the classroom to see the nurse, a pass must be issued. In the case of an injury, accident or other emergency, call or send someone for the nurse and Principal immediately. Do your best to care for the situation calmly and professionally in the meantime to avoid alarm. Do not permit others to crowd around a student who is ill or injured. Under no circumstances should a substitute dispense over-the-counter pain relievers or other medication or search the contents of a student's personal medical bag. The school nurse is available and authorized to evaluate illness or injury and administer first aid and medication provided by the student's parent. Information regarding a student's illness or injury at school is confidential and should not be discussed with other individuals. The school nurse will make all necessary contacts with family members or medical professionals.

Substitutes: If a substitute becomes ill or injured during the school day or another emergency arises which prevents fulfillment of the assignment, notify the Substitute Coordinator or nurse immediately so the staff can provide assistance, and alternate coverage can be arranged. A substitute may leave campus provided they have authorization from the Principal or Substitute Coordinator and follow the campus check-out procedure.

## **Personal Electronic Devices**

During class periods, substitutes are not to use personal cell phones, laptops, tablets, earbuds, or other electronic devices to text, make or receive calls, listen to music, access the Internet, take photographs or video footage of students, staff, or campus property, or for any other purpose. Personal electronic devices may be used during the absent employee's conference period, provided it does not disturb staff or students.

## **Physical Requirements**

Substituting in Special Education, Physical Education, Athletics, and some Career and Technical Education classes can be physically challenging. Substitutes should consider any physical limitations they may have which would prevent them from fulfilling the essential duties of the job before accepting one of these assignments.

## **Physical Touch**

Substitutes are expected to always display respect toward students through both words and actions. Please make a conscious effort to remain 6 feet apart from all students in your classroom. A substitute should not initiate forms of physical touch toward a student (such as patting, hugging, grabbing, slapping, collaring, wrestling/horseplay, adjusting/removing student clothing, or other types of physical contact) without administrative authorization. If a student initiates physical touch toward a substitute, the substitute should respectfully remove themselves from the contact as soon as reasonably possible.

**Restrooms**

Staff restrooms are available to substitutes. Whenever possible, restroom breaks should be taken between classes or during conference periods, not during instructional time. If you are unsure of restroom locations or if a key is required, contact the front office.

**School Closures**

In the event of severe weather or other emergencies, information regarding delayed start times, early releases, and school closures will be posted on the district website ([www.tomballisd.net](http://www.tomballisd.net)), Facebook, Twitter and announced through local media outlets. Substitutes are expected to consult these resources for closure information before reporting to campus. Substitutes will not be personally notified of school closures. Substitutes will not be paid for assignments on days when advance notice of school closure was available.

**Sexual Harassment**

Tomball ISD takes very seriously its commitment to preventing sexual harassment in the workplace. All allegations of sexual harassment are investigated, and appropriate action taken. See Physical Touch policy.

**Tobacco/Alcohol**

Smoking, the use of other tobacco products, e-cigarettes or any other electronic vaporizing device, and the consumption of alcoholic beverages are prohibited 24 hours a day on school property per Board policy.

## RED ROVER ABSENCE MANAGEMENT (formerly Frontline)

### Absence Management



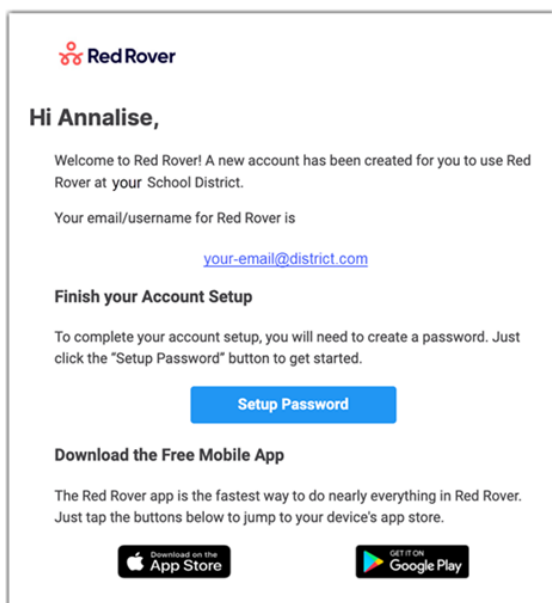
#### Welcome back!

Enter your email address and tap next to access your account.

Next

Tomball ISD utilizes Absence Management, a substitute placement system used by school districts nationwide. Employee absences and vacancies are entered and tracked using the Red Rover Absence Management system. This service utilizes online, phone, and optional mobile app features to communicate available jobs. When substitutes accept a job, they are issued a confirmation number for the assignment. The online, phone, and mobile app systems work together. Jobs accepted by any method will be reflected in a substitute's online account.

[Can't remember your login details?](#)



### Logging Into the Red Rover

To log into a Red Rover web application, you will first receive an email from [no-reply@mg.redroverk12.com](mailto:no-reply@mg.redroverk12.com) to set up your personalized username and password. From here, you will enter the Red Rover ID username and password you chose for your Red Rover account. The username and password must each include at least one alphabet character. If you ever forget your password, you can reset it on the login page: <https://app.redroverk12.com>.

### Accepting Assignments on Red Rover

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

1. On the Red Rover Website
2. Through the free Red Rover mobile app (recommended)
3. Via Text message

You may access the Red Rover website via the TISD homepage under Staff Members>Red Rover. From your online account, you can view available, scheduled, and past jobs, set preferences, and enter non-workdays. Your online account provides available details about assignments, including notes to the substitute and paper clip, envelope, phone, and map icons, which enable substitutes to view attached documents, email the employee, access the campus phone number, or see the campus location.

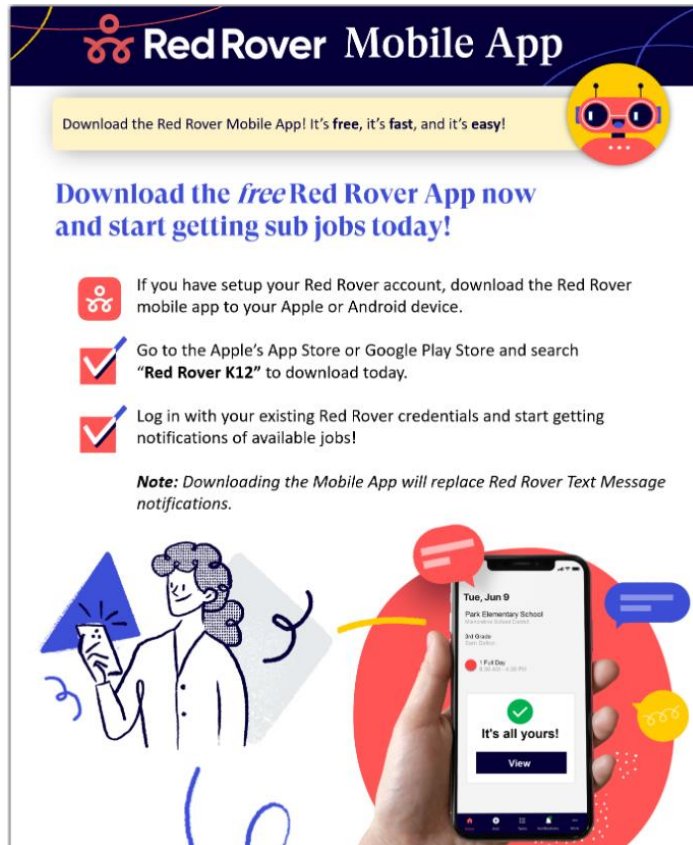
### Red Rover Home Page

Once logged into your Absence Management account, you will be taken to the Home Page which offers some key pieces of information for you to stay on top of your assignments. On the left-hand side of the screen, you can manage your availability and set school preferences.

## Non-Work Days

A non-work day is a day on which a substitute is unavailable to work or does not wish to take an assignment. Non-work days can be added or removed on the home page of your online account.

## Red Rover Mobile App

A promotional graphic for the Red Rover Mobile App. At the top, it says "Red Rover Mobile App" with a red logo. Below that, a yellow banner says "Download the Red Rover Mobile App! It's free, it's fast, and it's easy!". A cartoon robot head is on the right. The main text says "Download the free Red Rover App now and start getting sub jobs today!". There are three steps: 1. "If you have setup your Red Rover account, download the Red Rover mobile app to your Apple or Android device." 2. "Go to the Apple's App Store or Google Play Store and search 'Red Rover K12' to download today." 3. "Log in with your existing Red Rover credentials and start getting notifications of available jobs!". A note says "Note: Downloading the Mobile App will replace Red Rover Text Message notifications." At the bottom, there is an illustration of a person holding a smartphone showing the app interface, which includes a calendar for "Tue, Jun 9" at "Park Elementary School" for "3rd Grade" and a "Full Day" assignment. A green checkmark and the text "It's all yours!" are also visible on the phone screen.

Red Rover offers a recommended and free mobile app that provides automatic continuous notification of substitute opportunities. To get started utilizing the Absence Management app, access the app store on your mobile device and download the Red Rover app.

### Assignment Types

Available assignments are either categorized as absences or vacancies. **An absence** is for a current employee who needs to be away from campus on a given date. **A vacancy** is classified as either an open position or an over limit, which is a temporary need for extra personnel. More information regarding the nature of vacancy assignments can be obtained by contacting the campus Substitute Coordinator. **Retiree substitutes may be subject to TRS limitations on how many days per month can be worked in vacant, open, and over limit assignments.**

Assignments are either full-day or half-day in duration. Full days are approximately eight hours in length; half days are approximately four hours in length and can occur in the morning (AM) or afternoon (PM). Please take note of the correct start and end times of your accepted assignments.

Assignments are either professional or paraprofessional in nature. Professional assignments include teachers, librarians, nurses, counselors, and administrators. Paraprofessional assignments include aides and office staff.

## Cancellations

Substitutes should make every effort to fulfill assignments they have accepted. Cancellations place an undue burden on campus staff and students. Substitutes may not cancel an assignment for matters of convenience, location, pay rates, or personal preference. Acceptable reasons for cancellations include personal or family illness, bereavement, emergency weather conditions, or unanticipated lack of transportation.

Substitutes may cancel their own full-day or half-day assignments in their online Absence Management account up until the established deadline of 2 ½ hours prior to the assignment start time. Multi-day assignments may be cancelled in Red Rover up until 24 hours prior to the assignment start time. Cancelled assignments will go back out to the substitute pool. Substitutes who cancel an assignment online will not be able to accept another assignment on the same day(s). A system-generated non-workday will appear in their online account. Cancellations after the deadlines above must be made by the campus Substitute Coordinator or one of the Human Talent contacts. A list of Campus Contacts is included in this handbook. Substitutes should not attempt to cancel assignments by contacting the absent employee.

## Red Rover Training

Training is provided during Substitute Orientation on the use of the Red Rover system. A variety of helpful user guides and videos are also available by clicking Help in your online account and then entering key words to conduct a search.

# HUMAN TALENT PROCEDURES

## Eligibility

A substitute is an individual who serves on a temporary basis in an employee absence or vacancy. To be eligible to serve as a substitute **paraprofessional**, an individual must have completed a minimum of forty-eight (48) semester hours of college credit or have a high school diploma/GED and have met formal academic assessment requirements. To serve as a substitute **professional**, an individual must have completed a minimum of sixty (60) semester hours of college credit. These college hours must be verified via an official college transcript, bearing the signature/stamp of the registrar. There are several steps involved in becoming an active substitute. Substitute applicants must be eligible for hire within Tomball ISD, accurately complete a current online application, meet the college requirements, have a clear background check, three professional references, proof of fingerprinting and DPS clearance. Substitutes must also successfully complete all required training, assessments, interviews, orientation, new hire paperwork, and benefits paperwork before receiving an ID badge and Absence Management account.

## Texas Retirement System

Substitute teachers who have retired from active teaching anywhere in Texas and receive annuity payment income from the Texas Retirement System of Texas should report this to the Tomball ISD Human Talent Department. For TRS retirees, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, an overlimit, an open position, or a supplemental position, the retiree must seek approval from the district before accepting the position. Individuals are responsible for understanding and adhering to the TRS guidelines. Services rendered as a substitute may qualify for service of credit with the Teacher Retirement System of Texas provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the Teacher Retirement System of Texas for further information.

## Personnel Files

It is a Texas Education Agency requirement that school districts maintain a personnel file on each substitute employed. It is important to keep your substitute file current. Any need for changes to your name, address, telephone number, email address, retiree status, W-4 deductions or direct deposit information should be reported to [IWantToSub@tomballisd.net](mailto:IWantToSub@tomballisd.net) or 281-357-3100.

## Renewal

A new substitute roster is created for each school year. Those substitutes who are on the active roster at the time of renewal, have worked at 5 full days in the fall and 5 full days in the spring, and are not currently under HT review for unsatisfactory performance, will be eligible to renew for the new school year. Renewal details are announced via Absence Management notification in the Spring and the individuals eligible for renewal will receive an email notifying them of a checklist of items that must be completed and submitted online to substitute for the following school year. These documents must be completed to be active for the upcoming school year. Required annual documents include the Substitute Handbook Receipt, LORA (letter of reasonable assurance), benefits elections, new badge, compliance courses, and other updates deemed necessary by Human Talent. Substitutes who do not complete all renewal requirements by the deadline outlined in the email from Human Talent will be deactivated and must reapply online to return for the following school year.

## **Deactivation**

If, at any time during the year, you wish to be voluntarily deactivated as a substitute, you must submit your written request and reason for deactivation, such as relocation, full-time employment, or health issues, via email to [IWantToSub@tomballisd.net](mailto:IWantToSub@tomballisd.net) . Please keep in mind that once deactivation is complete, you must reapply and complete the hiring process as all aspiring new substitutes.

## **Preferred Substitutes**

Campus employees have the discretion to determine which substitutes they prefer to use based on the best interests of the students or school. A substitute may be contacted personally by an employee and offered a substitute assignment. If the substitute accepts, the campus staff will enter the assignment into Absence Management. It is the substitute's responsibility to ensure that any offered assignments are recorded in their Absence Management profile to ensure compensation. An active substitute may not necessarily be preferred by every employee or campus.

## **Excluded Substitutes**

Exclusion from substituting at a Tomball ISD campus will automatically result in a review of the events that led up to the exclusion with the Human Talent Department. Exclusions could be for a specific employee, classroom, grade level, department, or campus in the future. Substitutes who are excluded from an individual campus may continue to view and accept assignments on other campuses. In the case of multiple or severe performance issues, substitutes will be required to meet with Human Talent leadership to discuss their eligibility to continue as a district substitute.

## **Unsatisfactory Performance**

Substitutes may be removed from service to the district by Human Talent administration at any time deemed necessary and appropriate. Deactivation from the substitute system may occur for reasons including, but not limited to: failure to renew by the posted deadline, excessive or inappropriate job cancellations or tardiness, unprofessional behavior, endangering a student, inability to perform the essential functions of the job, poor performance, work inactivity (not accepting jobs for two months or more), failure to follow substitute procedures, violation of campus or district policies, or other legal reasons deemed necessary.

## PAYROLL PROCEDURES

### Paychecks

Substitute paychecks are deposited directly into the checking or savings account noted by the substitute on their Direct Deposit Authorization Form. Changes to account information must be made by completing a new direct deposit form at least one pay period in advance. Failure to update your direct deposit information will impact the date payment will be received. Direct deposit forms are available on the district website ([www.tomballisd.net](http://www.tomballisd.net)) under Departments>Human Talent> Substitute Paperwork. Please consult this schedule to determine which pay date corresponds to your completed assignments. Substitutes will have required withholding and elected benefits premiums deducted from their paychecks. A substitute who is a former Tomball ISD employee and has an accrued sick leave balance may not use paid leave while serving as a substitute. Please refer to the following payroll schedule to determine when you should be paid for completed assignments.

### SUBSTITUTE PAYROLL SCHEDULE 2025-2026 SCHOOL YEAR

PAYROLL PAY PERIOD		
<u>START DATE</u>	<u>END DATE</u>	<u>PAY DATE</u>
July 1**	July 11	Aug 8, 2025
July 12	July 25	Aug 25, 2025
July 26	Aug 8	Sept 10, 2025
Aug 9	Aug 22	Sept 25, 2025
Aug 23	Sept 5	Oct 10, 2025
Sept 6	Sept 19	Oct 24, 2025
Sept 20	Oct 3	Nov 10, 2025
Oct 4	Oct 17	Nov 21, 2025
Oct 18	Oct 31	Dec 10, 2025
Nov 1	Nov 14	Dec 18, 2025
Nov 15	Dec 5	Jan 9, 2026
Dec 6	Jan 2	Jan 23, 2026
Jan 3	Jan 16	Feb 10, 2026
Jan 17	Jan 30	Feb 25, 2026
Jan 31	Feb 13	Mar 6, 2026
Feb 14	Feb 27	Mar 25, 2026
Feb 28	Mar 20	Apr 10, 2026
Mar 21	Apr 3	Apr 24, 2026
Apr 4	Apr 17	May 8, 2026
Apr 18	May 1	May 22, 2026
May 2	May 15	June 10, 2026
May 16	May 29	June 25, 2026
May 30	Jun 12	July 10, 2026
Jun 13	Jun 30**	July 24, 2026



## Pay Rates

Substitutes shall be compensated according to the following guidelines. Substitutes with 48-59 college hours or with a high school diploma/GED and have met formal academic assessment requirements are eligible to substitute in paraprofessional assignments only. Substitutes with 60+ college hours are eligible to substitute in either paraprofessional or professional assignments. Daily compensation is based on the type of assignment and the qualifications of the substitute.

### Paraprofessional (Aide) Pay

Substitutes in Tomball ISD will be compensated according to the following full-day rates:

Paraprofessional Assignment Pay Rates (48-59 College Hours)		
Category	Full Day	Half Day
Paraprofessional (48+ College Hours/ High School Diploma or GED and PAC Test)	\$ 80.00	\$ 40.00
LVN, Health Services Clerk (Holding a valid Texas Nursing LVN License/ High School Diploma)	\$ 80.00	\$ 40.00
Sp.Ed. Paraprofessional (48+ College Hours/ High School Diploma or GED and PAC Test)	\$ 85.00	\$ 42.50
Sp.Ed. Para with Safe Handling Trained (Special Education)	\$ 90.00	\$ 45.00

### Safe Handling Class

Free district training entitled "Safe Handling for Students with Special Needs" is typically offered by the Special Services Department twice a year (once in the fall semester and once in the spring semester). This class is for substitutes interested in working as a paraprofessional/aide in self-contained special education classes. Substitutes who successfully complete the class and subsequently fulfill an eligible paraprofessional/aide assignment in a self-contained special education class (PALS, PASS, AB, ECSE, SLL or Developmental) will be paid \$90.00/day for the assignment. **In-Class Support Aide roles are not eligible for the higher rate.** Registration details for these classes are determined by Special Services, not by Human Talent, and will be announced once available via notification on Absence Management.

Description of Special Education Programs (Sp.Ed.)	
<b>SLL</b>	Designed to serve students who have been identified as having Autism Spectrum Disorder (ASD) and/or behaviors similar to ASD. Program components include highly structured, individualized programming, communication and language training, social skills training, utilization of natural environments for instruction, positive behavioral programming, educationally based sensory activities, and when appropriate, inclusion with same age peers in general education settings.
<b>ECSE</b>	Pre-school program for children with disabilities is designed to serve students ages 3 to 5 who have documented significant cognitive, physical, social, and/or emotional disabilities. This early intervention program provides students with growth experiences in language development, motor skills, self-help skills, social developmental and functional pre-academics. The critical elements of the PPCD classroom include but are not limited to: use of visual supports (schedules, task analysis, token economy systems, communication boards), differentiated instruction, use of reinforcement, and instructional accommodations (segmenting assignments, reminders to stay on task, frequent breaks, repetition of instructions, use of timers, check for understanding, close supervision, oral response, extra time, and providing choices).

<b>PASS</b>	Positive approach to students with behaviors that need instructional and behavioral support in a mainstream and structured environment.
<b>PALS</b>	Designed to serve students who have documented significant cognitive or physical disabilities which prevent them from making meaningful progress in general education curriculum and who require instruction in daily living skills. This program provides students with growth experiences in language development, self-help skills, social development, functional academics, health, leisure, safety, and vocational skills. The critical elements of the PALS classroom include but are not limited to: instruction in alternate curriculum, use of visual supports (schedules, task analysis, token economy systems, communication boards), differentiated instruction, use of reinforcement, and instructional accommodations (segmenting assignments, reminders to stay on task, frequent breaks, repetition of instructions, use of timers, check for understanding, close supervision, oral response, extra time, and providing choices).
<b>SPED AB</b>	Adaptive Behavior is support provided by a Special Education Teacher in a highly structured self-contained special education setting. The primary purpose is to teach age-appropriate expression of emotions as it relates to their academic success with the goal of transitioning into the general education setting. Once component of the AB Program is to help students gain improved social skills.
<b>Developmental</b>	Designed to serve students who have documented significant cognitive disabilities that affect their ability to make meaningful academic progress in the general education curriculum requiring instruction at the pre-requisite level. This program provides students with growth experiences in academics, language development, self-help skills, social development, health, leisure, safety and pre-vocational skills. The critical elements of the Developmental classroom include but are not limited to: instruction in alternate curriculum, use of visual supports (schedules, task analysis, token economy systems, communication boards), differentiated instruction, use of reinforcement, and instructional accommodations (segmenting assignments, reminders to stay on task, frequent breaks, repetition of instructions, use of timers, check for understanding, close supervision, oral response, extra time, and providing choices).
<b>SPED Para</b>	Assisting students with special education services in a variety of settings

### Professional (Teacher/Librarian) Pay

Substitutes in Tomball ISD will be compensated according to the following full-day rates:

Professional Assignment Pay Rates		
Category	Full Day	Half Day
Substitute Teacher (60+ College Hours /Bachelor's Degree/Texas Certified)	\$ 116.00	\$ 58.00
Substitute Nurse (Holding a valid Texas Nursing RN License)	\$280.00	\$140.00

## Long-Term Professional Assignments

Substitutes fulfilling long-term professional assignments of twenty (20) or more consecutive days in the same classroom must be approved in advance by the Human Talent Department. The campus requesting the long-term substitute is responsible for initiating the approval process. Long-term substitutes receive their standard daily rate for days 1-19 in the assignment. Starting on day 20, pre-approved substitutes that hold the same Texas certification as that of the classroom they are long-term substituting in will begin earning the long-term rate. The long-term rate will take effect on the paycheck corresponding to the 20th day worked and will include a retroactive payment to the first day worked. A break in service of no more than 5% of the duration of the assignment is allowed and will not affect the long-term rate if the substitute is responsible for planning the assignment during this break. Any pre-existing commitments on days within the timeframe of the long-term assignment must be communicated in advance to the principal for approval.

Pre-approved long-term substitutes will be compensated according to the following full-day rates:

Long Term Substitute Pay Rates		
Category	Full Day	20+ Days in same Long-Term Assignment
60+ College Hours/Bachelor's Degree/Texas Certified but NOT in content area of the long term assignment	\$ 116.00	\$ 120.00
Texas Certified in content area of the long term assignment	\$ 116.00	\$ 180.00

## Certification

Substitutes who obtain a valid Texas teacher certification after initially being activated as a substitute are responsible for notifying the Human Talent department of their new credentials. Once a new certificate is verified, the substitute's profile will be updated. Assignments fulfilled after the substitute's profile has been updated will be compensated at the corresponding higher rate.

## BENEFITS

### Health Insurance

Tomball ISD offers health insurance coverage to eligible substitutes through Blue Cross Blue Shield. An eligible substitute is one who is not a TRS retiree and whom the district reasonably expects to work at least 10 hours per week. Therefore, TISD offers health insurance coverage with the expectation that participants will accept assignments on a minimum of two days each week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits enrollment through TISD.

If you elect to enroll, you must maintain active substitute status to remain eligible for coverage. The district's need for substitutes varies from week to week. Likewise, the district understands that in some weeks, you may not be available to accept assignments due to illness or personal reasons. You should take every opportunity to work for TISD to maintain your active status. Substitutes working in multiple school districts should prioritize working in the district where they have benefits coverage.

If you elect to enroll, you will be responsible for advance payment of the full premium for the month being covered by the 15<sup>th</sup> day of the previous month. For example: The premium for October coverage is due on or before September 15. Failure to pay premiums by this monthly deadline will result in termination of coverage. A substitute or other temporary worker who is enrolled in TRS-ActiveCare and who is subsequently terminated and becomes ineligible for health coverage will be provided notice regarding continuation of coverage under COBRA (if eligible). Substitutes whose coverage is cancelled due to non-payment of premiums would not be eligible for COBRA.

New substitutes must accept or decline health insurance coverage before being activate within Tomball ISD. Returning substitutes will accept or decline health insurance coverage during the annual renewal process. For more information regarding medical insurance, please consult the TISD district website ([www.tomballisd.net](http://www.tomballisd.net)) under Departments>Employee Benefits>Substitutes.

### 403(b), 403(b) Roth and 457 Plans

Substitutes are eligible to participate in a 403(b), 403(b) Roth or 457 retirement plan. A 403(b) plan allows you to invest tax deferred income in fixed annuities, variable annuities, and/or mutual funds while earning tax deferred interest. The term 403(b) is used synonymously with 403(b)(7), Tax Deferred Annuity (TDA), and Tax Sheltered Annuity (TSA). To contribute to a 403(b) account, you must select an approved vendor from those posted online at [www.tomballisd.net](http://www.tomballisd.net) under Departments>Employee Benefits>403(b) Tax Sheltered Annuity. Distributions are available upon termination of employment, death, disability, retirement, or certain types of hardship. Distributions may be rolled into an IRA, 403(b) or 401(k) plan, or they can be used to buy back years from TRS service. There is a 10% penalty imposed by the IRS for funds withdrawn prior to age 59 1/2, in addition to normal tax consequences, for qualified distributions. For more information regarding the 403(b) Plan, please consult the TISD district website ([www.tomballisd.net](http://www.tomballisd.net)) under Departments>Employee Benefits>Substitutes.

### 457(b) FICA Alternative Plan and Trust

The Omnibus Budget Reconciliation Act of 1990 (OBRA 90) mandates that employees of public agencies, including school districts who are not members of the employer's existing retirement system as of January 1, 1992 be covered under Social Security or a qualifying alternative plan. The ESC Region 10 457(b) FICA Alternative Plan satisfied federal requirements and provides substantial cost savings compares to Social Security.

### Questions?

If you have questions regarding **Benefits**, please contact Pam Norsworthy, Benefits Coordinator, at [pamelanorsworthy@tomballisd.net](mailto:pamelanorsworthy@tomballisd.net) or 281-357-3100 x 2021

## CAMPUS CONTACTS

**Primary Substitute Coordinators are listed in bold.**  
**Maybe list just school info below but not the titles/names/extension.**

**Canyon Pointe Elementary School**

13002 Northpointe Blvd.  
Tomball, TX 77377

Phone: 281-357-3122

Fax: 281-357-3147

**Creekside Forest Elementary School**

5949 Creekside Forest Drive  
The Woodlands, TX 77389

Phone: 281-357-4526

Fax: 281-357-4535

**Creekside Park Junior High School**

8711 Creekside Green Drive  
The Woodlands, TX 77375

Phone: 281-357-3282

Fax: 281-516-9606

**Creekview Elementary School**

8877 West New Harmony Trail  
The Woodlands, TX 77389

Phone: 281-357-3070

Fax: 281-357-3071

**Decker Prairie Elementary School**

27427 Decker Prairie-Rosehill Road  
Magnolia, TX 77355

Phone: 281-357-3134

Fax: 281-357-3293

**Early Excellence Academy**

1440 Keefer Rd  
Tomball, TX 77375

Phone: 281-357-3052

Fax: 346-614-4299

**Grand Lakes Junior High School**

20247 Cypress Rosehill Rd  
Tomball, TX 77377

Phone: 281-357-3100

**Grand Oaks Elementary School**

20241 Cypress Rosehill Rd  
Tomball, TX 77377

Phone: 281-357-3085

**Lakewood Elementary School**

15614 Gettysburg Drive  
Tomball, TX 77377

Phone: 281-357-3260

Fax: 281-357-3271

**Northpointe Intermediate School**

11855 Northpointe Blvd.  
Tomball, TX 77377

Phone: 281-357-3020

Fax: 281-357-3026

**Oakcrest Intermediate School**

18202 Shaw Road  
Cypress, TX 77429

Phone: 281-357-3033

Fax: 281-357-3034

**Rosehill Elementary School**

17950 Waller Tomball Road  
Tomball, TX 77377

Phone: 281-357-3075

Fax: 281-357-3099

**Timber Creek Elementary School**  
8455 Creekside Green Dr.  
The Woodlands, TX 77389

Phone: 281-357-3060  
Fax: 281-357-3061

**Tomball Connections Academy**  
1302 Keefer St.  
Tomball, TX 77375

Phone: 281-357-3281  
Fax: 281-357-3291

**Tomball Elementary School**  
1110 Inwood St.  
Tomball, TX 77375

Phone: 281-357-3280  
Fax: 281-357-3288

**Tomball High School**  
30330 Quinn Road  
Tomball, TX 77375

Phone: 281-357-3220  
Fax: 281-357-3248

**Tomball Intermediate School**  
723 West Main Street  
Tomball, TX 77375

Phone: 281-357-3150  
Fax: 281-357-3148

**Tomball Junior High School**  
30403 Quinn Road  
Tomball, TX 77375

Phone: 281-357-3000  
Fax: 281-357-3027

**Tomball Memorial High School**  
19100 Northpointe Ridge Lane  
Tomball, TX 77377

Phone: 281-357-3230  
Fax: 281-357-3240

**Tomball Star Academy**  
11211 FM 2920  
Tomball, TX 77375

Phone: 281-357-3222

**West Elementary**  
18444 Cypress Heights Dr.  
CypressTX77433

**Phone:** 281-357-3100

**West Intermediate**  
18302 Cypress Heights Dr.  
CypressTX77433

**Phone:** 281-357-3160

**Wildwood Elementary School**  
13802 Northpointe Blvd.  
Tomball, TX 77377

Phone: 281-357-3040  
Fax: 281-357-3041

**Willow Creek Elementary School**  
18302 N. Eldridge Parkway  
Tomball, TX 77377

Phone: 281-357-3080  
Fax: 281-357-3092

**Willow Wood Junior High School**  
11770 Gregson Road  
Tomball, TX 77377

Phone: 281-357-3030  
Fax: 281-357-3045

<div><div>JULY 2025</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table></div>	S	M	T	W	T	F	S				1	2	3	4	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			<div><div><div><div>T</div><div>TOMBALL</div><div>INDEPENDENT SCHOOL DISTRICT</div></div><div>2025-2026 Calendar</div><div>First Day of School August 12, 2025</div><div>Last Day of School May 21, 2026</div><div>Staff &amp; Student Holidays</div><div>Independence Day - July 4 Labor Day - September 1 Thanksgiving - Nov. 24-28 Winter Break - Dec. 22-Jan. 2 Martin Luther King Day - Jan. 19 Presidents Day - February 16 Spring Break - March 9-13 Good Friday - April 3 Memorial Day - May 25</div><div>Staff Development/Workdays Student Holidays</div><div>July 30- Aug 1 (New Teacher) August 4-8 August 11 October 9-10, 13 November 3-4 January 5-6 February 13 March 16 May 22 and 26</div><div>Early Release Days</div><div>All Schools: Dec.19, May 21 High Schools Only: Dec. 18, May 20</div><div>Make Up Days (if needed)</div><div>February 16 March 16 May 22</div><div>Reporting Periods End</div><div>October 8 December 19 March 6 May 21</div></div></div>	<div><div>JANUARY 2026</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table></div>	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														
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