DENVER CITY INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE TEACHER HANDBOOK

2025-2026



Administration

Rick Martinez, Superintendent

Zach Duncan – Director of Operations & Federal Programs

Kristi Ivy, Chief Financial Officer/Business Manager

Taunya Campbell, Chief Academic Officer

Lisa Robinson, Director of Human Resources

Michelle Horton, Dodson Primary School Principal

Katy Duncan, Kelley School Assistant Principal

Kathy Weldy, Kelley Elementary School Principal

Stephanie Scott, Gravitt Jr. High School Principal

Doug Duncan, Gravitt Jr. High School Assistant Principal

Chris Brattain, Denver City High School Principal

Brad Irons, Denver City High School Assistant Principal

Cathy Guetersloh, Special Education Director

Phone Numbers

Superintendent's Office: 806-592-5901

Business Office: 806-592-5910

Chief Academic Officer: 806-592-5904

Director Of Human Resources: 806-592-5907

Dodson Primary: 806-592-5930

Kelley Elementary: 806-592-5920

Gravitt JH: 806-592-5940

Denver City HS: 806-592-5950

Special Education Director: 806-592-6037

FORWARD

Schools must have effective substitutes who will take the responsibility to ensure that the educational process is not interrupted when the regular teacher is absent. As a substitute teacher applicant, you are asking to work with us in accomplishing our mission. If you accept a substitute assignment in one of our schools, you should consider yourself a teacher with the responsibility that goes with the teacher assignment.

This Substitute Handbook will serve as a guide, listing your responsibilities in preparation for carrying on the day's work in the school, as well as responsibilities of the school toward the substitute teacher. Do not hesitate to ask questions of teachers, administrators, and school office personnel.

I hope you will have a wonderfully rewarding experience in the Denver City Independent School District.

In teaching children, it is essential that one keeps these words constantly in mind.

Children Are Our Future

A child is a person who is going to carry on what you have started. He is going to sit where you are sitting, and when you are gone, attend to those things which are important. You may adopt all the policies you please, but how they are carried out depends on him. He will assume control of your cities, states, and nations. He is going to move in and take over your churches, schools, universities, and corporations . . .the fate of humanity is in his hand.

Abraham Lincoln

GENERAL INFORMATION

WELCOME TO DENVER CITY INDEPENDENT SCHOOL DISTRICT
The provisions and information in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the Denver City Independent School District and any individual seeking any form of employment with such district.

The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time without notice and in any manner that the district's administration and/or board of trustees deem to be in the best interest of the district.

SPECIAL NOTICE REQUIREMENTS
Denver City Independent School District does not discriminate on the basics of race, religion, color, national origin, sex, or disability in providing education or providing across to benefits of educational services, activities, and programs, including, vocational programs, in accordance with Title VI of the Civil Rights of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

AFFIRMATIVE ACTION
Equal employment opportunity is the right of all persons to work to advance on the basis of merit, ability, and potential. The Denver City Independent School District shall provide equal opportunity for employees in every aspect of personnel policy and practice and shall prohibit discrimination based on race, sex, color, religion, age, ancestry, national origin, marital status, disability, or socioeconomic status.

SUB WORK EXPECTATIONS
Subs will be expected to work an average of one day a week during each grading period. HR will be communicating with subs who are not working in an effort to understand why a job has not been picked up and to explore opportunities for the substitute to be able to meet this expectation.

ALCOHOL AND DRUGS
It is the District's position and mandates that alcohol and drugs shall not be tolerated on school premises. Individuals under the influence or in possession of alcohol and/or drugs while on school property or while attending school activities shall be subject to immediate discipline measures, which may include applicable suspension, expulsion, termination of employment, and/or civil prosecution.

No individual shall distribute, dispense, possess, use, or be under the influence of any of the following substances during school hours:

1. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any type of alcoholic beverage.
3. Any glue, aerosol paint, and/or any other chemical substance, which can be abused through inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior altering drug.

An individual need not be legally intoxicated to be considered "under the influence" of alcohol or a controlled substance. An individual who uses a drug authorized by a licensed physician through a prescription specifically for that individual's use shall not be considered to have violated this policy.

TOBACCO-FREE SCHOOL DISTRICT

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities.

QUALIFICATIONS

What are the qualifications that an individual needs to meet in order to serve as a substitute teacher for the Denver City Independent School District?

A high school diploma or GED is required. Applicant must pass a criminal background check and must have fingerprinting done before beginning an assignment. All applicants must go through the substitute orientation.

The following documents must be on file before an individual will be added to the substitute list:

1. Application
2. I-9 Form, Employment Eligibility Verification
3. W-4 Form
4. 2 Forms of ID (ex: driver's license, social security card)
5. Criminal history record information addendum
6. Fingerprinting
7. Student privacy staff confidentiality agreement
8. Professional applicants –transcript showing degree and a valid Texas Teaching Certificate, if applicable
9. Para-professional applicants – copy of high school diploma or copy of GED

Substitute teachers are considered at-will employees and no specific amount of work is guaranteed. An individual's name is added to the sub teacher list according to the current needs of the district and after several references have been contacted.

PROCEDURES

How does a substitute teacher get called?

Once there is an established need for a substitute teacher at a particular campus, AESOP will be responsible for notifying the substitute teacher (or you can pick jobs ahead of time online).

While an attempt is made to notify subs at least one day in advance of the day(s) that they are needed, some emergencies require us to call some subs the same day that they are needed. Subs may request to be called for specific campuses or work on specific days. Subs that are generally available and are willing to accept varying assignments are called most frequently.

How early does a substitute teacher need to arrive at the school? To where does he/she report?
Once a substitute teacher arrives at the campus, he/she should report directly to the campus secretary. The secretary will provide him/her with relevant information concerning the assignment. Subs are required to follow the campus workday and are asked to arrive at school at least fifteen minutes early in order to review the lesson plans and make preparations for his/her daily activities. The workday will be from 7:30 a.m. to approximately 4:00 p.m.

What does a substitute teacher need to do at the end of the school day?
When an individual serves as a substitute teacher, he/she should continue with the assignment until officially released by the campus secretary or principal. Before leaving school, the sub should leave the appropriate documentation on the teacher's desk and report to the office to turn in all required paperwork.

A SUBSTITUTE TEACHER'S DUTIES AND RESPONSIBILITIES

What are the duties and responsibilities of a substitute teacher?
The substitute teacher should strictly follow the plans left by the regular teacher, unless otherwise instructed by the principal or assistant principal. Be professional. It is expected that Denver City ISD substitutes will be available throughout the day to circulate in the classroom and assist the students. Reading, eating in class and other activities of this nature are discouraged. Additionally, it is expected that substitutes will keep confidential all information regarding students.

What if the teacher does not leave any lesson plans to follow?
If the teacher doesn't leave any plans to follow, then the substitute teacher should notify the campus administrator immediately.

Does the substitute teacher need to perform all the duties of the classroom teacher? If yes, how does he/she find out what the duties are?
The substitute teacher is expected to perform all the duties of the regular teacher (hall duty, bus duty, cafeteria duty, etc.). At the elementary level, duties may also include walking students to and from the cafeteria, classrooms, and helping students load the bus.

Can a substitute teacher collect money or valuables from students?
The substitute should not collect money from children unless instructed to do so. If money is collected, the substitute teacher should deposit it with the campus secretary or administrator before leaving the building. If a substitute teacher has to take up an item of value from any student, he/she is responsible for the article until it is returned to the student or turned in to the campus secretary or building administrator.

Can the substitute teacher leave the campus when it is the teacher's conference time?

It is recommended that the substitute teacher not leave the building during the day. If the sub needs to leave, he/she should notify the office and return before any students enter the assigned classroom. Never leave your classroom unattended with students present. If you have an emergency, please ask the teacher next door to watch your class or call the office for help.

What does a substitute teacher do if a student wants him/her to dispense medication?
The substitute teacher, under no circumstances, should administer any medicine to a student! The substitute teacher should send the student to the nurse's office. If a child becomes ill while at school or has an accident, the incident should be reported to the school nurse or administrator IMMEDIATELY!

What does a substitute teacher do if a discipline problem arises in the classroom that he/she can't address?
The substitute teacher is responsible for the conduct of all the students in the classroom and is expected to implement the discipline management plan of the corresponding teacher to maintain an appropriate level of discipline which is conducive to learning. If the sub cannot address a specific discipline problem, the substitute teacher is to contact the campus administrator IMMEDIATELY!

How does a substitute teacher communicate with the regular classroom teacher as to the day's events?
A short summary of the day's activities should be prepared and left. It is helpful to include information about which lessons or assignments were completed.

DRESS CODE
The dress code and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any standards established by their supervisors and approved by the Superintendent.

1. Shoes shall be worn at all times.
2. Short dresses, shorts, and short skirts are not acceptable.
3. Sunglasses shall only be worn outside.
4. Clothing that advertises alcohol, drugs, tobacco, the occult, or gangs are not permitted.
5. Clothing that promotes violence, is lewd, offensive, and vulgar, contains obscene language or that materially or substantially disrupts, is not permitted.
6. Hair shall always be clean, well groomed, and worn in a manner that is not distracting to other people.
7. Employees shall not wear:
    a. Low cut necklines (front and back).
    b. See-through apparel, clothing with holes.
    c. Tube tops, halters, spaghetti straps, half shirts, tank tips, muscle shirts, crop tops, or any shirt that allows the navel or bra to show.
    d. Extremely tight-fitting clothes.
    e. Curlers or pin curls in hair.
    f. Hats, caps, or head coverings inside buildings.
    g. Pocket chains.
    h. Pants that are excessively long, large or sag below the top of the hip line or allow under garments to show.

i. Clothing that is worn in any other way than the way it is designed to be worn.
j. Body piercing or tattoos that materially or substantially disrupts, which includes, but is not limited to nose rings, eyebrow loops, lip studs, and the like.
k. Absolutely NO jeans, except on "Spirit Days".

SUBSTITUTE TEACHER CODE OF ETHICS

Is a substitute teacher held to the same professional and moral standards as a regular classroom teacher?

He or she is held to the same professional and moral standards as a regular classroom teacher. A substitute teacher will:

1. Come to school with a good attitude, smile, be friendly, and convey enthusiasm.
2. Use extra caution in expressing personal opinions and reactions on any subject.
3. Refrain from criticizing any student, paraprofessional, teacher, and/or administrator while on or off campus.
4. Refrain from comparing one teacher to another.
5. Refrain from comparing one administrator to another.
6. Refrain from comparing one campus to another.
7. Respect the right of confidentiality of all students and school personnel. A substitute teacher should never discuss any school-related issues(s) either publicly or privately.
8. Ensure that his/her assigned classroom is supervised at all times.
9. Be prompt.
10. Treat all students equally in terms of respect and dignity.
11. Report any problems and/or complaints to the campus administrator and no one else.
12. Never touch any student while implementing any form of discipline.
13. Document any situation that may surface later as a problem or concern and route such documentation to the classroom teacher or campus administrator.
14. Ensure that every student is responsible for turning in his/her own work; ensure that no one is cheating in any form or fashion in any work.
15. Refrain from using language which would be interpreted by the students as foul language.

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

What is the one thing that gets a substitute in trouble?

A substitute teacher will rarely be called back to sub if the regular classroom teacher doesn't believe that the sub can properly maintain effective discipline. A substitute teacher should consider these hints on how to maintain successful classroom management every single time he/she is serving as a substitute teacher:

1. Start the day promptly, firmly, and concisely. Be pleasant, but let the students know that the attitude "anything goes because we have a sub" will not be tolerated.
2. Get the students busy at the beginning and keep them busy.
3. Be positive; try and see that every student has some success or praise.
4. Remain calm and relaxed – don't lose your cool!

5. Solve problems on the spot. Don't degrade students in front of others.
6. Deal with the individual student, not the group; be sure to have all the facts.
7. Be firm, without issuing an ultimatum, but give the student a choice. Give only one chance and then follow through with appropriate consequences.
8. Make sure students know what you expect of them and the consequences if they make the wrong choice.
9. When individual students cause behavior problems that are disruptive and cannot be handled by the sub, these students should be sent to the office with a referral explaining the circumstances. The sub should not leave the classroom unattended.
10. Introduce yourself and be sure to use strong eye contact.
11. Be consistent; don't discipline a certain behavior one time and ignore it the next.
12. Employ the three "F's" – Be Friendly, Be Fair, and Be Firm.
13. Move any student with a discipline problem to areas of low traffic.
14. Follow the regular classroom teacher's seating chart.
15. Follow the discipline management plan posted in the class.
16. Never use sarcasm, ridicule, or other verbal abuse.

EXPECTATIONS

The school district considers an effective substitute teacher to be an individual who:

1. Arrives early.
2. Demonstrates a positive attitude at all times.
3. Maintains effective discipline.
4. Strictly follows the plans left by the teacher.
5. Treats each student with respect and dignity.
6. Have high expectations of every student.
7. Asks for help when needed.
8. Documents in detail the day's events.
9. Turns in the appropriate paperwork at the end of the day.
10. Does not use personal cell phones, computers, or tablets.
11. Does not get on teacher computers.
12. Does not post school business on social media, such as Facebook, Twitter, etc.

STUDENT PRIVACY AND SUBSTITUTE CONFIDENTIALITY

Under Federal law, state law and Denver City ISD policy, ALL information about students maintained by Denver City ISD is confidential with the exception of information released through the parents/guardians written consent. Students in Denver City ISD have the right to expect that information about them will be kept confidential by all substitutes. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment").

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school.
- You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student.

- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as sports coaches, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the principal.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the principal. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law!

ADDRESS/TELEPHONE CHANGE

A substitute teacher should always keep the Director of Human Resources informed of any change in his/her address, telephone number, or if he/she wishes to be removed from the substitute list.

SALARY SCHEDULE AND POLICY

Please reference the salary schedule for substitutes that can be found on the next page.

For pay purposes, the term "degreed" as used here refers to a Bachelor's Degree from an accredited college or university. The term "certified" refers to a valid Texas Teaching Certificate issued through the Texas Education Agency.

The payroll clerk can verify substitute pay – 806-592-5916.

A substitute teacher's pay frequency follows the same schedule as a school employee. Generally, a substitute teacher will be paid on the 20th of the following month for which he/she has submitted the appropriate paperwork prior to the pay cutoff date.

PAY PERIOD	DATA SUBMISSION DEADLINE ~ 4 PM	PAY DATE
AUG 3 – AUG 30, 2025	9/5/2025	SEPTEMBER 19, 2025
AUG 31 - SEPT 27, 2025	10/3/2025	OCTOBER 20, 2025
SEPT 28 – NOV 1, 2025	11/7/2025	NOVEMBER 20, 2025
NOV 2 – NOV 29, 2025	12/5/2025	DECEMBER 19, 2025
NOV 30 – JAN 3, 2026	1/9/2026	JANUARY 16, 2026
JAN 4- JAN 31, 2026	2/6/2026	FEBRUARY 20, 2026
FEB 1 – FEB 28, 2026	3/6/2026	MARCH 20, 2026
MAR 1 - MAR 28, 2026	4/3/2026	APRIL 20, 2026
MAR 29-MAY 2, 2026	5/8/2026	MAY 20, 2026
MAY 3 – MAY 30, 2026	6/5/2026	JUNE 18, 2026
MAY 31 -JUNE 27, 2026	7/3/2026	JULY 20, 2026
JUNE 28 - AUG 1, 2026	8/7/2026	AUGUST 20, 2026

Denver City Independent School District

Salary Schedule for Substitutes

2025-2026 School Year

Substitute pay for Teachers:

Certified	**$90**	***per day**
Certified Long-Term (After 15 consecutive days on the 16th day)	**$110**	***per day**
Degree	**$85**	***per day**
Degree Long-Term (After 15 consecutive days on the 16th day)	**$105**	***per day**
Non-Degree	**$70**	***per day**

Please Note: If you work half of a day (1/2) you will be paid only half of the amount indicated above.

Substitute pay for Aide or Clerical:

Certified/Degree (Includes long-term)	**$65**	***per day**
Non-Degree (Includes long-term)	**$60**	***per day**

Please Note: If you work half of a day (1/2) you will be paid only half of the amount indicated above.

Substitute pay for Auxiliary:

Custodian	**$9.50**	***hourly**
Cafeteria	**$9.00**	***hourly**
Bus Driver	**$12.40**	***hourly**
Special Ed. Bus Aide	**$9.00**	***hourly**

DENVER CITY INDEPENDENT SCHOOL DISTRICT
CHANGE OF ADDRESS/TELEPHONE FORM

DATE:

NAME:

PRESENT ADDRESS:

PRESENT PHONE NUMBER:

NEW ADDRESS:

NEW PHONE NUMBER:

Signature

Date

Please sign, date, and return to Diane Clark.

DENVER CITY INDEPENDENT SCHOOL DISTRICT
WITHDRAWAL FROM SUB LIST

NAME:

ADDRESS:

PLEASE REMOVE MY NAME FROM THE DENVER CITY ISD ACTIVE SUBSTITUTE TEACHER LIST EFFECTIVE

_____.

_____
Signature

_____
Date

Please sign, date, and return to Diane Clark.

SUBSTITUTE TEACHER HANDBOOK RECEIPT

Printed Name: _____

I hereby acknowledge receipt of a copy of the Denver City ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

As a substitute for Denver City ISD, I acknowledge that I have read and understand the privacy and confidentiality requirements. I agree never to disclose information about a student to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to the school principal.

I understand that no modifications or alterations of at-will employment relationships are intended by this handbook. I understand that I have an obligation to inform my district of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my principal or Lisa Robinson if I have questions or concerns or need further explanation.

_____

Signature

_____

Date

Please sign, date, and return to Diane Clark.