

Cedar Hill ISD

GUEST TEACHER HANDBOOK 2025-2026

If you have difficulty reviewing the information in this document because
of
a disability, contact the human resources department.

NOTE: In the event of a discrepancy between any information contained in
the substitute handbook and board policy, and board policy will govern.

Non-Discrimination Statement

It is the policy of the Cedar Hill Independent School District not to discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its employment, admission, or in providing education or access to benefits of educational services, activities, and programs.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment 9. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Josie Gutierrez, Ed. D.
Executive Director of Human of Human Resources
285 Uptown Blvd.
Cedar Hill, TX 75104
972-291-1581 (x4025)
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Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the Age Discrimination Act coordinator for concerns regarding discrimination on the basis of age:

Josie Gutierrez, Ed. D.
Executive Director of Human Resources
285 Uptown Blvd. Suite 300
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The district designates and authorizes the following employee as the Americans with Disabilities Act/Section 504 coordinator for concerns regarding discrimination on the basis of a disability and all other concerns regarding discrimination:

Dr. Norbert Whitaker
Executive Director of Student Services
285 Uptown Blvd Suite 300
Cedar Hill, TX 75104
972- 291-1581 X 4232
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Notice to Employees Regarding Reports of Child Harassment or Abuse

Sexual abuse and harassment of students by district employees are forms of discrimination and are prohibited by law. Sexual abuse of a student is a crime punishable by imprisonment. These behaviors will not be tolerated by the Cedar Hill Independent School District's Administration or Board of Trustees. Employees engaging in inappropriate conduct with students will face possible termination.

All students, **regardless of their age**, are protected and shall not be sexually abused or harassed by an employee. Romantic or inappropriate social relationships between students and district employees are prohibited.

The law requires that any suspicion of child abuse be reported to the appropriate agency. Any person having cause to believe that a student's physical or mental health or welfare has been or may be adversely affected **shall** make a report to Child Protective and Services or a law enforcement agency, and inform his or her immediate supervisor or a central office administrator.

Failure to make a report is a crime punishable by a fine, imprisonment, or both. Suspected abuse must be reported to the appropriate agency within 48 hours.

A person who makes a report in good faith is protected by law from civil or criminal liability and will be protected from retaliation for reporting.

Introduction

Welcome to Cedar Hill Independent School District. We are situated in one of the fastest growing communities in the area. Families from around the state are drawn to our historic area for its scenic beauty and the educational value. They are inspired by our district's reputation of providing students with a quality education.

Cedar Hill ISD focuses on making a positive and significant difference in students' academic performance while stressing achievements and excellence at all levels. The district's curriculum is balanced with extracurricular activities that offer students the opportunity to explore their various interests as well as develop and sharpen their skills and talents. The effectiveness of these programs relies on people like you who give students the desire to learn and excel. The purpose of this handbook is to inform you of important information about your employment in the district and working with students of the CHISD. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the human resources office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Nothing in this handbook supersedes or contradicts district policy or changes any aspect of the employment relationship.

All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the Cedar Hill ISD Board of Trustees. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. CHISD policy is available online through a direct link at www.chisd.net.

Statement Of Values

- As employees of this district we understand that everyone with whom we come in contact is our customer and we will care for them and treat them with common decency, courtesy, and respect.
- We will take actions to exceed the expectations of our internal and external customers.
- We will strive to make a personal connection and form a partnership with each customer.
- We will eliminate the causes of customer dissatisfaction and transform the disgruntled person into a satisfied customer.

Who Are Our Customers?

Who are our customers, really? Too often we limit our definition of customers as someone who is outside of our organization. If we look up the word **customer** in the dictionary, we will find two definitions: 1) someone who buys, and 2) a person with whom one has dealings. It is this second definition that we will focus on in this manual.

Customers fall into external and internal categories and the success of our organization in part depends on how we treat all of our customers.

External Customers

These are people who we deal with either face-to-face or over the phone, and do not necessarily work for the organization but have other business with us such as our students, parents, volunteers, delivery persons, and vendors.

Internal Customers

These people work inside the organization and rely on you for the services, products, and information that they need to get their jobs done. They are not traditional customers, yet they need the same care you give to our external customers.

By expanding our definition of customer to include your co-workers, we are taking a vital step toward excellent service.

The internal customer chain works both ways. Sometimes you are the customer and other times you are the service provider. For example, a co-worker may come to you and ask for a printout of a report. In this case, you are the service provider because you are giving what is needed. However, 10 minutes later you may turn around and go to that same co-worker and ask for help on a project; now you are the customer.

Your definition of service shapes every interaction you have with your customers. If you hold the common idea that service is only giving the customer what he wants, you may well paint yourself into a corner every time a customer asks for something that is impossible for you to

provide. If, on the other hand, you expand your definition of service to include *fulfilling the multitude of less obvious customer needs*, you will never encounter a time when you can't provide the customer with some level of service. By addressing the less obvious customer needs such as listening with empathy to customers when they have a problem or providing options and alternatives when you can't give them exactly what they want, you are ensuring that the customer leaves with some level of satisfaction.

One employee from our district is recognized at each regularly scheduled board meeting for providing stellar customer service. Our goal is to have our customers satisfied and saying good things about us; we can only reach that goal with each of us doing our part.

Guest Teacher Job Description

Job Title: Guest Teacher

Wage/Hour Status Non-Exempt

Reports to: Campus Principal

Pay Grade: \$80 to \$135 per day

Dept./School: Assigned Campus

Date Revised: July 9, 2024

Primary Purpose:

A CHISD substitute teacher is expected to provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth and to enable students to develop skills to function successfully in society.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

Education/Certification

60+ Credit College Hours (minimum requirement)

Bachelor's Degree

Valid Texas Teaching Certificate

Experience Teaching experience preferred

Major Responsibilities and Duties:

Instructional Strategies Maintain as fully as possible the established routines and procedures of the school and classroom to which they are assigned to. Teach the lessons outlined and described by the absent teacher. Consult with the principal before initiating any teaching or other procedures not specified in the lesson plan provided by the absent teacher. Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching dictates. Perform other duties as assigned by Principal/Campus Administration.

Language Skills

A CHISD substitute teacher must possess the ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations; to write reports, correspondence, and procedure manuals; and to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

Mathematical Skills

The ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume and to apply concepts of basic algebra and geometry are expected from a CHISD substitute teacher.

Reasoning Ability

The following are expected abilities: the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; the ability to deal with problems involving several concrete variables in standardized situations; and the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employees may also be required to occasionally travel out-of-district for school functions and/or activities.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).

- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide and statewide travel.

- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

RETIRED TEACHERS:

CHISD teachers who retire in the spring of the current school year may not begin to Guest Teach in CHISD until September 1, of the same school year.

TRS Retirees: An employee retired from a Texas school district, currently drawing annuity and benefits from TRS, may Guest teach as many days as desired following one complete calendar month of non-work. Guest Teacher compensation for retired Texas school district employees will be the usual and customary pay established for substitute teachers in the District.

Cedar Hill ISD Campus Information

Campus	Coordinator	Address	Phone Number/Ext
Collegiate Prep Elementary	Brenda Mason-Dyess	975 Pichard Dr.	972-293-4502 ext: 7325
High Pointe Elementary	Terra Jackson	1351 High Pointe Ln.	972-291-7874 ext: 6704
Highlands Elementary	Elizabeth Flores	131 Sims Dr.	972-291-0496 ext: 5804
Lake Ridge Elementary	Frances Cooke	1020 Lake Ridge Pkwy.	972-291-4058 ext: 5301
Plummer Elementary	Lakiesha Wallace	1203 South Clark Rd.	972-291-4058 ext: 5904
Waterford Oaks Elementary	Stormy South	401 N. Waterford Oaks Dr.	972-291-5290 ext: 5403
Bessie Coleman Middle	Brittney Anderson	1208 E. Pleasant Run	972-293-4505 ext: 8303
W.S. Permenter Middle	Donna Padron-Haddock	431 West Parkerville Rd	972-291-5270 ext:8017
Collegiate Academy & HS	Delecia Key	1515 W. Beltline Rd.	469-272-2050 ext: 7809
Cedar Hill High School	Brenda White	1 Longhorn Blvd.	469-272-2000 ext:7325
STRIVE Academy	Pamela Munson	1515 W. Beltline Rd.	972-293-4504 ext: 4205

Assignment Work Hours:

Campus Level	Full Day	Half Day AM	Half Day PM
Elementary	7:45-3:55	7:35-11:50	11:50-3:55
Middle School	8:25-4:35	8:25-12:30	12:30-4:35
High School	6:55-3:05	6:55-11:00	11:00-3:05

Payroll Information

25-26 Payroll Schedule



CEDAR HILL ISD



HOURLY/PART-TIME/SUBSTITUTE Semi-Monthly *Indicates 3 week period				
Month	Pay Period		Due to Payroll	Pay Date
	Begin	End		
July	06/01/25	06/14/25	06/18/25	06/27/25
	06/15/25	07/05/25	07/09/25	7/15/2025*
August	07/06/25	07/19/25	07/23/25	08/01/25
	07/20/25	08/02/25	08/06/25	08/15/25
September	08/03/25	08/16/25	08/21/25	09/02/25
	08/17/25	08/30/25	09/04/25	09/15/25
October	08/31/25	09/13/25	09/18/25	10/01/25
	09/14/25	09/27/25	10/02/25	10/15/25
November	09/28/25	10/11/25	10/23/25	11/03/25
	10/12/25	10/25/25	11/06/25	11/14/25
December	10/26/25	11/08/25	11/13/25	12/01/25
	11/09/25	11/29/25	12/04/25	12/15/25*
January	11/30/25	12/13/25	12/18/25	01/02/26
	12/14/25	01/03/26	01/08/26	01/15/26*
February	01/04/26	01/17/26	01/22/26	02/02/26
	01/18/26	01/31/26	02/05/26	02/13/26
March	02/01/26	02/14/26	02/19/26	03/02/26
	02/15/26	02/28/26	03/05/26	03/13/26
April	03/01/26	03/21/26	03/26/26	4/1/2026*
	03/22/26	04/04/26	04/08/26	04/15/26
May	04/05/26	04/18/26	04/23/26	05/01/26
	04/19/26	05/02/26	05/07/26	05/15/26
June	05/03/26	05/16/26	05/21/26	06/01/26
	05/17/26	05/30/26	06/04/26	06/15/26
Summer Sch	06/01/26	6/26/2026	06/24/26	6/29/2026

MONTHLY**	
Month	Pay Date
July	07/15/25
August	08/15/25
September	09/15/25
October	10/15/25
November	11/14/25
December	12/15/25
January	01/15/26
February	02/13/26
March	03/13/26
April	04/15/26
May	05/15/26
June	06/15/26

EXTRA DUTY PAY Monthly				
Month	Date Range		Due to Payroll	Pay Date
	Begin	End		
July	06/01/25	07/05/25	07/09/25	07/15/25
	07/06/25	08/02/25	08/06/25	08/15/25
August	08/03/25	08/30/25	09/04/25	09/15/25
	08/31/25	09/27/25	10/02/25	10/15/25
November	09/28/25	10/25/25	11/06/25	11/14/25
	10/26/25	11/29/25	12/04/25	12/15/25
January	11/30/25	01/03/26	01/08/26	01/15/26
	01/04/26	01/31/26	02/05/26	02/13/26
March	02/01/26	02/28/26	03/05/26	03/13/26
	03/01/26	04/04/26	04/08/26	04/15/26
May	04/05/26	05/02/26	05/07/26	05/15/26
	05/03/26	05/30/26	06/04/26	06/15/26

****Professionals & Para-Professional New Hires on and/or after September 1st:**

First paycheck information

Start date of the First (1st) through the Fifth (5th) day of the month: Receive a Pro-rated check on pay day

Start date on or after the Sixth (6th) day of the month: Receive a Full check the following month on pay day

Payroll Schedule may be subject to change if circumstances beyond control are required

GUEST TEACHER PAY PLAN

Assignment Area	Assignment Description	Rate	
Teacher	Minimum 60 credit hours	Amount	
		1 to 10 days	\$ 90.00 per day
	11 days until completion of assignment	\$ 105.00	per day
Teacher	Degreed	Amount	
		1 to 10 days	\$ 100.00 per day
	11 days until completion of assignment	\$ 110.00	per day
Teacher	Certified	Amount	
		1 to 10 days	\$ 125.00 per day
	11 days until completion of assignment	\$ 135.00	per day
Paraprofessional	Campus Instructional Aide/Clerical Assignment	\$ 80.00	per day
	Central Admin Clerical	\$ 90.00	per day
	Special Education Aide (PPCD, Skills)	\$ 95.00	per day
	Nurse Aide (with training)	\$ 80.00	per day
Nurse/LVN	Registered Nurse	\$ 200.00	per day
	LVN	\$ 100.00	per day
Food Service	Food Service Worker (no long term pay)	\$ 8.50	per hour
Custodian		\$ 10.75	per hour
Crossing Guard		\$ 10.00	per hour
Security Guard		\$ 10.00	per hour
Administrator			
	Elementary Principal	\$ 255.00	per day
	Elementary Assistant principal	\$ 155.00	per day
	Middle School Principal	\$ 180.00	per day
	Middle School Assistant Principal	\$ 150.00	per day
	High School Principal	\$ 380.00	per day
	High School Assistant Principal	\$ 205.00	per day
	Principal / Assistant Principal Internal Temporary	Current Daily Rate + 20%	
Counselor	Counselor-Elementary	\$ 140.00	per day
	Counselor-Middle	\$ 165.00	per day
	Counselor-High School	\$ 190.00	per day
Speech Pathologist	Speech Pathologist	\$ 200.00	per day
Diagnostician	Diagnostician	\$ 140.00	per day

NOTE: A guest teacher who accepts a substitute teaching assignment on Monday or Friday will earn an additional \$10.00 on those days only.

Classroom Instruction

The guest teacher should endeavor to preserve the regular routine of the classroom. They are to follow the daily class schedule and lesson plans provided by the teacher. If lesson plans are not available, please check with another teacher, team leader, department chair, and or campus administrator for assistance. At no time should a guest teacher develop lesson plans unless expressly asked to do so.

The guest teacher is to take an active role in classroom instruction. Reading personal materials, sleeping, working on personal projects, etc. is unacceptable and may result in deactivation from the guest teacher system.

The guest teacher should not assign written tasks and leave it to be graded except at the request of the teacher.

The guest 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 guest teacher are to be returned to the proper authority or original location before the guest teacher leaves the campus.

When individual students cause disruptions to the learning environment, the guest teacher should refer those students to the campus administration with a referral or a note explaining the circumstances. NEVER administer corporal punishment or physical contact of any kind.

The guest teacher should leave a brief summary of the day's activities by class period. The teacher needs to know what portion of the lesson each individual class was able to complete.

If classroom rosters are not available for attendance, contact the campus administrator or guest teacher coordinator.

Classroom Management

Classroom management can be the most challenging aspect of a guest teacher's job. The following suggestions may be helpful to you.

- Learn the names of 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 that 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 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 deactivation from Absence Management (our guest teacher system).
- Vocabulary should be appropriate for the classroom.
- Remain calm and relaxed. Don't lose control or your cool.
- Monitor student movement and activity closely.
- NEVER leave students unsupervised.

NOTE: The office of Human Resources works collaboratively with campus administrators to resolve concerns regarding guest teacher performance. Consequences resulting from subsequent investigations are under the direction of the office of Human Resources.

Professional Ethics

- The guest teacher has a professional responsibility even though they are 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 to another or comparing the students in one neighborhood or campus to another are inappropriate.
- Under no circumstances should a guest teacher criticize curriculum, classroom procedures, campus teachers, or administrators in front of students.
- The guest teacher is responsible for carrying out the lesson plans left by the teacher.
- A guest teacher'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 guest teacher is expected to perform all of the duties of the teacher of record unless the principal releases the guest teacher from a particular duty.
- The guest teacher is not expected to perform the extra-curricular or co-curricular duties of the regular teacher (football practice, band practice, after school club, meetings, etc.). However, all guest teachers are required to do dismissal duty.
- A guest teacher should **NEVER** leave a class/classroom unattended or leave the campus during regular school hours without checking with the school staff.
- A guest teacher is looked upon as a professional; therefore they should exercise discretion and good judgment in their choice of apparel and conversation.

Employee Arrests and Convictions

An employee must notify Human Resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Administering Medication to Students

Only designated employees can administer prescription medication, non prescription medication, and herbal or dietary supplements to students. A student who is required to take medication during the school day must report to the nurse's office. Only a properly licensed nurse, or a nurse substitute working in the nurse's office may dispense medication.

Discrimination, Harassment, and Retaliation

The official policy of this school district is 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 relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate conduct. Such conduct is inappropriate and will not be tolerated. Guest teachers receive training regarding, discrimination, harassment, and retaliation during guest teacher orientation.

Employees Alcohol and Drug Policy

CHISD 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.

Common Causes for Removal from the CHISD Guest Teacher System

Unprofessional conduct on the campus or in the classroom included, but are not limited to:

- Not following the teachers' lesson plans/instructions.
- Frequently canceling or being late to assignments.
- Inappropriate use of technology devices.
- Violating the substitute technology policy by using personal technology during instructional time.
- Poor classroom management skills.
- Not canceling an assignment properly.
- Making inappropriate verbal comments (to staff or students).
- 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 matter (i.e. ethnicity, gender, age, religion, politics, drugs/alcohol, family background/values, sexuality).
- Inappropriate physical contact such as horseplay, disciplinary measures, or sexual contact.
- Sporadic work history (**not working the mandatory three assignments per month**).
- Inappropriate dress (see substitute dress code).
- Falsification of information on documents used for consideration of employment.
- Failure to comply with board policy, campus policy or administrative directives.
- Committing acts which constitute lewdness, indecency or pornography.
- Committing acts which constitute a felony or a misdemeanor involving moral turpitude.
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime.
- Continued campus concerns and requests for campus blocks.

Guest Teacher 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, teacher (s), staff or students as appropriate.

- Initial concerns are sent by the campus administrator.
- Campus administration must investigate the incident and forward subsequent documentation in a timely manner. Once a concern has been raised;
- Temporarily deactivation from Red Rover and notification to Mayra Esparza at 972-291-1581 ext. 4036.
- Depending on the nature of concern, the statements provided, the substitute input and the conference with the Executive Director of HR, once of the following courses of action may take place:
 1. The concern can be dismissed, and the substitute reinstated.
 2. The concern can simply be noted in the substitute file and the substitute reinstated to full active status.
 3. The substitute can be blocked from the campus submitting the concern.
 4. The substitute can be blocked from an entire campus level (i.e. all high schools).

Best Interest Letter

Substitutes that are permanently deactivated from the substitute roster will receive a “Best Interest” letter via email. This letter contains the following non-negotiable statement. **“After review of your substitute discipline record and your input regarding the campus incident (s) of concern, it has been determined , in the best interest of the district, that your name be removed from the substitute list and you cannot continue to substitute for the Cedar Hill School District.”**

Continuation of Employment

Cedar Hill ISD will afford substitute employees the opportunity to return for continued employment by completing and returning the Letter of Reasonable Assurance (LORA). This opportunity is available to all substitutes who have performed their duties in an acceptable manner during the year and have ended the year with an active status.

Dress Code

All substitutes shall maintain a neat, clean, and professional appearance. Employees will follow the **Daily Professional Standard of Dress** rules below:

- No Shorts.
- Pants should be below the knee.
- **No jeans or coveralls of any color (see jean day exception below).**
- Skirt length for women should be no shorter than three inches above the knee.
- No sweats or wind suits.
- No legging as pants (allowed if worn under appropriate length dress or extra-long shirt/sweater).
- Stirrup pants may be worn if sized properly.
- Halter tops, sleeveless tops, large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Tops must cover the entire torso at all times.
- Sleeveless shirts/tops must cover undergarments.
- Men shall wear collared shirts or banded shirts.
- No T-Shirts (*exception below).
- Shoes must be worn at all times.
- No house slippers.
- No rubber or plastic flip-flops.

***Dress Code Notes:**

Jean Day Exception-Guest Teachers may wear nice jeans (no cutoffs, ripped, or sagging jeans) on Fridays or at campus principal's discretion.

Approved long-term guest teachers may participate in any campus special dress code days. Guest Teachers in P.E. and self-contained Special Education classes may dress in attire that is appropriate for the unique classroom environment and activities for the learning process.

Frequently Asked Questions

What do I do if I accept an assignment but need to cancel?

If the cancellation is made 12 hours before the start of the assignment, go under "Assignment Schedule" in Red Rover and select "cancel" next to the assignment you wish to cancel. If the cancellation is less than 12 hours before the beginning of the assignment, call the campus Red Rover contact and let them know the reason you must cancel. . If you are unable to reach the Red Rover contact, then call the main school line to speak to an office staff member. Next, follow up with an email to the campus contact. The phone number and email address for individuals is listed on page 14.

How much notice should I give when I need to cancel an assignment?

As soon as you know you cannot honor your commitment, you should contact the campus. The longer you wait to cancel, the harder it is for the campus to get someone to replace you. A delay in canceling can cause you to be blocked from that campus.

What do I do if I am going to be late?

Call the campus Red Rover contact person (if unable to reach them, all school's main line and speak directly to an office staff member) as soon as you can let them know you are on the way and why you are late. Contact information is on page 14.

I created a Non-Work day in Red Rover but now would like to work on that day. How do I delete this from the system?

Here's a guide on [managing your availability](#).

Is it really necessary to wear my substitute ID badge?

Yes. All district employees are required to wear badges at all times. This is a safety measure that we have in place to show who we are and that we are current employees of the district.

What do I do if I lose my badge?

Replacement badges can be obtained on Tuesdays 9:00-11:00 a.m. or Thursdays 2:00-4:00 p.m.

When is the best time to look for assignments?

Red Rover is in real time so assignments are posted and can be accepted 24 hours a day, seven days per week. Substitutes can see assignments up to seven days in advance.

Why can't I log into Red Rover ?

If you cannot log into Red Rover after you have been activated into the system, please call the substitute office. There may be a technical problem or you may have been deactivated.

Is it okay for me to talk on my cell phone or quietly text message/use social media during class time?

No. Please refer to the use of technology expectations in this handbook.

Am I allowed to use computers at school or bring my own, anytime during the day to look for assignments, check email, or do my own school work?

No. Please refer to the use of technology expectations in this handbook.

What do I do if I need to use the technology in the classroom?

Do not use other employees' passwords. If the teacher leaves instructions to use technology, use your District Login and Password to activate the system and follow the lesson plan as indicated.

What if the teacher leaves her technology access codes for me to use?

Teachers are not permitted to share their access codes. Substitutes are to utilize their own user ID and Password to access technology.

Can I leave campus for lunch?

Yes. Substitute teachers are entitled to a 30 minute lunch and must be in the classroom at the beginning of the period following lunch. If substitutes choose to leave the campus for lunch, they must let the office know.

Will I be given a conference period?

Substitutes are not guaranteed a conference period. The conference period is not an off period or block. This time period is set aside for teachers to plan and conference with parents. Substitutes would not have these duties unless they are long-term. During this time, substitutes may be asked to substitute in other classrooms.

How and when do I get paid?

Please see the [25-26 Payroll Schedule](#).

What do I do if I have a problem or concern about a campus assignment?

Please let the campus Substitute Coordinator know. If you still have concerns, you can contact the Human Resources department (preferably the same day) at (972) 291-1581 ext 4036

How often do I have to work to avoid being deactivated for inactivity and how do I get back on the active list?

You must work a minimum of **three (3)** assignments every month. A sporadic work history can result in deactivation.

What do I do if I no longer wish to substitute?

Please submit your request in writing via e-mail to mayra.esparza-celis@chisd.net to be removed from the substitute list and turn in your badge to the Human Resources department.

Checklist for Guest Teachers

HAVE YOU?

- Reported to the office upon arrival?
- Asked about special activities going on that day?
- Reviewed all contents in the substitute folder?
- Looked for the emergency wall charts and evacuation maps?
- Prepared all materials needed for the day?
- Wrote your name on the board?
- Introduced yourself to the neighboring teachers or department heads?
- Started class on time?
- Followed the teacher's lesson plans?
- Involved all students in some way?
- Fulfilled the teacher's extra duties?
- Picked up the students' work?
- Left the room orderly, with items used returned to their proper place?
- Left a note for the teacher?
- Followed the end of day check out procedures in the front office?

Guest Teacher Technology Resources

Cedar Hill Independent School District Guest Teacher Information Sheet

Skyward Guest Teacher Access is the system location for Personnel Information, Payroll, W-4 Information, etc.

For access to "Employee Access",

1. Go to www.chisd.net
2. Click on **Staff**
3. Click on **Skyward Finance/Employee Access**
4. Enter your login information below
5. Change the drop box to **Employee Access**, then click **Sign In**

Listed below is your "Login" and "Password" for access into the district's network.

Employee Login and Password

Login: given during orientation

Password: given during orientation

If you forgot your password and login, please contact Mayra Esparza at 972-291-1581 ext 4036 mayra.esparza-celis@chisd.net to have your password reset. Please do not contact the Technology Department.

Please note: If you have pop-up blocker set-up on your computer, you will need to change your pop-up blocker button.

Access to district network

Login: substitute

Password: Please get weekly password from campus Red Rover coordinator

Long Term Substitutes

If you are assigned to a long term assignment, the Technology Department will issue you an email and password.

Red Rover

Assignment (Accepting)

Substitutes can accept assignments via the text message, internet, or using the Red Rover App. . Once you have been processed into Red Rover you will receive an email invitation from Red Rover to create and account. *If you've downloaded the free Red Rover app, you'll be notified of available jobs via push notification. If you have not downloaded the Red Rover App, you'll be notified of available jobs via SMS text. Check out our guides on push notifications for [Android](#) and [iOS \(Apple\)](#) or [SMS texting](#) to learn more.*

Assignments (Canceling)

If the cancellation is made 12 hours before the start of the assignment, go under "Assignment Schedule" in Red Rover and select "cancel" next to the assignment you wish to cancel..

If the cancellation is less than 12 hours before the beginning of the assignment, call the campus Red Rover contact and let them know the reason you must cancel

- Verbally cancel assignments in a timely manner if less than 12 hours before the start of assignment.
- Call the Red Rover Campus Contact/Substitute Coordinator and follow up with a written email.
- If unable to reach the Campus Contact/Substitute Coordinator, call the main school line and speak to an office staff member, then follow up with an email to the Absence Management Campus Contact/Substitute Coordinator.
- Email the Campus Contact/Substitute Coordinator(Not the Substitute Office). **Note: The email should be sent in addition to calling. It does NOT replace the phone call.**
- Note in the email when you called (date and time) and who you spoke with.
- Reiterate your reason for canceling.

Finding Available Jobs

In the Available Assignments section at the bottom of the Homepage, Red Rover shows jobs you're qualified for and available to work. Each listing includes the date(s), employee, position(s), location(s), and job duration. To accept a job, simply click ACCEPT.

Available assignments Refresh

Location: Select... Preference: Default Include dismissed

Oct 7 ★ Cedar Hill High School TEACHER SECONDARY 1 Half Day Dismiss Accept
Tuesday Cedar Hill ISD for JOE FORD EICH 11:00 am - 3:05 pm

Sep 18 + 4 days Lake Ridge Elementary SKILL Aide 5 Full Days Dismiss Details
Cedar Hill ISD for Vacancy 7:45 am - 3:55 pm

+ Click to expand

If the job is a multi-day assignment, click the DETAILS button to see all day of the assignment. Then click ACCEPT.

Viewing Job-Related Details

When looking at an assignment, you may notice the following symbols which can be clicked on to view helpful information.

Upcoming Assignments (Aug 11 - Sep 10)

#C13501655

Aug 13 Alex Robinson Elementary School 📄 📎 📅 📞 📧
9:15 AM - 3:45 PM Language Arts for Jim O'Halloran

Aug 13-14 Alex Robinson Elementary School Language Arts 2 Full Days 📅 📞
Wed - Thu +1 Thousand Hills School District Various

Wed, Aug 13 Alex Robinson Elementary School 📅 📞
9:15 am - 3:45 pm 1 Full Day

Thu, Aug 14 Booker T. Washington Elementary 📅 📞
8:00 am - 2:45 pm 1 Full Day

Notes
Please see attached sub plan.
[📄 3rd Grade Subplan \(1\).pdf](#)

Welcome to Alex Robinson Elementary School Alex Robinson Elementary School



Shows classroom and school information



Shows there is an attachment (lesson plans, necessary paperwork, etc.)



Links to directions to the location



Provides the phone number for the location



Shows there are notes for the substitute

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob							
Thu, 11/21/2019	11:00 AM - 6:00 PM	Full Day	Phoenix School District Rohirrim High School				
Barker, Bob							
Thu, 12/5/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Gallahorn Middle School				
Fri, 12/6/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Gallahorn Middle School				