CLEAR CREEK
INDEPENDENT SCHOOL DISTRICT



2026-2027

Substitute Handbook

Substitute Teachers and Paraprofessionals

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Payroll Office.....(281) 284-0192
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INTRODUCTION

WELCOME

The Clear Creek Independent School District has made every effort to staff our classrooms with professionals and paraprofessionals of outstanding ability and dedication. It is reassuring to know that when a classroom teacher or staff member must be absent, there is an equally dedicated substitute implementing the instructional program. Professional and Paraprofessional Substitutes need to possess many talents. Versatility and flexibility are two of the most important characteristics that enable substitutes to adapt to different grade levels and different student needs.

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. This handbook is not a substitute for the official district policy manual. This handbook briefly explains some district policies and procedures related to substitute employment. However, for a more detailed and precise understanding of district policies contact your supervisor or call the appropriate district office. District policies can also be accessed online at https://www.ccisd.net/employees or click: Employee Handbook 2026-2027

I Came

When your kid had a temp of 103,
When you worked in the yard and fell out of a tree,
When your folks came to town and you couldn't break free,
When you were scheduled for surgery, remember…..
I came.

When you had jury duty, and you had to go,
When you had a traffic ticket and you had to show.
When you that knee pain that was starting to grow
When you had a meeting 'cause test scores were low, remember….
I came.

When you were in need of a mental health day
When you were on your last nerve with the kids that day
When you had to go, you simply couldn't stay…
I had other plans, but you called anyway….so
I came.

I'm often forgotten, I'm an unknown name.
My work and my style may not be the same
Some glorious title I might never claim…
But I want you to remember, when called……..… I came.

I am your substitute teacher.

Linda Helbach

Superintendent's Greeting

Fall 2026

To our Valued Substitute Employee,

We are thrilled that you chose the Clear Creek Independent School District to share your talent and time with our students. Our substitute team is an important part of our work-family. As you will quickly realize, our focus this year will be on people, our purpose, and our promise.

The purpose of this handbook is to provide substitutes with the information needed in order to provide continuity in the instructional program when staff members must be absent from their classrooms. In addition to aiding the instructional program, another primary responsibility of substitute teachers is to maintain a safe and supportive learning environment for the students entrusted in their care.

If, at any time, you have a question, concern, or an idea, please be sure to talk to your supervisor or contact your substitute coordinator, Verna Henry.

I look forward to serving alongside you during the 2026-2027 school year.

Sincerely,

Karen Engle, Ed.D.
Superintendent

CCISD Mission and Core Values

- **MISSION:** The mission of the Clear Creek Independent School District, the visionary leader igniting learning for all, is to ensure each student achieves, contributes and leads with integrity in a safe and nurturing environment distinguished by authentic relationships, service before self and the spirit of exploration.

- **BELIEF STATEMENTS** - In Clear Creek ISD we believe:
  - Everyone deserves to be physically and emotionally safe.
  - Each child's voice deserves to be heard.
  - Strength of character is a hallmark of growth and learning.
  - Trust, compassion, and respect are essential to positive relationships.
  - Parents, community, and schools have a shared responsibility for the education of youth.
  - There is a collective moral imperative to invest in each person's capacity for growth and excellence.
  - Determination, perseverance, and resilience lead to achievement.
  - Inclusivity creates unity.
  - Service before self, strengthens community.
  - An innovative mindset is essential for future success.

- **CORE VALUES:**
  - **TRUSTWORTHINESS -** Act with honesty in all that you do.
  - **RESPECT -** Value yourself and others.
  - **RESPONSIBILITY** - Own your choices.
  - **FAIRNESS** - Play by the rules and consider the need of others.
  - **CARING -** Be kind to others.
  - **CITIZENSHIP -** Work to improve your school, community, and country

THE SUBSTITUTE LIST

In accordance with CCISD Board Policy DPB (LOCAL), the Clear Creek Independent School District maintains a current list of qualified teachers and aides who serve as substitutes. From this list, SMART FIND EXPRESS (Automated Educational Substitute Operator) calls substitute for reported absences.

The district cannot guarantee a definite assignment or any frequency of assignment, as substitutes are called “as needed” to fill staff vacancies.

Substitutes must understand that they have agreed to make themselves available to serve the district upon need for their services.

REQUIREMENTS FOR CLEAR CREEK ISD SUBSTITUTES AND CLINICAL TEACHERS

Each substitute candidate must meet the following requirements and complete the necessary forms:

- Application for professional or paraprofessional employment
- Absence Management availability form
- Fingerprints and Criminal History Check
- Reference release forms
- U.S. Department of Justice Employment Eligibility Verification (I-9)

Additionally, substitutes and clinical teachers must have official transcripts sent to the Substitute Office reflecting the following:

- Substitute Teachers: 30 college hours or above
- Substitute Paraprofessionals: High School diploma or the equivalent
- Nurses: Current Texas Registered Nursing License

Orientation

Before beginning their substitute duties, all substitutes new to Clear Creek ISD **must** attend an orientation session provided by the department of Human Resources. The four-hour orientation includes an explanation of Absence Management, basic information about the role of the substitute teacher and/or substitute paraprofessional, and answers to the most frequently asked questions about substituting.

Identification

Employees, substitutes, interns, clinical teachers, authorized visitors, and designated supervisory personnel are issued and required to wear an appropriate district identification tag. Identification badges must be always worn while on duty.

All badges should be cared for and maintained in such a manner as to ensure proper function as well as appearance. These cards also have a “punched slot” to which a clip or lanyard may be attached; no other holes, either large or small, should be made in these cards to avoid damaging the keyless technology. Do not leave the badge in the sun or allow it to be demagnetized.

If an identification badge is lost or stolen, it is the employee’s responsibility to immediately inform the principal or facility administrator and then contact the Business Services department to request a replacement badge. If a replacement badge is required for the following reasons, a replacement fee will not be assessed:

1. Normal “wear and tear” that would be associated with the duties of the employee.
2. Employment change within the district or name change that would require a different ID badge.
3. In all the above changes, the old badge must be surrendered upon request for a replacement badge, or a replacement fee will be assessed.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

A substitute shall be subject to all the duties of a regular classroom teacher. Likewise, substitutes are expected to be familiar with and adhere to the district's policies and procedures. Specific substitute responsibilities are detailed within the attached substitute job descriptions. Important issues related to substituting include but are not limited to the following items.

General Duties

Accepting and Canceling Jobs

Whenever possible, substitutes should accept the jobs they are offered through SMART FIND EXPRESS. Once they have done so, they should write down the job number, date, time, location, and other information pertinent to the assignment. If, after accepting a job, a substitute must cancel a job, he/she should do so at the earliest possible opportunity. This can be done by calling the substitute system and following the prompts to cancel a job. If the substitute attempts to cancel the job after the deadline for doing so (approximately 2 hours before the start time of the job), the system will prompt the substitute to call the school administrator to cancel the job. **Note:** Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. Failure to do so will result in a possible exclusion from that campus in the future; repeated failure to do so will result in the substitute being restricted from working anywhere in the district.

Ethical Behavior

Substitutes must always conduct themselves in a professional manner when carrying out their duties.

Confidentiality

Substitutes have a responsibility to treat with confidentiality all matters pertaining to students. Student behavior, performance, and achievement levels are not to be discussed with anyone other than the campus administrator. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing children assigned to them. Names of students identified in special education programs are confidential information.

No Solicitation

Substitutes may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any Clear Creek ISD property. Substitutes are also instructed not to promote or market their personal availability as a substitute to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. On the other hand, substitutes may make reasonable, limited, targeted attempts to inform Clear Creek ISD educators of their ability to work as substitutes, if they utilize good judgment and common sense in this regard.

Substitute-Student Relationships

Substitutes should exercise extreme caution and good judgment in relationships with students. Substitutes should establish a position of authority with the students; they may "be friendly" without "befriending" the students. Yelling at students, calling them derogatory names, and using profanity, insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal. **Substitutes are to never touch a student in any way or forcibly remove items from a student's possession.** This policy is not only for the students and the substitutes' protection but also to prevent misunderstandings from taking place. Violation of this policy will result in disciplinary action, up to and including removal from the district's substitute system.

Clinical Teachers and Interns

It is a district requirement for all clinical teachers to register as a substitute teacher in CCISD prior to the start of their classroom experience. In addition, each clinical teacher is required to provide gratis days of substituting as part of the agreement for clinical teaching in Clear Creek ISD. Please check with your university supervisor to verify the number of gratis days you are required to provide as part of your program. Once your gratis days have been logged in SMART FIND EXPRESS, you will then be eligible to substitute in CCISD for compensation.

Parking

Parking spaces on high school campuses are limited; therefore, to avoid being ticketed substitutes are required to have a parking pass. Parking passes are available from the Substitute Office.

Clear Brook High School

Security restrictions require substitutes park at the front of the building. Do not use visitor parking.

Clear Creek High School

Substitutes are to park in the faculty lot along the side of the tennis courts.

Clear Falls High School

Substitutes are to park in the faculty/staff parking lot.

Clear Horizons High School

Directions to Clear Horizons High School: From Beamer, enter through entrance B. Parking lot 9b will be on the left; parking is available anywhere in lot 9b except for spaces marked as Staff parking. Enter the building through the doors labeled "Clear Horizons." Upon entry, turn right at the first hallway and proceed to room 146, which is the Clear Horizons office.

Clear Lake High School

From Highway 3, head east on Bay Area Blvd and turn left onto Krueger Way. After Falcon Pass, turn right behind Krueger Field House and proceed to the Red Lot parking.

Clear Path Alternative School

Substitutes are to park at the Magnolia Street entrance.

Clear Springs High School

Substitutes are to park in the faculty/staff parking lot.

Punctuality

Substitutes, interns, and clinical teachers are expected to work the same hours as the classroom teacher or staff member they are assigned to replace or support. They should arrive at least **15 minutes** before the start of the school day to allow sufficient time to report to the office, sign in, locate their assigned classroom, review lesson plans, prepare instructional materials, and be ready to begin the day's responsibilities.

The exact beginning and ending times for substitutes may vary from school to school, so be certain to listen carefully to the start times as indicated by the substitute system. **When in doubt, call the school the day before if possible, to verify the start time and to get directions to the school if needed.**

Hours:	Students	Substitutes
High Schools	7:20 A.M. – 2:30 P.M.	7:00 A.M. – 2:40 P.M.
Intermediate Schools	9:00 A.M. – 4:00 P.M.	8:30 A.M. – 4:30 P.M.
Elementary Schools	8:00 A.M. – 3:15 P.M.	7:45 A.M. – 3:45 P.M.

Substitute teachers, interns, and clinical instructors are expected to arrive at the school at the time designated by the substitute system upon accepting an assignment.

If you accept a job after the start time indicated on the phone or website, please call the school to let them know the time you will arrive for the job.

Reporting for Duty

Substitutes, interns, and clinical teachers must wear their **photo I.D. badge** and check in at the school office before starting duties. They should pick up schedules, get or request the room key, and check the absent teacher's mailbox for notices to send home.

Review the lesson plans, teaching materials, building routines, and disaster drill regulations provided for teachers. The Substitute Information Folder contains an emergency plan for reference. If there are questions regarding daily activities or if the Substitute Information Folder is unavailable, consult the principal or an assigned teacher. Teachers collaborate on planning and can provide substitutes with relevant assistance or information about lesson plans.

Supplies, Materials and Equipment

Only use teachers' materials if authorized in lesson plans. Noncompliance may lead to removal from the substitute system. Return all borrowed items before leaving campus, and leave classrooms and equipment as found. Respect the teacher's desk, files, and storage areas.

Employee Responsible Use Guidelines for Technology

Clear Creek Independent School District provides various technologies to enhance teaching, support administrative functions, facilitate resource sharing, innovation, and communication. These technologies include District-provided equipment, personal devices (e.g., phones, tablets, laptops), and District-approved applications. By embracing these guidelines, employees will become responsible digital citizens.

Employees are required to **review these guidelines annually**, acknowledge their understanding, and agree to comply. All District technology use is subject to **monitoring**, and there's **no expectation of privacy**.

Core Principles for Technology Use:

- Technology will be used to enhance teaching and learning, and to support District
- operations, in a meaningful, safe, and responsible way.
- Employees represent the school district in all online activities. Online actions should not
- reflect negatively on students, colleagues, or the district.
- Employees will use technology resources productively and appropriately for school-related
- purposes, without disrupting others.
- Employees will use digital communication understanding they are creating a digital
- reputation.
- District account information is personal and private; employees should **not share it**. Only
- use your assigned account.
- Employees are responsible for using technology in compliance with academic integrity
- expectations and professional standards.
- District administrators will determine what conduct constitutes inappropriate use, even if not
- explicitly specified.

Prohibited Technology-Specific Actions:

- Modifying computer settings or internal/external configurations without permission.
- Tampering with or theft of District technology components.
- Attempting to access or circumvent passwords or other security information of the District,
- students, or employees.
- Uploading or creating computer viruses.
- Attempting to alter, destroy, or disable District technology resources, data, or other networks
- Causing network congestion through mass consumption of system resources.
- Using District systems for any income-generating activity, advertising, or promoting non-
- District affiliated events.
- Transmitting confidential information without proper authorization. **Do not reveal personal information about yourself** orothers (home address, phone number, email address, birthdate).

- Engaging in **impersonation** (logging on as someone other than yourself).
- Deleting, examining, copying, or modifying files and/or data belonging to other users
- without their permission.
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful
- language in digital communications.
- Using District resources for political activities or lobbying.
- Creating, distributing, or forwarding chain letters, spam, or messages not related to
- educational purposes.
- Using or possessing copyrighted material without appropriate authorization (e.g., sharing
- unauthorized content, displaying copyrighted videos without permission).

Use of Digital Tools:

- All online actions leave a **permanent record** and remain online, even if deleted.
- Personal use of social media may influence current and future employment opportunities.
- Employees using digital learning tools in their classrooms must **monitor student actions** for
- compliance with the Student Code of Conduct.
- Employees must ensure digital tools used in the classroom are in accordance with age
- requirements per the tool's terms and conditions or privacy policy.
- If using personal social network pages, employees are responsible for their content, including content added by others, and for maintaining appropriate privacy settings.
- Employees are prohibited from knowingly communicating with students through a **personal**
- **social network page or site**; a separate "professional page" must be created with prior principal approval.
- All electronic communication with students must be **limited to matters within the scope of**
- **professional responsibilities**.
- Upon request from administration, an employee must provide contact information regarding
- electronic media used to communicate with students.
- Upon written request from a parent or student, the employee **shall discontinue** one-to-one
- electronic communication with that student
- An employee shall notify their supervisor in writing within one business day if a student
- engages in improper **electronic communication** with the employee.

If the CCISD employee chooses to use generative artificial intelligence (AI) tools:

- Entering passwords or other confidential, proprietary, or sensitive information into
- Any AI system is prohibited. Under no circumstances will student or employee personally identifiable information be used with AI.
- Any AI tools specifically prohibited by the district or law shall not be used.

Use of Personally Owned Technology Devices at School:

- Internet access on personal devices will be **filtered by the district**. Connection to the
- filtered, wireless network is required for internet access on campus.
- These devices are the **sole responsibility of the employee user**. The district assumes no
- responsibility for lost, loaned, damaged, or stolen personal devices.
- Employees are prohibited from trading or selling these items on District property.
- Employees are responsible for their own device's set-up, maintenance, charging, and
- security. Staff will not diagnose, repair, or store employee personal devices.
- Personal devices are for professional purposes or limited personal use as defined by these
- guidelines.
- Campus administrators and staff can prohibit device use at certain times, during designated
- activities, or in designated locations.

Consequences of Violation:

Should an employee commit a violation of these technology guidelines, consequences could include **revocation of technology privileges**, disciplinary action in accordance with District policies, and/or referral to law enforcement. The System Administrator and/or principal may deny, revoke, or suspend access pending investigation.

Disclaimer:

The district's system is provided "as is, as available." The district does not guarantee uninterrupted or error-free service. While filtering software is in place, controlling all content on the internet is impossible. Opinions, advice, or services expressed by third parties are not those of the district. The district will cooperate fully with law enforcement in any investigation concerning misuse of its system.

Absence Management - SmartFind Express (SFE)

Clear Creek ISD uses an automated absence management system called SMART FIND EXPRESS for locating a substitute when staff members are absent. This service greatly simplifies and streamlines the process of notifying you when your services are needed in the district. SMART FIND EXPRESS utilizes both the telephone and the Internet to assist you in locating jobs in the school district for which you work. The administrative office has selected the following hours as standard call times when the SMART FIND EXPRESS service may call for substitutes: [5:00 a.m. – 11:59 a.m.; 5:00 p.m. – 10:00 p.m.]. SMART FIND EXPRESS is completely menu-driven and is activated by entering your login information. When SMART FIND EXPRESS calls, listen to the verbal prompts to navigate the menu of options. SMART FIND EXPRESS Quick Start Guide for Substitutes is located at the end of this handbook.

What To Do When SMART FIND EXPRESS Calls You

You may be prompted to enter your PIN number.

SMART FIND EXPRESS will provide you with the following details of the assignment:

1. School name
2. Date(s) of assignment
3. Room or location where you need to report
4. Start and end time
5. Any further special instructions left by the absentee.

You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, SMART FIND EXPRESS will issue you a confirmation number that you will need in the event of a follow-up inquiry. *Please remember that you have not accepted the job until you receive a confirmation number.*

How to Contact SMART FIND EXPRESS

You can also search for and accept available jobs, change personal settings, update your calendar, personalize your available call times and select and add your campus choices.

To access SmartFind Express (SFE):

1. Goto WWW.CCISD.net (home page)
2. Select Login
3. Select Single Sign on Portal (SSO)
4. Microsoft login is your ccisd.net email address
5. Enter current password

Clear Creek ISD Employee Code of Conduct

All District employees are expected to maintain appropriate conduct when accessing the communications and information technologies available through computer/network/Internet access. All employees must always comply with the District's Responsible Use Guidelines when accessing any part of the technology system.

Employees will guard and protect access to secure systems by:

1. **Protecting passwords and other similar authorization information:** Passwords are the primary way in which users are authenticated and allowed to use the district's computing resources. Employees will not disclose personal password(s) to any individual, including a faculty or staff member, or child. Similarly, employees will not disclose other identifying information used to access specific system information, recognizing that if they do so, they will be held accountable for their actions as well as those of other parties to whom they have given access.

2. **Guarding unauthorized use of resources:** Employees will not allow others to make use of their accounts or network access privileges to gain access to resources to which they would otherwise be denied.

3. **Not circumventing or compromising security: Employees** must not utilize any hardware or software to compromise the security of any other system, whether internal or external to the district's systems and network.

Computer/Network/Internet usage is subject to monitoring by designated staff at any time to ensure appropriate use. Electronic files sent, received or stored anywhere in the computer system are available for review by any authorized representative of the district for any purpose. Employees will affirm, in writing, that at all times their actions while using the district's system will not violate the law or the rules of network etiquette, will conform to the guidelines set forth in the Responsible Use Guidelines, and will not violate or hamper the integrity or security of the district's technology system.

If a violation of the Responsible Use Guidelines occurs, employees will be subject to one or more of the following actions:

1. Revocation of access
2. Disciplinary action
3. Loss of employment with the district
4. Appropriate legal action

Use of Social Networking/Digital Tools

Students and employees may participate in district-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions.

The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

Employees who use digital learning tools in their classrooms must monitor student actions to ensure compliance with the Student Code of Conduct.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate and are prohibited:

Violations of Law

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- by the Family Educational Rights Privacy Act
- Unauthorized disclosure of confidential student information protected by the Family Educational Rights Privacy Act.
- Threatening, harassing, defamatory or obscene material.
- Copyrighted material.
- Plagiarized material; or
- Material protected by trade secret.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event occurs, the district will fully comply with the authorities to provide any information necessary for the litigation process.

Intellectual Property

Teachers, staff and students must always respect copyrights and trademarks of third- parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Transmitting Confidential Information

Teachers, staff and students shall not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information such as, but not limited to, home addresses, phone numbers, email addresses, birthdates of users or others is prohibited.

Modification of Computer

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Commercial Use

Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal, is prohibited.

Marketing by Non-CCISD Organizations

Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the district is prohibited.

Vandalism/Mischief

Any malicious attempt to harm or destroy district equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the district's system, or any of the agencies or other networks to which the district has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. System users committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See DH, FN series, and FO series in Board Policy and the Board-approved Student Code of Conduct.]

Impersonation/Plagiarism

Fraudulently altering or copying documents or files authored by another individual or assuming the identity of another individual is prohibited.

Illegally Accessing or Hacking Violations

Intentional or unauthorized access or attempted access of any portion of the district's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations

Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

Copyright Violations

Downloading or using copyrighted information without following approved District procedures is prohibited.

System Interference/Alteration

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Electronic Mail and Communication Tools

Electronic mail (email) and other digital tools such as, but not limited to, blogs and wikis, are tools used to communicate within the district. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

Leaving the Campus

Substitute teachers must prioritize student supervision, remain on campus unless authorized by a Campus Administrator, and check out with the office before leaving at day's end.

Other Duties as Assigned

A substitute may be directed to teach in a classroom other than the one they agreed to teach when the job was accepted through the substitute system. The substitute is expected to demonstrate **flexibility** and **cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care. The conference period may or may not be extended to a substitute.

At the End of the Day

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute still has several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Substitutes have the option of leaving a detailed note for the teacher or leaving feedback in SMART FIND EXPRESS. The teacher appreciates knowing how much of the lesson plan was accomplished, any other important information about the substitute's instructional efforts, and any behavior problems or unusual events that may have occurred during their absence.

Changes in Personal Profile Information

If your telephone number or home address changes, Substitutes must notify the Human Resources Department by updating your personal information in the employee access center (page 28).

Should you receive a college degree or become a certified teacher, you will need to send an official transcript and/or copy of the teaching certificate to the substitute office. The new pay rate will be effective the day these official documents are received in the substitute office.

Please keep all information current with the Human Resources Department. The Human Resources Department is located on the first floor in the Education Support Center and can be reached at 281-284-0150.

Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Inquire as to whether any students with special needs or medical conditions are in the class to which you are assigned. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

Lesson Plans

When teachers are absent from school, they leave lesson plans for the substitute teacher to maintain instructional continuity in the classroom. These lesson plans are the blueprint, the roadmap, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be approved by the campus administrator in advance. Any instructional materials (videos, CDs, DVDs, tapes, etc.) not specifically called for in the lesson plans must receive advanced approval from the teacher or campus administrator.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, seek help from the campus Administrative Assistant or Department Head.

Student Attendance

One of the many regular duties of a full-time teacher is recording student attendance. State law and District policy require that student absences be excused only with a written note from the parents or legal guardians. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office in accordance with the procedures established at the school. Attendance-taking procedures are available from the office or any full-time teacher.

Discipline

When students behave in ways that disrupt the learning environment, the substitute teacher should apply acceptable behavior management strategies to restore and maintain proper classroom order and discipline. However, substitutes must never physically discipline or verbally abuse a student in any way. Shouting at students or calling them derogatory names may constitute verbal abuse and is strictly forbidden. If additional help is needed to control the classroom, substitutes are to contact the front office to request administrator support.

Unattended Classroom

The substitute should **never** leave the classroom unattended. Even if a student runs out of the room, you should not chase the student. Contact the office immediately for assistance and they will handle the situation. If you need to leave the classroom for **emergency** reasons, notify a nearby teacher so that the classroom will be supervised.

Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute's proximity to the students.

Accidents and Illness

All accidents involving students (or substitutes) on the grounds, in the school buildings, on the way to or from school, or occurring at any place while the student is under the supervision of the school should be reported at the earliest possible time to the principal's office.

Early Dismissal at the Request of Students/Parents

Any unusual requests from parents and students should be referred to the principal, such as a request to be dismissed early or to be absent from the classroom for some activity. Students should never be released from the building during school hours without office permission.

Substitute Teaching Resources

There are literally hundreds of good "sites" available on the Internet for substitute teachers. Of-course some are better than others, but feel free to "browse" for yourself until you find what you need. To get you started, here are a few excellent sites to explore. Take some time to check them all out!

www.disciplinehelp.com, "The *Discipline Help"* website provides substitutes (and parents) access to information and assistance in dealing with a wide array of student misbehaviors in the classroom. This amazing website lists the causes, effects, appropriate actions to take, and frequent mistakes made when dealing with 117 different student misbehaviors! This is a must visit for all substitute teachers…and parents too! You will want to bookmark this site.

www.stedi.org, this is the site created and maintained by the Substitute Teacher Training Institute at Utah State University. It contains many articles and resources for substitute teachers and managers. There is also a self-assessment one can take to test their readiness and effectiveness as a substitute teacher.

www.suite101.com: In the Search Bar, type in "Guest Teacher." Then enjoy numerous articles and links to other sources useful to substitute teachers.

www.proteacher.com: Select "Substitute Teachers" from the main menu on the left and read

all about it! This site serves as a bulletin board for substitute teachers. In addition to lots of helpful hints and success stories, there is plenty of room for commiseration, so you won't feel alone in your experiences as a substitute.

Above all, remember to follow the lesson plans provided by the teachers.

Books and other Resource Materials

In addition to the excellent resources available through the Internet, there are many books, videotapes, magazines, and handbooks available to assist the substitute teacher. The Internet sources listed above all have links to additional materials—especially the San Diego site. Some of the more popular books currently available from Barnes and Noble and other bookstores are:

- **Classroom Management for Substitute Teachers**, S. Harold Collins, Kathy Kifer (Illustrator)
- **A Survival Kit for the Substitute and New Teacher: Your Blueprint to Having a Successful Day**, Jennifer Gaither
- **Mastering the Art of Substitute Teaching**, S. Harold Collins, Gary J. Schubert (Illustrator)
- **Lifesavers for Substitutes**, Mary McMillan
- **Substitute Teaching: A Handbook for Hassle-Free Subbing,** Barbara Pronin
- **The First Days of School**, Harry Wong and Rosemary T. Wong

Substituting in Special Education Positions

Special Education substitute positions include but are not limited to the following:

1. Alternative Academics (teacher or paraprofessional)
2. Social Development (teacher or paraprofessional)
3. Inclusion and Resource (teacher or paraprofessional)
4. Positive Approach to Student Success (**PASS**) (teacher or paraprofessional)
5. Early Childhood Special Education (ECSE) (teacher or paraprofessional)
6. Structured Learning Lab (Teacher or Paraprofessional)
7. GBCDHH (Teacher or Paraprofessional)

Alternative Academics (AA) includes teaching life skills/functional daily living skills to students with moderate to severe disabilities. AA is modified, direct instruction in functional academic, social, behavioral, and adaptive skills, with a focus on future independence in a self-contained classroom. Instruction is based on the students' Individual Education Plans (IEP).

Social Development (SD) classes serve students whose behavior impedes academic learning. Students' academic skills range from grade level to requiring support through a modified curriculum. The self-contained class focuses on a structured framework for academic and behavioral success. Instruction is based on the students' Individual Education Plans (IEP), Functional Behavior

Assessments (FBA), and Behavior Intervention Plans (BIP). SD classes also include a social-skills component.

Inclusion/ Resource

Inclusion provides specialized support for students with disabilities to be included with general education students within the appropriate Least Restrictive Environment (LRE) at each campus. As an inclusion teacher, you may be required to utilize co-teaching approaches as a co-teacher. Co-teaching is a team-teaching instructional model where the special and general educators share the responsibility and accountability for the direct instruction, classroom organization, and discipline in the general education classroom. The collaborative relationship between the teachers enables them to combine their skills, abilities, and interests to serve the entire classroom.

Resource Services are designed for students that require direct intense small group instruction with a modified curriculum through the reduction of the required TEKS that cannot be implemented in the general education setting. Students typically attend general education classes for most of the day. When subbing for an Inclusion and Resource teacher, your schedule may have a combination of different general education and special education classrooms.

Positive Approach to Student Success (PASS) provides educational services within the general education setting to students who have difficulty managing their behaviors. The primary focus of PASS is to teach social skills and replace inappropriate behaviors in the general education setting. This position may require a lot of walking to check on students while they are in their regularly scheduled classroom or to be in the classroom with a student who needs assistance managing their behavior.

Early Childhood Special Education (ECSE) provides students ages 3-4 with a structured, self-contained setting to work on developmental skills, which are typically delayed, such as speech and language.

The Admissions, Review, and Dismissal (ARD) committee develops an Individual Education Program (IEP) for each student. The IEP is designed by the ARD committee to assist a student in making progress in his/her education. It lists goals and objectives individualized for the student. Goals can be developmental, academic, behavioral, or social. The IEP outlines expectations of what must be taught and learned. *If the student has an IEP, you are required to teach the goals and objectives within that document.* Most students with disabilities in the general education classroom will have accommodation/adaptations. They may also have goals and objectives.

Please note: If you are a long-term substitute, and a goal is not appropriate or the student is having difficulties making progress, request a staff meeting to discuss student's needs (an ARD meeting may follow). Please contact your campus team leader to schedule.

Structured Learning Lab (SLL)

SLL AB (Adaptive Behavior) - classes provide a highly structured, predictable environment for students with disabilities that require a more restrictive, self-contained environment to meet their specific communication and behavior needs. The program is designed to provide highly structured communication and behavioral instruction that will lessen the need for continued intensive intervention. Students in this setting require a small student-teacher ratio and frequent 1:1 instruction.

SLL SC (Social Communication) - provides educational services within the general education setting to students who have difficulty managing their behaviors. The primary focus of SLL-SC is to provide specific social skills instruction in areas such as turn taking and social initiation, to replace inappropriate behaviors in the general education setting. This position may require a lot of walking to check on students while they are in their regularly scheduled classroom or to be in the classroom with a student who needs assistance managing their behavior.

GBCDHH (Galveston-Brazoria Cooperative for the Deaf and Hard of Hearing) is a cooperative of nine school districts with a site program housed at Campbell Elementary, Creekside Intermediate, and Clear Springs High School. The program is designed to provide intensive language acquisition strategies for students with Auditory Impairments in prekindergarten through 12th grade. Students in the site program receive instruction in a combination of Deaf education classrooms and general education. Students use a combination of Oral English and sign language. Substitute teachers or paraprofessionals do not have to have sign language skills to work as a substitute teacher or paraprofessional for GBCDHH. If you do have sign language skills, please notify Verna Henry.

Time Out / Restraint / Seclusion

It is the policy of this district to treat with dignity and respect all children, including children with disabilities who receive special education services. Any behavior management technique and/or discipline management practice must be implemented in such a way as to protect the health and safety of the student and others. No discipline management practice may be calculated to inflict injury, cause harm, demean, or deprive the student of basic human necessities. Timeout is a behavior management technique used to provide a student with the opportunity to regain self-control. The student is separated from the other students for a limited period in a setting that:

- is NOT locked; and
- from which the exit is not physically blocked by furniture, a closed door held shut from the outside, or held shut by an inanimate object

Restraint means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of the student's body.

A school employee, volunteer, or independent contractor may use restraint only in an emergency which is defined as imminent, serious physical harm to the student or others or imminent, serious property destruction. CCISD has a core team at each campus whose members are trained in the appropriate use of restraints.

NOTE: Substitute teachers should not engage in the restraining of students. In case of emergency, contact the office.

Accommodations and Modifications

Accommodation deals with how a student learns. These include changes to how students access instruction and demonstrate knowledge and skills.

Modifications deal with what a student learns. They include changes to what students are expected to learn and/or demonstrate.

Remember the following items regarding accommodations/adaptations:

1. Accommodations/Adaptations are instructional support strategies determined by the ARD committee.
2. They are required for the student to master the goals within the IEP.
3. Noncompliance with adaptations or any ARD recommendations may result in personal liability.
4. **ALL substitute teachers must document that they are complying with the ARD documented goals, accommodations, and modification. The sub folder should contain the documentation sheet, if not, please notify your assistant principal.**

Remember the following items regarding modifications:

1. Modifications can be found on the Goal and Objectives page (including the lesson plan).
2. They are individualized and modified curriculum for the student.

3. They do not include all the Texas Essential Knowledge and Skills (TEKS).
4. Long term substitutes with students who have modifications should conference with the special education team leader about the accommodations list and documentation folders.

A Behavior Intervention Plan (BIP) is an action plan to help a student manage his/her behaviors. It is based upon a Functional Behavior Assessment (FBA). It identifies events that precede or predict behaviors (antecedent) as well as positive interventions to change behaviors.

Please note: All teachers and staff must implement the BIP consistently. All teachers and staff must document behaviors and interventions in the school setting. If you need additional support, please contact the campus team leader, assistant principal, or counselor.

Confidentiality of student information is an important aspect for substitutes to understand and follow. Student information is private and must not be discussed with anyone who does not have an educational need to know. Those with an educational need include the student's teacher(s), principal, assistant principal, counselor, special education service provider, and parent. No other individuals should have information about the student provided to them.

Confidentiality Reminders:

Do

1. Talk with the special education teacher/counselor/team leader if there are any questions about the needs of the students in class.
2. Keep all student records and reports in a secure location.
3. Discuss students in your class only with others who have an educational need to know, and always do so in a private setting.
4. Refer parents to the student's permanent teacher.
5. If you are a long-term sub, please conference with your principal.

Do Not

1. Talk about the students in the hallway, lounge, or any other public area.
2. Leave confidential student information on your desk or any area where others can have access.
3. Talk about students to staff who do not provide services to the students (i.e. those without educational need).
4. Discuss your concerns with the parents. Report concerns the sped team leader/counselor/AP to address with the parents.
5. Mention other students' names in non-school necessitated conversations.
6. Take pictures or Record Students
7. Remove student work assignments, tests, or papers from any campus

Communication Tips for Auditory Impaired (AI) Students

1. Speak directly to and look at the student (not the interpreter) when giving instructions.
2. Allow the interpreter to stand or sit near you.
3. Pause after major subjects.
4. Speak at your normal rate.
5. Allow only one person to speak at a time.

Understanding Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance, including public schools. It ensures that students with disabilities have equal access to education and are not discriminated against based on their disability.

Responsibilities of Substitute Teachers

Familiarize with 504 Plans: Substitute teachers should review the 504 plans of students in their classroom. These plans outline the specific accommodations required for each student.
Implement Accommodations: It is crucial to follow the accommodations listed in the 504 plan. This may include adjustments in teaching methods, classroom environment, or assessment techniques.
Document Compliance: Substitute teachers should document how they implemented the accommodations. This can be done through notes or logs that detail the steps taken to support the student.
Communication: If there are any issues or uncertainties about implementing the accommodations, substitutes should communicate with the regular teacher or school administration for guidance.

RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND TEACHERS

Successful substitute teaching is a partnership between the substitute, the teacher, school staff, and District staff.

District Staff

Substitute Office

Verna Henry is a full-time staff member dedicated to providing service and support to Clear Creek Substitute teachers. Her responsibilities include creating and maintaining employee files, coordinating payroll information with the Payroll Office, maintaining SMART FIND EXPRESS, and scheduling and conducting orientations and training for substitutes. Questions about any of these matters can be directed to her at (281) 284-0155, or you may email her at vhenry@ccisd.net. Human Resources is also available to answer any questions substitutes may have, and they can be reached at (281) 284-0150.

Payroll Office

It is the responsibility of the Payroll Office staff to provide the substitute with accurate and timely delivery of payroll checks. If a substitute believes an error has occurred in a paycheck, they may contact the Payroll Office at Payroll@ccisd.net

Teachers

The classroom teacher will provide a substitute information folder that includes the following:

- current daily schedule, routines and duty schedule, current bell schedule
- current class rules, seating charts, lesson plans
- current location of Teacher editions and guides to textbooks
- current disaster drill and fire drill regulations
- current lunchroom procedures

Teaching materials and reporting forms are to be in an easily accessible place. The Department Chairperson or Team Leader is available to assist the substitute in cases where the classroom teacher was unable to provide the materials listed above.

PAYROLL AND EMPLOYMENT ISSUES

Substitutes shall be paid according to the table below. A substitute teacher shall be considered certified if a standard certificate, valid for the dates of service, is provided for the district file. The additional day rates are paid for continuous service in a single assignment. Long term pay will begin on the 5th day in the same assignment. If a job lasts 5 consecutive days or longer, the substitute will be paid the long-term rate beginning with the 5th day.

Rates of Pay

Substitute Qualifications	Daily Rate	Long Term Rate
Aide/Clerical	$80.00	$90.00
Sp Ed Classroom Aide	$95.00	$105.00
Licensed Vocational Nurse (LVN)	$95.00	$105.00
Teacher, 30 plus college hours	$85.00	$105.00
Teacher, degreed	$95.00	$125.00
Teacher, certified	$115.00	$160.00
Registered Nurses	$115.00	$160.00

Please note: *If you are a substitute teacher and you accept a Paraprofessional Aide/Clerical position, you will be paid at the Aide/Clerical rate.*

Special Notes Regarding Pay

Pay method / Frequency

In our continuing effort to streamline processes and reduce costs, CCISD has implemented mandatory direct deposit. Effective July 1, 2009, check stubs and W-2's will only be available online @ www.ccisd.net. Details to access online pay information are found on page 28 of this handbook. Substitutes are paid on the 5th and 20th of each month for the preceding month's work. If a substitute is in a classroom for more than four and one-half (4 ½) hours (as recorded in SMART FIND EXPRESS) he/she will be paid a full day's pay; however, if a substitute is in a classroom for less than four and one-half (4 ½) hours, this constitutes a half-day's pay.

Change in credentials that warrants a change in pay status must be submitted to the Substitute Office in writing. Please have your college or university send an official transcript with the conferred date in a sealed envelope. If you receive a teaching certificate, please send a copy to the Substitute Office. The new pay rate will be effective the day your credentials are received.

Returned checks will incur a twenty-five-dollar ($25.00) reissues/processing fee.

Overtime Compensation for Nonexempt Employees - Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are considered exempt and ineligible for overtime compensation. Only nonexempt employees (hourly employees and most paraprofessional employees) are entitled to overtime compensation. Overtime is legally defined as all hours worked more than 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule, but less than 40 total hours per week, will be compensated in straight time pay. Employees must work more than 40 total hours in a week to earn overtime compensation. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Sunday morning and ends at midnight on Saturday evening. Nonexempt employees are not authorized to work beyond their normal work schedule without

prior approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Job Log

A job log of dates, times, schools, and job numbers is valuable for verifying the accuracy of each paycheck.

Long Term Jobs

Certified Teachers who work a long-term assignment of greater than 5 days are paid the daily rate of $160. However, in order to qualify for this rate of pay, the teacher must hold a valid teaching certificate in the subject being taught.

Teacher Retirement Benefits

Substitutes who hold a valid teacher certificate may be able to use their substitute service record to increase their salary. if and when they obtain a full-time teaching position in CCISD. The commissioner's rule was effective with the 1998-99 school year. Certified substitutes must meet certain minimum requirements, 90 documented FTE days, depending upon the year. It is more important than ever to keep track of your substitute schedule because it may mean more salary in the future. The Substitute Service Verification form is available at ccisd.net/employees.

Retirees as Substitutes

The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee. Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work as open or vacant positions, and any kind of tutoring or extra help. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits. It is the retiree's responsibility to continually check your substitute status in SMART FIND EXPRESS and the number of hours worked each month.

For more information about working after retirement please refer to Teacher Retirement System of Texas Employment After Retirement brochure located under the TRS Publications section at www.trs.state.tx.us. Retirees should carefully monitor the type of position for which they are working – Are you working in the place of a current employee or is it a vacant / supplemental position. The number of days worked monthly – Working in a vacant / supplemental position for as little as a half day in any month can cause you to lose your annuity. It is the retiree's responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1.800.223.8778. For detailed written information regarding employment after retirement, please contact TRS at www.trs.state.tx.us and/or view the online document pertaining to employment after retirement at https://www.trs.texas.gov/Pages/Homepage.aspx.
If you return to work for a school district after retirement, the district may be required to pay surcharges to TRS. Clear Creek ISD will limit retirees if TRS surcharges are incurred up to and including termination.
Clear Creek ISD will limit retirees if TRS surcharges are incurred.

- Retirees may substitute in place of an absent employee without surcharges.
- Paysheets while substituting reduce the amount of time to 10 days per month
- Accepting open position assignments reduce the amount of time to 10 days per month

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, which are not members of the employer's existing retirement system as of January 1, 1992, be covered under Social Security or an alternate qualifying plan. *The ESC Region 10 457(b) FICA Alternative Plan* satisfies federal requirements and provides substantial cost savings compared to Social Security.

1. **Eligibility:** An employee can participate in the FICA Alternative Plan if they meet one of the eligibility requirements listed below.
   - Part-time (20 hours or less per week)
   - Seasonal (five months or less per year)
2. **Contributions**: Social Security requires that 12.4% of an employee's salary be contributed each month (6.2% employee, 6.2% employer). However, the FICA Alternative Plan requires only a 7.5% contribution split between the employee and the employer to a retirement account. The employer determines the contribution split. The deferrals are made on a "pre-tax" basis, unlike Social Security, which are made on an *"after-tax"* basis.
3. **Investments:** The portfolio selection is designated by the employer. The options are as follows:
   - ***FICA Diversified Portfolio***—*The* Diversified Portfolio is directly overseen by the Region 10 RAMS Investment Advisory Committee. The portfolio is comprised of a broad range of equity and bond mutual funds, as well as individual bonds typically held to maturity and are periodically changed to adapt to changing market conditions.
   - ***FICA Government Income Portfolio***—All investment instruments issued by and/or backed by the U.S. Government.5. Distributions: The employee or their beneficiary will receive the FICA Alternative Plan account balance when an employee becomes eligible for distribution for any of the following reasons:
     - ✓ Retirement
     - ✓ Permanent and Total Disability
     - ✓ Termination of Employment
     - ✓ Death
     - ✓ Changed employment status to a position covered by another retirement system (e.g., TRS): *If there have been no contributions to the account for two (2) years and the account balance is less than $5,000, the employee may be able to request a distribution.*
4. **Taxation:** When the employee receives benefits, the funds received become taxable income. If the taxable portion of the account balance exceeds $200, the employee can avoid immediate taxation by directing the account balance to:
   - A traditional IRA
     - An eligible employer plan that accepts the rollover (i.e., IRS, 403(b), 457, etc.)
5. **Designating a Beneficiary:** If the employee dies while a participant in the funds, the account balance will be distributed to the employee's beneficiary. If the employee is unmarried at the time of death, the account balance will be paid to the employee's estate unless another beneficiary has been designated. If the employee is married at the time of death, the spouse is automatically the beneficiary. If the employee wishes to designate someone other than the spouse as a beneficiary, the employee must do so in writing, and the spouse must sign a spousal consent form.

6. **Company Offering Services:** The company chosen to provide the 457(b) FICA Alternative Plan is TCG Services, a company with many years of proven expertise in administering retirement plans to public sector employees.

7. **Protection from Liability.** As a 457(b) plan sponsor, the District is responsible for the types of investments offered to participants. Most 457(b) plans do not protect the District from fiduciary liability. The ESC Region 10 457(b) FICA Alternative Retirement Plan offers fiduciary protection for the District through an Investment Advisory Agreement with TCG Investment Advisory Services LP.

8. **Fees:** TCG receives 1.00% of the plan assets as its administrative fee. TCG Advisors receives .40% of assets as the investment advisory fee. Region 10 receives $.10 per participant per month (customarily deducted from participant accounts) as its fee for running the RAMS program. Individual investments have fees that vary by type of investment. The investment fees are shown on the Region 10 RAMS website at www.region10rams.org.

9. **Questions and Answers:**
   a. Can I see my funds with the RAMS program online?
      Yes, each participant can view their account balance at www.region10rams.org. The TCG customer service department is available M-F 8 AM to 5 PM CDT to assist you with accessing your account online. The customer service number is (800) 943-9179.
   b. Will I continue to receive a statement in the mail?
      No, but you can generate a statement of your account online at www.region10rams.org at any time.
   c. How can I get more information about this plan?
      Please review the Summary Plan Description at www.region10rams.org for more information about the Clear Creek ISD FICA Alternative Plan, or please call TCG at (800) 943-9179.

INSTRUCTIONS FOR USING TCG WEBSITE

Note: If you do not have Internet access or need assistance, please call us at (800) 943-9179 and we can assist you with these services by phone.

To review your account balance or request a distribution, you can access your account on the Region 10 RAMS website at www.region10rams.org. Please follow the steps below to access your account online:

1. Click the green Login box in the upper right-hand corner

2. Click the yellow Retirement Login box

3. User name will be your Social Security Number (no spaces or dashes): ###########

4. Password will be your date of birth (MMDDYYYY): ########

Paychecks

Employees no longer receive copies of their paychecks but rather receive payroll through direct deposit. You can still access pay information from the district website (www.ccisd.net). From the CCISD home page, select Logins -> Single Sign On Portal in the upper part of the page. Select "Sign In with Microsoft" using your network credentials or reset your password in the green box at the top of the page "Microsoft Password Reset Tool."

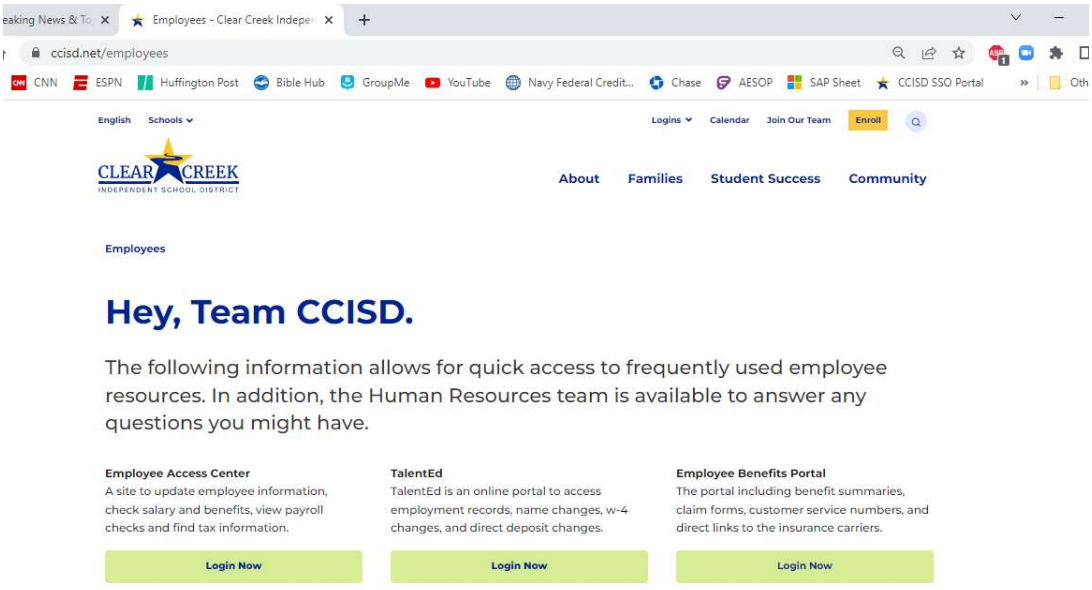


Once you have gained access, you will see a page of icons for CCISD Applications. Please select **Employee Access Center** through the link that looks like this icon:
Once clicked, you will be taken to the eFinance Application Portal. Your User ID is your employee ID number. Your initial password is the last four digits of your Social Security Number. The password may be your entire Social Security Number (without dashes) in a few cases. The left side of the page includes options to retrieve pay stubs, tax information, and benefits (if applicable).

Employee Access Center

The Employee Access Center allows employees access to many essential pieces of human resource and payroll information. The Employee Access Center can be accessed through the CCISD homepage using the instructions in the previous paragraph. The following pieces of information may be found in the Employee Access Center:

- Employee Information
- Degrees & Certifications
- Payroll Checks
- Salary and Benefits
- Work Calendar & Leave
- Continuing Education
- W-2 Wage & Tax Statements
- 1095-C Health Insurance Statements
- Federal Tax Withholding
- Payroll Deductions
- "What If" Paycheck Calculator
- Contracts



Clear Creek ISD

2026 - 2027

Substitute Payday Cut-Off Dates

FROM	TO	PAYDAY
05/31/26	06/13/26	07/06/26
06/14/26	06/27/26	07/20/26
06/28/26	07/18/26	08/05/26
07/19/26	08/01/26	08/20/26
08/02/26	08/15/26	09/04/26
08/16/26	08/29/26	09/21/26
08/30/26	09/12/26	10/05/26
09/13/26	09/26/26	10/20/26
09/27/26	10/10/26	11/05/26
10/11/26	10/24/26	11/20/26
10/25/26	11/07/26	12/04/26
11/08/26	11/21/26	12/21/26
11/22/26	12/05/26	01/05/27
12/06/26	12/26/26	01/20/27
12/27/26	01/16/27	02/05/27
01/17/27	01/30/27	02/19/27
01/31/27	02/13/27	03/05/27
02/14/27	02/27/27	03/19/27
02/28/27	03/13/27	04/05/27
03/14/27	03/27/27	04/20/27
03/28/27	04/10/27	05/05/27
04/11/27	05/01/27	05/20/27
05/02/27	05/15/27	06/04/27
05/16/27	05/29/27	06/21/27
05/30/27	06/12/27	07/05/27
06/13/27	06/26/27	07/20/27
06/27/27	07/17/27	08/05/27

Notes: Paydays will be on the 5th and 20th of each month. If payday falls on a Saturday, paychecks are issued on the last workday prior to the payday. If payday falls on a Sunday, paychecks are issued on the next workday. The first paycheck may be issued as a paper check and mailed to the substitute's home address if direct deposit is not set up in time. All future paychecks will be direct deposited. To review your pay and W2 information, log into the Employee Access Center (see page 29).

ENROLLMENT

Follow the steps below to set-up a 403(b) account:

- Go to the TCG website at www.tcgservices.com or call them at (800) 943-9179.
- Select a 403(b) vendor from the information on the TCG website.
- Contact the vendor to obtain help setting up the 403(b) account.
- Enroll online by clicking on Login to The Retirement System. Choose “New to the System, Enroll Now”
- Enter your Social Security Number as a user ID and the plan password for the district (available online under “Plan Description”)

NOTE: Logging in to the 403(b)-enrollment web site does not open your account. You must contact the chosen investment company outside of CCISD and establish your account, then log in to begin the payroll deductions.

Healthcare Benefits

Clear Creek ISD offers medical Insurance coverage to eligible substitute employees through TRS-Active Care. A district substitute is eligible to enroll in TRS-Active Care if the district reasonably expects the employee to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Clear Creek.

If the district reasonably expects these employees to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district’s need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event. Instructions on how to enroll will be provided through the Talent Ed System.

If you elect to enroll, you will be responsible for the full premium. One half of the premium will be deducted from each of your semi-monthly pay checks for the current month of coverage. Your paycheck must be sufficient to cover your premiums, otherwise payment will be expected by the end of the month. Failure to pay premiums by the end of the month will result in termination of coverage by midnight on the last day of the month.

A substitute who is enrolled in TRS-Active Care and who is then terminated and becomes ineligible for health coverage will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop. Therefore, you would not be eligible for COBRA.

Removal from the Substitute List

Substitutes may be excluded from working at a particular campus if the school administration and the Human Resources Administrator conclude it is in the best interest of the District. Failure to report to an accepted assignment and failure to notify appropriate campus administration may result in an automatic exclusion from the impacted campus.

Additionally, substitute teachers may be removed from service to the district at any time. Should circumstances warrant, the substitute maybe restricted immediately from service to the district pending the outcome of any investigation of policy violations. A campus administrator may request that a

substitute be excluded from his/her campus. Questions concerning exclusions should be addressed to the Assistant Superintendent of Human Resources; under no circumstance should an excluded substitute contact the campus from which they have been excluded. Additionally, the Substitute Office will maintain an exclusion list for each campus.

Equal Employment Opportunity

Clear Creek Independent School District does not discriminate in hiring, promotion, discharge, or other aspects of employment based on race, color, age, religion, handicap, sex, or national origin.

Annual Renewal of Service

TO REMAIN ACTIVE AS A SUBSTITUTE you must substitute a minimum of 30 days each school year (15 days per semester). If you have not substituted for the minimum of 30 days your name will be removed from the active substitute roster and you must re-apply. Should you want to voluntarily have your name removed from the substitute list, please submit this request in writing, along with your ID badge, to the Human Resources Department (2425 East Main St., League City, TX 77573).

Letters of Reasonable Assurance (LRA) will be sent to the substitutes advising them that they have a reasonable assurance of employment at the start of the next school year if the minimum 30-day requirement and attend one of the four summer update meetings list in the LRA. Substitutes who are not performing satisfactorily by the end of any school year will not receive a Letter of Reasonable Assurance or be invited to attend an update meeting.

Each summer you must attend one of four (4) summer update meetings to remain active as a CCISD substitute. Dates for the four summer orientation sessions will be provided in the Letter of Reasonable Assurance sent to each active substitute in the month of May and posted on the SMART FIND EXPRESS website. The Substitute office must receive this form by the date given in the letter.

Emergency Closings

When inclement weather or an emergency result in the closing of schools, the district will notify parents via its emergency phone, sms text and email system. It will also post the information on www.ccisd.net and distribute to local media.

DISTRICT POLICIES

Substitutes are expected to be familiar with and adhere to the district's Legal and Local Policies, as they interact with students, parents, and other District personnel. These policies can be found in their entirety on the district's website at www.ccisd.net.

Appropriate Professional Communications

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to material posted on personal websites and other internet social media sites. Messages or pictures that diminish the employee's professionalism impair the employee's ability to maintain the respect of students and parents and impede the employee's ability to effectively perform his or her job. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, conduct illegal for a minor, or sexually explicit content. Posting such materials may be grounds for termination or other disciplinary action. Employees who maintain private social networking sites for their private use shall not share that site with students. Employees are encouraged to utilize the communication tools and technology resources available through the district, including the learning management system. Employees who act as sponsors for teams or clubs who wish to establish an outside website or social networking site to communicate with members shall have principal approval in addition to obtaining written parental permission from each student "invited" to the site. The site

must also meet CCISD Technology security requirements, if used on the CCISD network and be approved by the technology department. Both the parent and student must be given access to the site. Permission slips must be maintained in accordance with the district's records retention schedule. In addition, the site should be kept private so that only school officials and specific students and their parents have access. The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

Dress/Grooming

Employee Standard of Dress

A professional standard of dress requires that staff members should be readily distinguished from students. Role modeling is a part of the employee's professional responsibilities. Managers and supervisors will exercise discretion in asking employees deemed to be dressed inappropriately to return home, change into appropriate dress, and return to work.

Male employees shall be allowed to wear a well-groomed mustache and beard.

Male supervisors shall wear collared shirts during normal school hours.

Coaches/PE instructors may wear shorts and t-shirts in their respective sports/activity and cover them with a warm-up suit if they alternate between classroom and coaching responsibilities.

Instructors in laboratory-based coursework (i.e. Science or technical shops, art, etc.) must comply with the dress standards and should wear aprons, smocks, jumpsuits, or protective clothing.

Campus, school-related club/organization T-shirts may be worn on designated days as approved by the campus principal or superintendent.

Visible tattoos and body piercings other than ears must be covered.

Inappropriate dress includes but is not limited to:

1. Shorts
2. Low-cut, short, or revealing clothing (cover midriff, shoulders, and upper chest)
3. Skirts or dresses shorter than mid-thigh
4. Wind suits, warm-ups, sweat suits (exception: coaches/PE instructors; see above)
5. Yoga pants, stretch pants or stirrup pants
6. Flip-flops or sandals without heels
7. Sun dresses without a jacket
8. Spaghetti strap garments
9. Overalls

Advancement of Religion

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to lead prayer or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students.

Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school sponsored activity takes place. To

ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor and immediately call the district emergency number at (281) 284-0911.

Visitors in the Workplace

All visitors are expected to enter District facilities through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including substitutes) who observe an unauthorized individual on District premises should immediately direct him or her to the building office or contact the administrator in charge.

Cell Phones/Pagers

All cellular phones and pagers must be turned off and out of sight during the school day. No personal calls should be made or received during instructional time or when students are present. Violation of this policy will result in disciplinary action up to and including removal from the District's substitute system. Cell phone may only be used during designated breaks and lunch.

Tobacco Products and E-Cigarette Use

Smoking or using tobacco products including electronic cigarettes, vaporizing devices, and other smokeless products is prohibited by law at all 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. Drivers of District-owned vehicles are prohibited from using these products while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings

This policy applies equally to all employees, students, patrons, and visitors. The policy applies to all forms of tobacco and tobacco products, including smokeless tobacco, as well as e-cigarettes and vaporizing devices.

Administering Medication to Students

Substitutes are not allowed to administer medication to students. Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine must be in its original, properly labeled container. Contact the principal or school nurse if you have additional questions.

Alcohol and Drug Testing

All employees, regardless of position, shall be required to undergo drug and alcohol testing any time the district has reasonable suspicion to believe the employee has violated the District's drug and alcohol policy.

All employees will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Dr. Robert Branch, Asst. Superintendent of Human Resources.

Employee Arrests and Convictions

An employee must report the arrest to the HR Substitute Coordinator within three calendar days of the arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, or 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 a 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, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence (including but not limited to assault)
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug or alcohol-related offenses, including driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol.
- Acts constituting abuse or neglect under the Texas Family Code or SBEC rules.

Sexual Harassment

Clear Creek ISD is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, disability, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct. It is demeaning to other persons, undermines the integrity of the employment relationship, and is strictly prohibited. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employee-to-Employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

1. Submission to such conduct is explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as the basis for employment decisions.
3. The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principals, supervisors, or Title IX Coordinator at (281) 284-7263. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser.

The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors; and other oral, written, physical, or

visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:

1. Engaging in sexually oriented conversations
2. Telephoning or texting students at home (or elsewhere)
3. Engaging in physical contact
4. Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits
5. Engaging in inappropriate social relationships

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to fondling, sexual assault, and/or sexual intercourse. Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student may contact Dr. Sharon Lopez, Executive Director of Secondary Education and Title IX Coordinator, 281-284-7263.

Student-to-Student. Staff members should be alert to situations involving student-to-student sexual harassment. Inappropriate conduct should be stopped, and appropriate action taken to prevent future occurrences.

Reporting Suspected Child Abuse

All employees of Clear Creek ISD are considered "professional" or mandatory reporters. This means that as a professional if you have cause to believe that a child has been abused and neglected you are required by law to make a report no later than **24 hours** after you suspect or become aware of the abuse and/or neglect.

As a CCISD employee, your rights and responsibilities for reporting child abuse include:

- As a professional reporter, you are required by law to report suspected abuse within 24 hours of first suspecting that a child has been or may be abused or neglected *(*Texas Family Code §261.101(b)*)*.
- You have the right and responsibility to report suspected child abuse or neglect free of fear of retaliation *(*Texas Family Code §261.110*).*
- Your report of child abuse or neglect is confidential and immune from civil or criminal liability as long as the report is made in good faith and without malice *(Texas Family Code 261.106)*.
- School district employees may not delegate the duty to report suspected abuse or neglect to another person *(*Texas Family Code §261.101(b)*)*.

School employees making reports of suspected abuse or neglect are not required by law to first report the suspicion to a peer, colleague, or supervisor. However, CCISD policy DH(LOCAL) requires that a CCISD employee who has reason to suspect child abuse or neglect shall immediately report to CPS and the campus principal or his/her designee, the supervisor of the department, or the assistant superintendent of human resources. The intent of sharing CPS reporting information with a supervisor is meant to provide additional support for a student in need. Both the reporting employee and supervisor understand that CPS reporting information is confidential.

Resources for Reporting Abuse:

- Texas Abuse Hotline: 1(800) 252-5400: Use the hotline for urgent situations - a student faces an immediate risk of abuse or neglect that could result in death or serious harm.
- Online Texas Abuse Hotline: txabusehotline.org

By failing to report suspicion of child abuse or neglect, an employee *(FFG(LOCAL)*):

- May be placing a child at risk of continued abuse or neglect
- Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report

- Violates Board policy and may be subject to disciplinary action, including possible termination of employment
- May have his or her certification from the State Board of Educator Certification suspended, revoked, or cancelled in accordance with 19 Administrative Code Chapter 249.

If you have additional questions relating to District policies or guidelines, please refer to the district website @ www.ccisd.net or call the Human Resources Department at (281) 284-0150.

Suicide Prevention and Intervention

Recent reports from the Center of Disease Control show that suicide is the 2nd leading cause of death among people ages 10-14, and the 11th leading cause of death in the United States. In Clear Creek ISD, we want all district employees to have knowledge of warning signs for suicide and what steps can be taken to report concerns about students and/or staff, so that we can provide a physically and emotionally safe place for all.

Suicide Risk Factors may include, but are not limited to:

- Previous suicide attempts
- History of mental health condition
- Relationship problems
- History of substance abuse
- Access to harmful means
- Recent death of a family member or a close friend
- Expression of thoughts of suicidal ideation

If a student or staff member expresses suicide ideation:

- NEVER leave the person alone
- Ask about self-harm
    - "Are you thinking about suicide
- Seek more information
    - "Do you have a plan?"
- Know where and how to refer:
    - Contact the campus counselor or nurse

Please remember to address all concerns regarding suicide ideation or any other concerning behaviors during the same school day. Call the campus counselor or nurse so you can get immediate assistance if a person is expressing suicidal ideation or talking about harming themselves. Information shared with campus counselors and/or nurses should be kept private and confidential.

If you have questions regarding Suicide Prevention, please contact the district's Director of Counseling and Student Services at 281-284-2500.

General Safety Procedures

If there is ever and emergency, or you need immediate help and do not know who to call… call 40911!

Bad Weather Closing

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to close schools, open late, or release students early, the Office of Communication will notify the media, post information on the district website, update the community hotline, and utilize a district-wide emergency phone call to parents and staff. The telephone number for the Education Support Center is (281) 284-2500

Emergencies

Training and preparation are keys to effective handling of an emergency or crisis situation. The District has prepared and implemented an Emergency Management Protocol that outlines the responsibilities of District employees in an emergency. The Emergency Management Protocol is available to all employees and should be posted in all classrooms.

Emergency Preparedness and Response

While we certainly do not anticipate an emergency at our schools, we are certainly prepared and well trained in the Federal Emergency Management Agency's National Incident Management system. CCISD also partners with the Texas School Safety Center. Each campus has a crisis response plan. Training and mock exercises are conducted regularly (lockdowns, fire evacuations, lockouts, holds, and shelter in place).

Important Terminology

Secure: Secure is when there is an external event (i.e., bank robbery, police chase) which makes it unsafe for students to be outside. More than 90% of our emergency response situations involve non-school related events which require students to remain indoors for a period. In these situations, all exterior doors will be locked, and students will move throughout the building as usual.

Lockdown: Lockdown is when there is a threat inside of the school building. In these situations, students and staff are to lock their classroom or office doors, move out of sight from interior windows, and remain quiet and calm until there is an all-clear from responding officers. Locks! Lights! Out of Sight!

Shelter in Place: Shelter in place is initiated when there is a need to protect the staff and students from natural or man-made disasters. There are two types of protocols for this category: Hazardous Material and Weather.

Evacuate: Evacuate is called when there is a need to move staff and students from one location to another. Examples for an evacuation are fire, bomb threat, flooding, major gas leak, or other hazards inside the building.

Hold: is when there is a need to for all to remain in your current location. Students and teachers are to remain in their current location, even if there is a scheduled class change, until the all clear is announced.

Training and mock exercises are conducted regularly as prescribed by the Standard Response Protocol.

Substitute Safety Responsibilities

Substitutes are ultimately responsible for all students under their care; consequently, substitutes are required to:

1. Participate in all safety drills
2. Follow safety protocol as stated in the Standard Response Protocol Safety Assessment
3. Pass the Safety Assessment once each school year.

Substitute Preparedness

The service provided by CCISD substitute teachers is invaluable. The opportunities for students to learn must continue, regardless of the reason(s) the teacher is absent. The services of dependable, well-prepared substitute teachers are essential to CCISD as we meet the needs and aspirations of each student. It is critically important that we prepare our substitutes for a successful day and provide information that will serve as their guide.

Required components of your substitute plans:

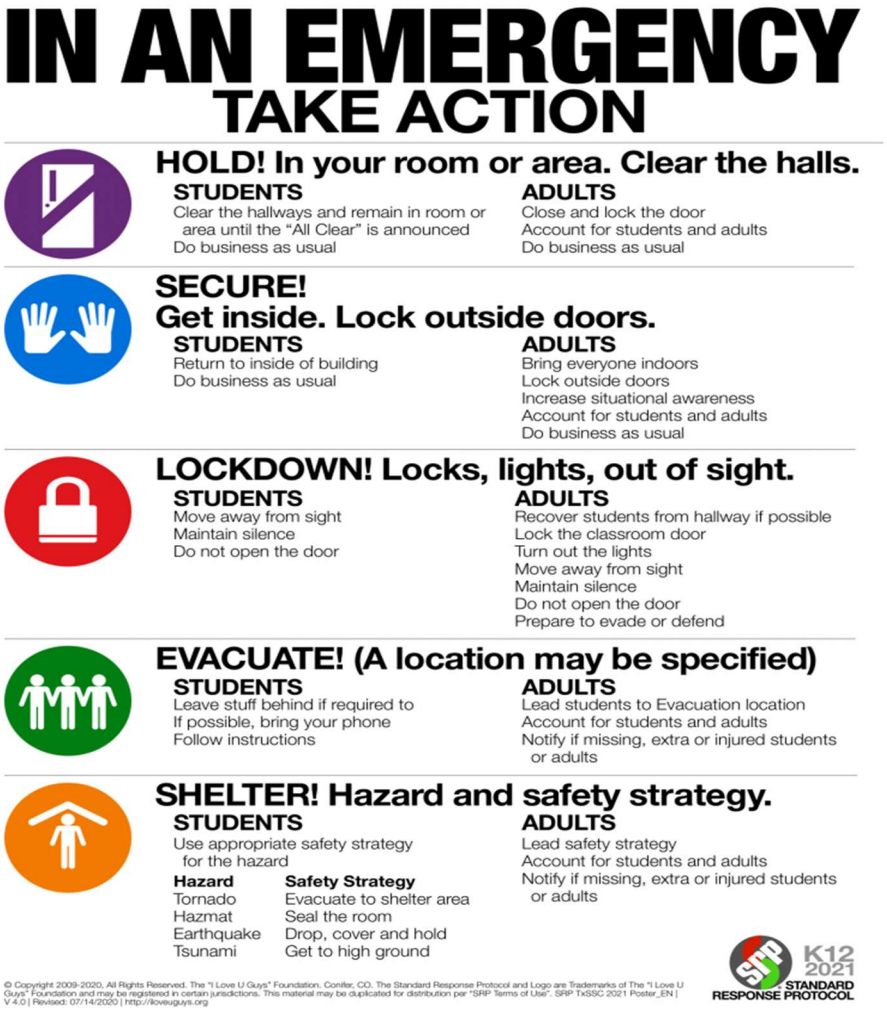
- Lesson Plans – Post intervention Safety Plan (If applicable)
- Instructions for Substitutes (attendance rosters, hall passes, signing in/out, etc.)
- Bell Schedule
- Teacher Daily Schedule and Classroom Rules
- Contacts (room number/phone extensions):
  - Department Head
  - Buddy Teacher
  - Other Teachers in the Subject Area
  - Administrators
  - Nurse
  - Other Staff
- What to do in case of an emergency with specific instructions (see information directly from Emergency Management Protocol handbook that can be added to plans)
- School Map
- Sexual Harassment Policy (DIA)

Protocol: What do I do in event of a lockdown?

- Step1: Notification of Lockdown to staff and students over the intercom and repeat three times: "ATTENTION! LOCKDOWN!" If the intercom system is not working, staff and students will be verbally notified throughout the building: "**LOCKS, LIGHTS, OUT OF SIGHT**"
- Step 2: Teachers and staff should immediately lock their doors.
- Step 3: Turn out lights.
- Step 4: Hide, get out of sight and maintain silence. Stay low and away from interior doors and windows.
- Step 5: Quickly take attendance and account for all students
- Step 6: Students and staff who are outside of the building need to evacuate to a campus pre-designated location.
- Step 7: Students and staff who are in the hallways need to move into the nearest room.
- Step 8: Students and staff located in common areas or library need to hide get out of sight and maintain silence.
- Step 9: If it is safer to evacuate to a known location, do so!
- Step 10: Wait for Law Enforcement officials to open all doors.
- Step 11: Once Law Enforcement has secured the scene; reunification will take place at a designated location.

What to do if a Lockdown occurs during arrival or dismissal?

- If a lockdown occurs during arrival, take immediate action to secure the campus. Staff and students need to find the nearest door to enter and lock. If you are inside the building it may be safer to evacuate to a known location. If you are outside of the building do not try to re-enter the campus, evacuate to known location.
- If Lockdown occurs during passing period take immediate action to secure the campus. Enter the nearest room and lock the door. Evacuation is an option to a known evacuation site. If you are outside do not try to re-enter the campus, evacuate to a known location.
- If a Lockdown occurs during dismissal, take immediate action to secure the campus. Staff and students need to find the nearest door to enter and lock. If you are inside the building it may be safer to evacuate to a known location. If you are outside of the building do not try to re-enter the campus, evacuate to a known location.



In review:

- No one will prop a door open
- No one will open the door for ANYONE
- After the start of the school day, all doors will be locked and all visitors will enter through the front door.
- All employees and students will wear identification badges.

Clear Creek ISD Substitute Paraprofessional

Department of Human Resources **Revised May 2015**

Division: School Campus Level **Wage/Hour Status: Non-Exempt**

Pay Grade: Substitute Terms: 187 days

Primary Purpose
Responsible for fulfilling the duties of the aides that they are replacing.

Qualifications

Education

High School diploma or GED.

Special Knowledge/Skills

Fluent in English (written and spoken)
Typing and/or computer skills for clerks

Ability to operate office equipment; ability to work with people effectively **Major Responsibilities and Duties**

1. **Clerical aides:**
   - Answer incoming calls, take reliable messages, and route to appropriate staff.
   - Take messages and deliver them to the proper personnel
   - Type all written correspondence and route properly
   - Sort, distribute, or deliver mail and other documents
2. **Clerical Support**
   - Operate office equipment
   - Work with children of all ages
   - Assist in maintaining a safe environment conducive to learning
3. **Other:**
   - Perform other related duties as required

Equipment Used: Computers and various other office equipment

Working Condition:

- **Mental Demands:**
  Maintain emotional control under stress
  Work with frequent interruptions
- **Physical Demands:**
  Frequent standing, stooping, bending, pulling and pushing
  Move small stacks of textbooks, media equipment, desk and other classroom equipment

If you have any questions, please contact HR at (281) 284-0155

The forgoing 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. The Clear Creek Independent School District is an equal opportunity employer. CCISD does not discriminate against any employee or applicant because of race, religion, gender, age, national origin or disability.

Clear Creek ISD **Substitute Nurse**

Department of Curriculum and Instruction **Revised May 2015**

Division: School Campus Level **Wage/Hour Status: Exempt**

Pay Grade: Substitute
Terms: 187 days

Primary Purpose
Support student success by promoting, protecting, improving, and maintaining student, staff, and community health while serving as a substitute nurse.

Qualifications

Education

Nursing degree from an accredited college or university
Valid registered nurse license from the Texas Board of Nurse Examiners CPR certification

Special Knowledge/Skills

Current practical working knowledge of nursing procedures and techniques relevant to children
Effective communication and interpersonal skills
Ability to work independently to implement district policies and procedures

Experience

School nursing experience preferred; Minimum of 2 years nursing experience required

Major Responsibilities and Duties

1. Provides HEALTH SERVICES by:
   - Performing comprehensive nursing assessment on students and staff by using clinical reasoning, synthesizing comprehensive data, providing nursing care, and evaluating, reporting, and documenting patient outcomes
   - Administering medications and treatments according to school district policies and the RN scope of practice (BON, 15.28, TAC, Rule 217.11)
   - Reporting any concerns related to child abuse (physical or mental) to administrators, law enforcement, and Texas Department of Family and Protective Services
2. Manages the SCHOOL CLINIC by:
   - Managing supplies and equipment
   - Maintaining cumulative/individual health records
3. Establishes procedures for COMMUNICABLE DISEASE CONTROL by: Implementing and enforcing school district communicable disease policies
   - Reporting communicable disease cases as required to administrators and Lead Nurses
4. Provides EMERGENCY FIRST AID care by:
   - Assessing the severity of injuries and taking appropriate action
   - Performing first aid procedures effectively and efficiently. Anticipating changes in patient conditions and responding accordingly to include emergent care
   - Submitting school district accident reports periodically and notifying administrators and Lead Nurses

5. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
6. Research district policy, precedent, and current practices prior to taking action.
7. Participate as an effective team member who contributes to district, department, and content goals.
8. Demonstrate integrity and ethics.
9. Display proficient levels of technology applications.
10. Utilize time wisely for effective management of job responsibilities.
11. Maintain punctuality in daily work times, appointments, and meetings.
12. Meet task completion deadlines established by supervisor.
13. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
14. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
15. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
16. Provide work availability one month in advance.
17. Perform other related duties and accept other responsibilities as assigned.
18. The RN must be prepared to seek out other RNs to include district Lead Nurses or other healthcare providers when student conditions or situations exceed the RNs level of competency or experience to ensure student safety.
19. The RN monitors, coordinates, and evaluates the provision of health services necessary to meet individual student health needs essential in achieving educational objectives.

Working Conditions

Mental Demands

Maintain emotional control under stress

Physical Demand/Environmental Factors

Exposure to bacteria and communicable diseases; frequent standing, stooping, bending; moving medical equipment and other clinic materials

Division: School Campus Level **Wage/Hour Status: Exempt**

Pay Grade: Substitute
Terms: 187 days

Responsible for carrying out the lesson plans of the teacher for whom he/she is substituting and meeting the duties of teaching as outlined in district policies.

Qualifications

Education

Minimum of 30 college semester hours

Special Knowledge/Skills:

Fluent in English (written and spoken)

Other:

Completion of district substitute orientation

Responsibilities and Duties

1. **Instructional Strategies:**
   - Follow lesson plans left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals, and objectives.
   - Meet and instruct assigned classes in the locations and at the times designated
2. **Classroom Management and Organization:**
   - Establish and maintain order in the classroom
   - Maintain a classroom environment conducive to effective learning
   - Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities
   - Assist in upholding and enforcing school rules, administrative regulations and school Board Policies
3. **Communications:**
   - Cooperate with school personnel
   - Report to the principal or his/her designee at the beginning and end of the school day
4. **Supervisory Responsibilities:**
   - None
5. **Other**
   - Perform other duties as assigned

Equipment Used: Computers and various other office equipment

Working Condition:

- **Mental Demands:**
  - Maintain emotional control under stress
  - Work with frequent interruptions
- **Physical Demands:**
  - Frequent standing, stooping, bending, pulling and pushing
  - Move small stacks of textbooks, media equipment, desk and other classroom equipment

If you have any questions, please contact HR at (281) 284-0155

The forgoing 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. The Clear Creek Independent School District is an equal opportunity employer. CCISD does not discriminate against any employee or applicant because of race, religion, gender, age, national origin or disability.

CLEAR CREEK INDEPENDENT SCHOOL DISTRICT

2026-2027 Academic Calendar

August 2026

S	M	T	W	T	F	S
						1
2	P	P	P	P	P	8
9	P	P/T	[12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	P	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8]	H	10
11	H	P*	[14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	P	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	H	H	H	H	H	28
29	30					

December 2026

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	H	H	H	H	H	26
27	H	H	H	H		

January 2027

S	M	T	W	T	F	S
					H	2
3	P	[5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	P	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5]^	6
7	H	H	H	H	H	13
14	[15	16	17	18	19	20
21	22	23	24	25	H	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	P*	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

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]^	P	22
23	EP	EP	26	27	28	29
30	31					

June 2027

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			

July 2027

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

First and Last Day of School

- P Professional Learning
- EP Exchange Professional Learning
- P/T PL and Transition Day
- H Holiday
- ^ Early Release
- [Grading Period Begins
-] Grading Period Ends
- * Bad Weather Make-Up Day

Transition Day (PK, K, 6th & 9th)
August 11

First Day for All Other Grades
August 12

First Semester
August 12 - December 18

Second Semester
January 5 - May 20

Student Early Release
December 18
March 5
May 20

Teacher In-Service/ Student Holiday
September 21
October 13
November 3
January 4
February 15
April 12

Early release times:
Elementary: 12:15 PM
Intermediate: 1:00 PM,
WAVE/Science Magnet: 12:10 PM
High School: 11:30 AM,
Clear Horizons ECHS: 10:30 AM,
Clear View HS: 10:55 AM

Student/Teacher Holidays
Labor Day: September 7
Fall Break: October 9 & 12
Thanksgiving Break: November 23-27
Winter Break: December 21 - January 1
MLK, Jr. Day: January 18
Spring Break: March 8-12
Good Friday: March 26

Bad Weather Days
October 13
April 12

ELEMENTARY SCHOOLS

29 Armand Bayou Elementary
281.284.5100
16000 Hickory Knoll
Houston, TX 77059

17 Bauerschlag Elementary
281.284.6100
2051 League City Pkwy.
League City, TX 77573

3 Bay Elementary
281.284.4600
1502 Bayport Blvd.
Seabrook, TX 77586

28 Brookwood Elementary
281.284.5600
16850 Middlebrook Dr.
Houston, TX 77059

51 Campbell Elementary
281.284.6600
6605 W. League City Pkwy.
League City, TX 77573

33 Clear Lake City Elementary
281.284.4200
1707 Fairwind Rd.
Houston, TX 77062

32 Falcon Pass Elementary
281.284.6200
2465 Falcon Pass Dr.
Houston, TX 77062

5 Ferguson Elementary
281.284.5500
1910 Compass Rose Blvd.
League City, TX 77573

18 Gilmore Elementary
281.284.6400
3552 League City Pkwy.
League City, TX 77573

12 Goforth Elementary
281.284.6000
2610 Webster Rd.
League City, TX 77573

39 Greene Elementary
281.284.5000
2903 Friendswood Link Rd.
Webster, TX 77598

19 Hall Elementary
281.284.5300
311 Country Lane
League City, TX 77573

7 Hyde Elementary
281.284.5800
3700 FM 518 East
League City, TX 77573

38 Landolt Elementary
281.284.5200
2104 Pilgrims Point
Friendswood, TX 77546

15 League City Elementary
281.284.4400
520 E. Walker
League City, TX 77573

25 McWhirter Elementary
281.284.4800
300 Pennsylvania
Webster, TX 77598

6 Mossman Elementary
281.284.4000
(See Education Village)

43 North Pointe Elementary
281.284.5900
3200 Almond Creek Dr.
Houston, TX 77059

23 Parr Elementary
281.284.4100
1315 Hwy 3 South
League City, TX 77573

27 Robinson Elementary
281.284.6500
451 Kirby Dr.
Seabrook, TX 77586

22 Ross Elementary
281.284.4500
2401 West Main St.
League City, TX 77573

4 Stewart Elementary
281.284.4700
330 FM 2094
Kemah, TX 77565

35 Ward Elementary
281.284.5400
1440 Bouldercrest
Houston, TX 77062

45 Weber Elementary
281.284.6300
11955 Blackhawk Blvd.
Houston, TX 77089

41 Wedgewood Elementary
281.284.5700
4000 Friendswood Link Rd.
Friendswood, TX 77546

36 Whitcomb Elementary
281.284.4900
900 Reseda
Houston, TX 77062

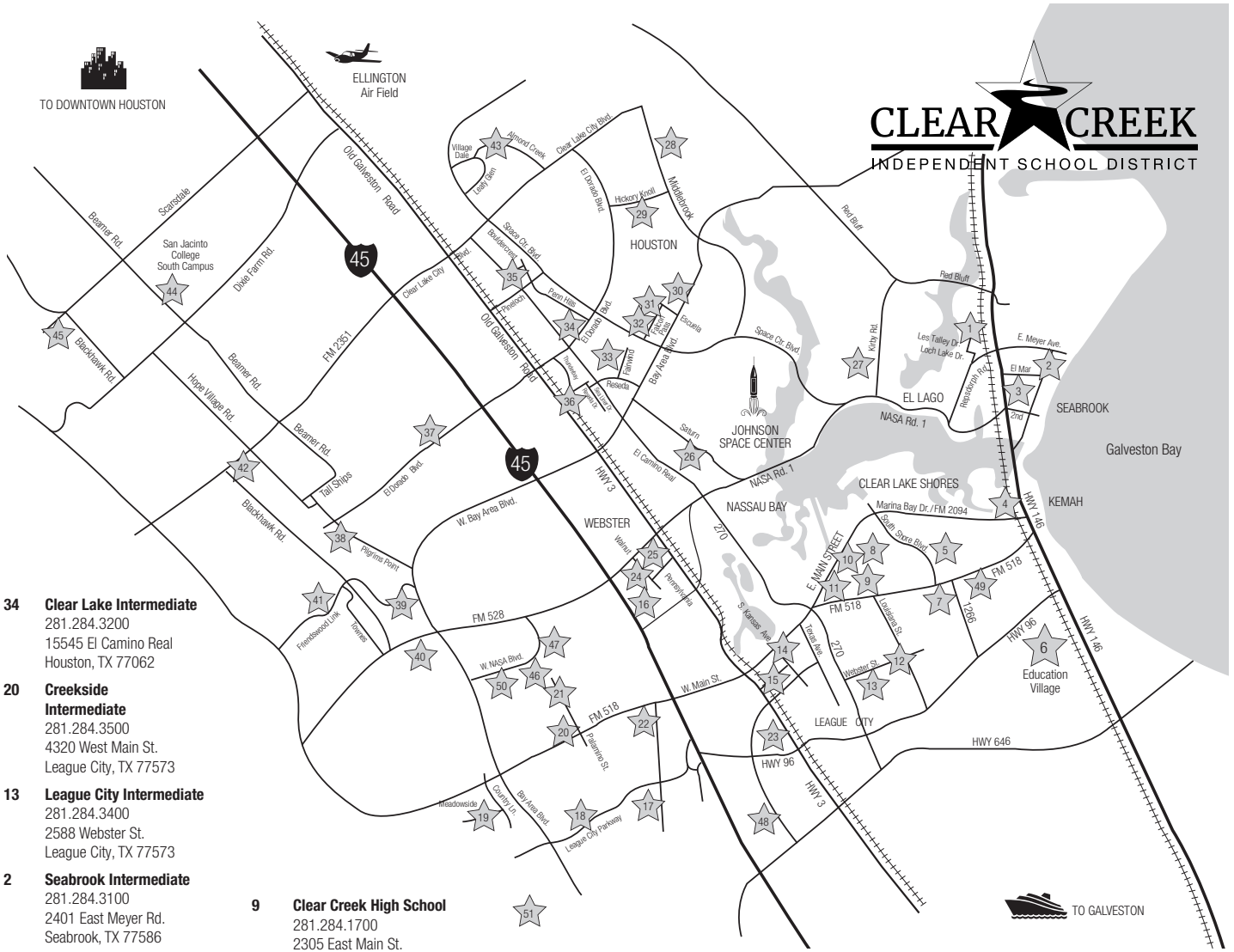
1 Ed White Elementary
281.284.4300
1708 Les Talley Dr.
El Lago, TX 77586

INTERMEDIATE SCHOOLS

6 Bayside Intermediate
281.284.3000
(See Education Village)

40 Brookside Intermediate
281.284.3600
3535 East FM 528
Friendswood, TX 77546

8 Clear Creek Intermediate
281.284.2300
2451 East Main St.
League City, TX 77573



34 Clear Lake Intermediate
281.284.3200
15545 El Camino Real
Houston, TX 77062

20 Creekside Intermediate
281.284.3500
4320 West Main St.
League City, TX 77573

13 League City Intermediate
281.284.3400
2588 Webster St.
League City, TX 77573

2 Seabrook Intermediate
281.284.3100
2401 East Meyer Rd.
Seabrook, TX 77586

26 Space Center Intermediate
281.284.3300
17400 Saturn Ln.
Houston, TX 77058

48 Victory Lakes Intermediate
281.284.3700
2880 West Walker
League City, TX 77573

37 Westbrook Intermediate
281.284.3800
302 W. El Dorado Blvd.
Friendswood, TX 77546

HIGH SCHOOLS

42 Clear Brook High School
281.284.2100
4607 FM 2351
Friendswood, TX 77546

9 Clear Creek High School
281.284.1700
2305 East Main St.
League City, TX 77573

6 Clear Falls High School
281.284.1100
(See Education Village)

44 Clear Horizons Early College High School
281.929.4657
13735 Beamer Rd. Box 913
Houston, TX 77089

30 Clear Lake High School
281.284.1900
2929 Bay Area Blvd.
Houston, TX 77058

16 Clear Path Alternative School
281.284.1600
1001 Magnolia Avenue
Webster, TX 77598

21 Clear Springs High School
281.284.1300
501 Palomino Ln.
League City, TX 77573

24 Clear View High School
281.284.1500
500 South Walnut
Webster, TX 77598

SUPPORT FACILITIES

6 Education Village
281.284.1100
4380 Village Way
League City, TX 77573

10 Education Support Center
281-284-0000
2425 E. Main Street
League City, TX 77573

46 Central Support Facility
281-284-0300
2145 W. NASA Blvd
Webster, TX 77598

14 Technology Learning Center
281-284-0400
330 S. Iowa
League City, TX 77573

11 Veterans Memorial Stadium
2305 East Main St.
League City, TX 77573

31 Learner Support Center
2903 Falcon Pass
Houston, TX 77062

47 CCISD Challenger Columbia Stadium
1955 West NASA Blvd.
Webster, TX 77598

49 East Agriculture Center
3255 Delesandri Ln.
Kemah, TX 77565

50 West Agriculture Center
2155 West NASA Blvd.
Webster, TX 77598

For more information,
visit www.ccisd.net
or call 281-284-0000

SmartFind Express – Substitutes

Get Started

Before any features are available in SmartFind Express, you must register with the system and create a PIN and password. Register in the following order:

1. **Register via Telephone**
    - Call the main system number provided by the district **(713) 715-1636**.
    - Enter your **access ID** (Employee/**Substitute ID**), then press the star key.
    - When prompted for your PIN, enter your **access ID** again, then press the star key.
    - Record your name, then press the star key.
    - Now enter your PIN (**DDMMYYYY**), must be eight (8) digits, then press the star key.
2. **Access the Web App**
    - Enter the web address provided by the district (**SSO Portal – SFE**).
    - Enter your access ID and PIN.
    - When prompted, enter the password (**xxxxxxxx**) you want to use.
    - Log in with your access ID and password.
    - Verify your email address.
3. **Access the Mobile App**
    - Go to Play Store (Android) or App Store (Apple)
    - Download and install "**SmartFind Express Mobile** app.
    - Open the app and enter the district unlock code (**BJMZ**).
    - Select the district.
    - Log in with your access ID and password.

Find Available Jobs

Job search is your start page in both the web and mobile apps. In the Substitute experience view, the Available Jobs tab is the home page.

1. View a summary of all jobs matching your qualifications and preferences.
2. To take a job assignment, click Accept. To hide a job from the list, click Decline. Select a Reason for Declining, then click Confirm.
3. Occasionally refresh your search results. The list of available jobs can change as other substitutes accept assignments and jobs are added.

Manage Active Jobs

Manage jobs you have accepted or that have been assigned to you.

1. In the Substitute experience view, click My current/active jobs and Canceled Jobs tabs to view jobs.
2. To remove a job assignment, click Cancel. Select a Reason for Canceling, then click Confirm.
3. If you have been canceled from an assignment by someone else, acknowledge the cancellation.

SmartFind Express – Substitutes

Manage Availability

You can manage your availability for substitution jobs in two ways:

1. Manage Schedule - Define your working and contact hours for each day of the week.
2. Manage Unavailable Dates - Define specific dates you cannot work.

Manage Other Settings

1. Manage Notifications
2. Manage Locations
3. Manage Classifications
4. Manage Profile Settings
5. Manage Auto Accept

Troubleshooting

If you encounter any issues, here are some common troubleshooting steps:

1. **Login Issues**
    - Ensure you are using the correct access ID and password.
    - Verify your internet connection.
    - Clear your browser cache and cookies.
2. **App Installation Problems**
    - Check that your device meets the app's system requirements.
    - Restart your device and try reinstalling the app.
    - Contact your district for the correct unlock code.
3. **Job Acceptance Errors**
    - Refresh your search results to ensure the job is still available.
    - Confirm that you meet the qualifications for the job.
    - If the issue persists, contact your system operator for assistance.
4. **Contact the Help Desk:**

Help Desk Phone Number: (281) 284-4357 **or** (281) 284-0155

System Phone Number: (713) 715-1636

Write Your Password here:

Write Your Access ID here:

Write Your PIN here: