CLEBURNE ISD

SUBSTITUTE TEACHER HANDBOOK

2026-2027

The purpose of this handbook is to provide information that will assist you as a substitute teacher with Cleburne ISD and pave the way for a successful year. Not all district policies and procedures are included. The policies included have been summarized. You may access complete Board policy online at www.c-isd.com under the Board of Trustees tab.
This handbook is neither a contract nor a substitute for the official district policies. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide and a brief explanation of district policies. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

MISSION STATEMENT

The Board endeavors to provide education of the highest possible character for the residents of the District and takes into account the basic interests of the people and their willingness to pay taxes and support the schools.
In expressing its legal powers over the scope and character of education in the District, the Board believes that the educational program should adequately develop the intellectual powers of the children and youth of this community and help them attain life adjustment skills that will enable them to cope with the challenges and responsibilities of the future. It is of paramount importance that students develop in the following disciplines:

1. Basic learning skills of reading, writing, spelling and listening intelligently.

2. Literacy in acquiring information and communicating in the physical sciences, social sciences, and the humanities.

3. The ability to think critically and constructively.

4. The power to be imaginative and creative.

The education program should contribute to producing youth who will later be capable of participating in and contributing to the economic life of the nation, bearing the responsibility of freedom and self-government, and creating a better society.

QUALIFICATION

Substitute teachers must hold the minimum of a high school diploma and provide an original transcript. Based on the needs of the district, certification may also be required. The district may give preference to the employment of substitute teachers that hold a valid Texas teaching certificate. First consideration shall be given to the most qualified substitute. Every effort will be made to place substitutes in their field of interest.

Substitute paraprofessionals must provide a copy of a high school transcript or GED.

A substitute that does not hold a valid Texas Teacher Certification working with grades 9-12 must be at least 25 years of age. Substitutes working with grades 6-8 must be at least 22 years of age.

CLEBURNE ISD SCHOOLS

Adams Elementary 1492 Island Grove Rd Cleburne, TX 76031	Substitute Contact: Lisa Gowins Phone: 817-202-2000 Work hours: 7:15 AM – 4:00 PM
Coleman Elementary 920 Westhill Dr Cleburne, TX 76033	Substitute Contact: Courtney Nelson Phone: 817-202-2030 Work hours: 7:15 AM – 4:00 PM
Cooke Elementary 900 Phillips St Cleburne, TX 76033	Substitute Contact: Elisa Zuniga Phone: 817-202-2060 Work Hours: 7:15 AM – 4:00 PM
Irving Elementary 345 Hix Rd Cleburne, TX 76031	Substitute Contact: Rocio Chavez Phone: 817-202-2100 Work Hours: 7:15 AM – 4:00 PM
Marti Elementary 2020 W. Kilpatrick Cleburne, TX 76033	Substitute Contact: LeiAnn Wright Phone: 817-202-1650 Work Hours: 7:15 AM – 4:00 PM
Gerard Elementary 1212 S. Hyde Park Cleburne, TX 76033	Substitute Contact: Alyssa Vanwinkle Phone: 817-202-2130 Work Hours: 7:15 AM – 4:00 PM
Santa Fe Elementary 1601 E. Henderson Cleburne, TX 76031	Substitute Contact: Sarari Malone Phone: 817-202-2300 Work Hours: 7:15 AM – 4:00 PM
Cleburne High School 850 N Nolan River Cleburne, TX 76033	Substitute Contact: Sabrina Porter Phone: 817-202-1200 Work Hours: 7:45 AM – 4:00 PM
A.D. Wheat Middle School 1020 Woodard Cleburne, TX 76033	Substitute Contact: Linda Lares Phone: 817-202-1300 Work Hours: 7:45 AM – 4:00 PM
Lowell Smith Middle School 1710 Country Club Dr Cleburne, TX 76033	Substitute Contact: Roxanne Stouffer Phone: 817-202-1500 Work Hours: 7:45AM – 4:00 PM
Phoenix/DAEP & Team School 311 Featherston St Cleburne, TX 76033	Substitute Contact: Mayra Galvan Phone: 817-202-2090 Work Hours: 7:45-4:00

STANDARDS OF CONDUCT

Individuals serving as a substitute for the district shall comply with all Cleburne ISD Board Policies, including, but not limited to "Standards of Conduct". A printed copy of these policies can be requested from the Human Resources office or online at www.c-isd.com under the Board of Education link.

Substitutes are expected to work together in a cooperative spirit and to be courteous to students, one another, and the public. Substitutes are expected to observe the following standards of conduct:

1. Recognize and respect the rights of students, parents, other employees, and members of the community.

2. Maintain confidentiality in all matters relating to students and coworkers.

3. Report to work according to the assigned schedule.

4. Express concerns, complaints, or criticism through appropriate channels.

5. Use district time, funds, and property for authorized district business and activities only.

6. Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.

7. Use extra caution in expressing personal opinions and reactions. This includes, but is not limited to, race, religion, politics, campuses, district employees, and students.

8. Under no circumstances will a substitute criticize a teacher or a student in the presence of other teachers, assistants, parents, volunteers, or students. Criticism should be registered with the principal.

9. Avoid comparing one school with another or comparing the children on one campus with those on another campus.

10. Be prompt and professional in making and keeping his/her agreement to work.

11. It is not appropriate for substitutes to provide students with personal information or receive personal information from students. This includes but is not limited to e-mail, web site, social media, phone numbers, address, as well as personal materials such as photos and videos. Substitutes will not have access to students or associate with students except during class time. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. Failure to comply will result in removal from the substitute system.

12. Under no circumstances should a substitute photograph or video record a student. Violation of this will result in removal from the substitute system.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may

result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident.

VIOLATIONS OF STANDARDS OF CONDUCT

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

SAFETY REQUIREMENTS

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

SEXUAL HARASSMENT

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

OTHER PROHIBITED HARASSMENT

Harassment of a district employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:
1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial,

ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURES

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a campus administrator. Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy. Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

REPORTING SUSPECTED CHILD ABUSE

An employee who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make a report to any local or state law enforcement agency and the Child Protective Services Division of the Texas Department of Protective and Regulatory Services. The campus principal should be notified immediately.

PROHIBITED ITEMS ON SCHOOL DISTRICT PROPERTY

1. Smoking/using tobacco products or using electronic cigarettes/vaping devices on district premises, in district vehicles or school-related activities is prohibited. Possession or use of illegal drugs and/or alcoholic beverages is prohibited.

2. Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

    a) Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

    b) Alcohol or any alcoholic beverage.

    c) Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

    d) Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

3. Weapons are also prohibited. Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. 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 or call the CISD Assistant Superintendent of Student Services immediately.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

The district may close schools 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 open late, to release students early, or to cancel school, district officials will post a notice on the district's website, through district email, social media pages and notify the following radio and television stations:

Fox 4/ KDFW News 8/ WFAA 820 AM/WBAP

NBC 5/KXAS CBS 11/KTVT www.c-isd.com District Social Media

Substitutes who are assigned job responsibilities on school days that have been canceled due to inclement weather or closing **will not be paid.** Substitutes on long-term assignments will continue their daily count, **but will not be paid**.

DRESS AND GROOMING

1. All employees are required to dress in a manner that reflects a professional appearance while appropriate for the position for the employee's specific job assignment.

2. All employees shall observe modesty, appropriateness and neatness in clothing and personal appearance. Substitutes are professionals and should dress and behave accordingly.

3. An employee is not appropriately dressed if the employee is a disrupting influence in class or school because of the mode of dress. Substitutes shall be expected to serve as models for students in their dress.

4. Hair must be natural in color, well groomed, neat and clean. Fluorescent or unnatural hair colors that create a distraction and/or a disturbance will not be allowed. This includes mustaches and beards.

5. The district shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear. The district has the right to ask substitutes to leave the campus or change their attire if it is of such nature that it provokes unfavorable comment(s).

6. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for teachers in certain grades/subjects or for medical necessities.

TECHNOLOGY USAGE

As a substitute, you will have access to a network login, network storage, school email account, and internet access. An Acceptable Use Agreement form must be signed prior to gaining access to any of these accounts.

STUDENT ILLNESS OR ACCIDENT

If a child becomes ill while at school or has an accident, the child should be accompanied to the nurse/campus administrator's office. In the case of a serious illness, accident or injury, do not move the student; send for the school nurse or administrator immediately. If the substitute is involved in an accident on campus, report it to the office secretary immediately. .

Under no circumstances should a substitute teacher administer medicine to a student. Only designated school employees may administer prescription or over the counter medications to students in accordance with board policy. You are responsible for securing any personal medication.

FIRE AND EMERGENCY DRILLS/SAFETY PROCEDURES

Substitutes will also be issued a Centegix panic button upon checking in at the campus. This badge is to be worn at all times, students should never have this badge in their possession. This badge is to be turned in to the front office at the end of your shift. Training will be given for your understanding and the proper use of this badge.

The substitute teacher should also be familiar with emergency drill procedures (see fire drill and other emergency routes posted in the classroom). Training will be provided to ensure these procedures are clearly understood.

Every substitute should familiarize themselves with the standard response protocols at that campus. Specifically they must be familiar with the procedures and responsibilities for:

1. Hold
2. Secure
3. Lockdown- A.L.I.C.E. protocol
4. Evacuate (fire, fire drills, other emergencies requiring evacuation)
5. Shelter (for tornado/dangerous weather or hazardous materials)

Training will be provided to ensure these procedures are clearly understood.

Failure to complete the required fire and emergency procedure training by the district emailed deadline, could result in an immediate HOLD and/or inactive status as a substitute in our district.

WORK HOURS

Substitute hours may be different from student hours and will vary from campus to campus. Your reporting hours at each location will show on Frontline through the job you accepted. It is important to familiarize yourself with the campus locations or department and school hours before accepting your assignment. The substitute must report to the assigned location on time and remain until the end

of the work day or until released by the administrator/designee. Arriving late without first securing permission from the substitute contact/principal may result in removal from the job assignment without pay.

Substitute positions requiring more than four and a half (4.5) hours of duty will be compensated for a full day's pay. Any position requiring less than four and a half (4.5) hours will be compensated at ½ the daily rate. Having employed a substitute for a full day, a campus can assign duties to fill a full day.

Punctual and consistent attendance at work is a fundamental requirement of your employment with Cleburne ISD. Excessive "no shows" or repeated tardiness in reporting for duty or early departures can result in disciplinary action up to and including termination of your substitute work agreement. If you are going to be late, you must let the campus/department know.

SUBSTITUTE SIGN IN/OUT PROCEDURES

Upon arrival at the assigned location, the substitute should report to the main office. The office may provide additional instructions for the day. **In order to get paid, the substitute must sign-in upon arrival and out at the end of the day using accurate time each day. Failure to sign in /out will result in loss of pay for the day.**

Substitutes must wear their substitute badge while at work at all times, and it must be visible. Each campus reserves the right to ask a substitute to leave if they report to work without a valid ID badge. If asked to leave, the substitute will not be paid for the day. There will be a $5.00 charge for replacement of ID badges and you must contact our Technology department to request a new badge.

SUBSTITUTE DUTIES/RESPONSIBILITIES AND ASSIGNMENTS

1. Present the lesson plans and subject matter that fulfill requirements of the teacher's curriculum in a manner that students understand. If lesson plans are not available, notify the team leader or principal.

2. Study the schedule for the day regarding taking attendance, lunch, homeroom, assembly programs and read about other important information for that grade level or subject.

3. Follow the teacher's instructions regarding the grading of the student's work.

4. Meet other teachers in the area and ask for help when needed.

5. Substitutes will never leave students unattended.

6. Become acquainted with the teacher's classroom rules and regulations, fire and safety drill regulations and assigned exits.

7. Serve as a positive role model for students.

8. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.

9. Establish and maintain efficient classroom management procedures and standards of student behavior. Refer any major disciplinary problems to the principal or other designated administrator.

10. Allow students to leave class or early only with official permission.

11. Maintain all necessary and reasonable precautions to protect students, equipment, materials and facilities.

12. Maintain a cooperative and professional relationship with all colleagues, students and parents.

13. Maintain prompt and regular attendance for each substitute assignment.

14. Be flexible and adapt to the different kinds of instructional settings.

15. The substitute will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher/assistant. These duties may include bus duty, lunch and hall duty or other special assignments. Due to the needs of a campus, a substitute **may be asked to work a different assignment** other than the one that he/she was originally accepted.

16. Leave the teacher a brief summary of each class and work completed, or not completed, as well as any other information that will be helpful.

17. Leave the classroom neat and tidy.

18. All multi-day assignments are at-will. A campus reserves the right to end any multi-day substituting assignment, including long-term assignments, at any time with or without cause if the campus determines the removal is in the district's best interest.

19. Use of personal items such as videos, newspaper, cell phone, or other personal electronic devices while supervising students is prohibited. Substitutes will not bring personal videos to class.

20. Cell phones and personal electronic devices must be turned off during the day.

21. Substitutes should move frequently around the classroom among students, while they work and provide help as needed. Emphasizing to students completion of assignments is a must.

22. Introduce yourself and explain that the teacher is absent. Do not discuss with students why the teacher is absent.

23. The substitute is **responsible for students, equipment and materials** assigned to his/her care.

In addition to the general information given above, the substitute teacher will comply with all Cleburne ISD policies; all instructions given by the principal/campus administrator.

CLASSROOM MANAGEMENT

1. The substitute should speak appropriately at all times when communicating with students. Remember to speak kindly and politely when addressing students.

2. The substitute must never administer corporal punishment to any child. The use of corporal punishment in any form is cause for dismissal of the substitute.

3. The substitute is expected to maintain a level of classroom management and discipline in the classroom, which is conducive to good learning. The substitute must follow the classroom, campus, and district disciplinary guidelines. The substitute teacher or assistant should never leave the classroom unattended.

4. If a student needs to be removed from a class, the substitute should call for assistance from the campus administration. A substitute should never physically remove a student from a classroom.

5. Consequences for discipline issues will be determined by campus administration. Guidelines regarding discipline issues should be addressed with the office secretary at the time of signing in for the day.

6. Firm, fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

CONFERENCE/PLANNING PERIOD

Usually, the substitute will follow the daily schedule of a teacher, which includes a conference or planning period. A substitute may be asked to cover/perform other duties and responsibilities as needed by the campus during the day. **Substitutes are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period. Substitutes are not required by law to have a duty free conference period.**

CANCELLATION JOB ASSIGNMENTS

When you accept assignments/jobs, you are making a commitment to the school. Assignments/jobs should only be cancelled in the event of an emergency. If an emergency arises, you should cancel the assignment/job as soon as possible. **You must notify the school/department office of the cancellation**. If your cause to cancel is not an emergency, do not cancel the assignment less than 48 hours before the start of the assignment. Multiple cancellations by the substitute will result in removal from the substitute employment list.

Substitutes who need extended time away from subbing due to personal reasons but intend to return to sub for the district for the current year, are required to email nbyford@c-isd.com to notify the HR Specialist. A note will be made of the situation and we will remove your name from the active list. (e.g. surgical or illness recovery, maternity leave, out of country, caring for a sick family member, etc) The substitute will have to provide the HR Specialist with an expected return date and/or a medical release (if applicable) or as requested by the District. If the substitute does not return by the return date provided, and/or notify the HR Specialist of an updated return date, the substitute will be terminated from employment.

REMOVAL FROM THE SUBSTITUTE SYSTEM

Failure to comply with district policies, guidelines established in the substitute handbook, and/or expectations of the substitute's supervisor may result in adverse employment action against the substitute including, but not limited to, termination and/or removal from the CISD Substitute System. Other actions that may result in removal from the substitute system are:

- **Not working a minimum of 5 days a month to maintain an active job status**
- Unsatisfactory performance reported by a principal/campus administrator
- Any single incident determined by the district to be inappropriate in carrying out the substitute's responsibilities
- Multiple cancellations by the substitute
- Exclusion from three (3) campuses for any reason
- Violation of any state/federal laws or district policies

Any substitute who receives three (3) negative reports, for any reason, within a year, or five (5) complaints over the course of employment as a substitute, will be removed from the CISD substitute system and will not be reactivated.

If for any reason the substitute desires removal from the substitute list a written notice should be provided to the Human Resources office. This will prevent unnecessary calls to the substitute.

USEFUL TIPS: REMEMBER…HOW YOU START YOUR DAY, IS HOW YOU WILL FINISH YOUR DAY!!!

✔ SMILE, stay positive, pleasant, patient, and give the students lots of praise!

✔ Start the day promptly, firmly and concisely and with confidence

✔ Follow the general guidelines of the team/department/campus

✔ Get the students busy at the beginning of the day –actively involved in the learning process

✔ Remain calm and relaxed, never "lose your cool"

✔ Be firm, rather than issuing ultimatums. Give students appropriate choices

✔ Compliment the classroom and inquire about things around the room

✔ Communicate in a way that it is on the student's level. Involve all students during the course of the lesson

✔ Students need constant supervision. Use of personal items such as a book, newspaper, cell phone or other personal electronic devices while supervising students is prohibited

✔ Never leave the students unattended

✔ Never have physical contact with any student

PAYROLL INFORMATION

	Half day pay (0-4.25 hours)	Full day pay (4.5 + hours)	Long Term
Level 1 - Certified Texas teacher	$62.50	$125.00	1-15 Days $135 16+ consecutive days $160
Level 2 -Bachelor's degree or higher	$57.50	$115.00	1-15 Days $125 16+ consecutive days $150
Level 3 - High school diploma, college hours no degree	$52.50	$105.00	Not applicable
Level 4- Certified Teacher-Retired	$67.50	$135.00	20 days maximum $165
Premium Pay Monday's (or) Friday's	$5.00	$10.00	

If expecting to be compensated for the entire day the substitute is required to work the entire day. The daily rate may be adjusted if the substitute shows up late or leaves early during the assignment.

PAYROLL SCHEDULE

	If you worked	Date check to be mailed
July	7/1-7/31	8/10/2026
August	8/1-8/31	9/10/2026
September	9/1-9/30	10/9/2026
October	10/1-10/31	11/10/2026
November	11/1-11/30	12/10/2026
December	12/1-12/31	1/08/2027
January	1/1-1/31	2/10/2027
February	2/1-2/28	3/10/2027
March	3/1-3/31	4/09/2027
April	4/1-4/30	5/10/2027
May	5/1-5/31	6/10/2027
June	6/1-6/30	7/09/2027

Payroll will mail the first pay check unless prior arrangements have been made and approved by the business office to pick up a physical check at the District office. Please note we require at least two (2) business days in advance to consider a request for a physical check. Please contact Jonnie Stephens at 817-202-1135.

Each substitute is encouraged to keep a personal record of each job number and dates worked. This is viewable in Frontline. Should there be a discrepancy in a paycheck the substitute should contact HR Specialist, Nikki Byford at 817-202-1161 or nbyford@c-isd.com.